



DISPLAY OF FLAGS PROCEDURE (INS-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for displaying and modifying flag displays at schools within the Clarksville-Montgomery County School System

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals
2.2 Building Administrators

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Half-Staff: raising the flag to the top of the flagpole and lowering the flag to one-half the distance between the top and bottom of the pole.

5.0 PROCEDURE:

Size

- 5.1 The size of the U.S. flag flown is predicated on the height of the flagpole. Schools will only fly U.S. flags that meet the guidelines in the table below. Donated flags that do not meet the criteria below shall not be flown.

Flag Size (feet)	Flagpole Size (height in feet)
3x5	15
4x6	20-25
5x8	30-40
6x10	45-50
8x12	50-60
10x15	65-70
12x18	80-90
15x25	100+

- 5.2 It is customary to display flags from sunrise to sunset, however all-weather flags at all times can be displayed if properly lit at night. CMCSS interprets "properly lit" as having a light source sufficient to illuminate the flag so it is recognizable as such by a casual observer.

Half Staff

- 5.3 Director of Schools/designee, following coordination with local elected officials may authorize the display of the United States flag at the "half-staff" position.
- 5.4 When displaying the United States flag at "half-staff", the flag should be raised to the extreme top of the flagpole then lowered to the "half-staff" position.



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- 5.5 When lowering the United States flag from the "half-staff" position, the flag will again be raised to the top of the flagpole then lowered for removal.
- 5.6 When displaying the United States flag at "half-staff," it is the only flag displayed unless the school has two or more flagpoles.
- 5.7 At no time will two flags be displayed on one flagpole when the flag is being displayed at "half-staff".

Other Flags

- 5.8 The Tennessee State flag shall be properly displayed by positioning the flag with two stars at the top and the one star at the bottom.
- 5.9 In support of our local communities, the 101st Airborne Division or the POW/MIA flag may also be flown (below the U.S. flag and below the Tennessee State flag). Schools may receive donated 101st Airborne Division and POW/MIA flags, but are not authorized to purchase them. The National League of Families POW/MIA flag, governed by Title 36 U.S. Code § 902, stipulates specific dates when the POW/MIA flag will be flown. Schools possessing POW/MIA flags may display them in accordance with 36 U.S. Code § 902.

Requisitioning

- 5.10 In concert with Tennessee State Code 41-4-406, all official flags of the United States and of the state of Tennessee, shall be manufactured in the United States. Purchases of United States and Tennessee State flags will be made by each building through the Instructional Supply Catalog for the current school year.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 4 U.S.C., Chapter 1, §§ 1-10
- 6.2 36 U.S.C., § 902
- 6.3 [INS-A003](#) Flag Displays

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/16/04		Initial Release
2/8/10		Reviewed, no changes to procedure
4/8/14	A	Add information for displaying Tennessee State flag



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12/11/14	B	Added building administrators to responsibility section, significant additions in prescribing flag size to flag pole size, added guidance for flying of POW/MIA flag and requisitioning, updated associated documents.
11/20/23	C	Added to 5.2 CMCSS interprets “properly lit” as having a light source sufficient to illuminate the flag so it is recognizable as such by a casual observer.

*****End of Procedure*****