

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 900: MISCELLANEOUS

900.2 Display of Flag and Pledge of Allegiance

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Display Of The United States Flag

The following rules and customs will be observed concerning the care, custody, and display of the flag of the United States of America:

- A. The flag should be displayed in Earlywood Education Center during each day school is in session.
- B. The flag should be displayed every day in or near the Cooperative's administration office.
- C. The flag should be displayed only from sunrise to sunset when it is displayed on a building or on a stationary flagstaff in the open. The flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.
- D. The flag should **not** be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- E. When the flag is carried in a procession with other flags, it should be on the flag's own right. If it is a line of flags, it should be in front of the center of the line.
- F. The flag should **not** be draped over the hood, top, sides, or back of a vehicle.
- G. When the flag is displayed with another flag against the wall from crossed staffs, it should be on the flag's own right and its staff should be in front of the staff of the other flag.
- H. When the flag is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff.
- I. When the flag is displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.

- J. When the flag is used on a speaker's platform, it should be displayed flat on the wall and above and behind the speaker.
- K. When the flag is displayed from a staff in the auditorium, the staff should be displayed in the position of honor at the speaker's right as s/he faces the audience. Any other flag should be displayed to the left of the speaker.
- L. The flag shall be flown at half-staff as follows:

From the day of death and ---

1. for thirty (30) days for the President or a former President
2. for ten (10) days for the Vice President, the Chief Justice or a retired Chief Justice of the United States, and the Speaker of the House of Representatives
3. until interment for an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, and the Governor of a State
4. on the day of death and the following day for a member of Congress
5. by order of the President
6. by order of the Governor of Indiana

On the death of a student or staff member by the order of the administrator, the flag may be flown at half-staff from the day of the death through the day of the funeral.

On Memorial Day until noon, and then it is to be raised to the top of the staff.

When a flag is flown at half-staff, it is to be positioned at one-half the distance between the top and bottom of the staff.

- M. The flag should **not** be dipped to any person or thing.
- N. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- O. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- P. The flag should always be carried aloft and free.

- Q. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- R. The flag should never be used as a covering for a ceiling.
- S. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- T. The flag, when it is such a condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.
- U. The flag should be folded as follows when being stored:
 - 1. Straighten out the flag to full length and fold lengthwise once.
 - 2. Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view.
 - 3. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
 - 4. The outer point is then turned inward parallel with the open edge to form a second triangle.
 - 5. This diagonal or triangular folding is continued toward the blue union until the end is reached with only the blue showing and the form being that of a cocked hat.

Pledge of Allegiance

Students will be given a daily opportunity to recite the Pledge of Allegiance. Participation in this ceremony will be voluntary. No student will be required to exhibit any active behavior that would not be required at that specific time if the Pledge of Allegiance were not taking place (e.g. standing). However, a student may be required to remain silent so that other students may participate in the activity without disruption.

No student will be required to provide a reason for non-participation; nor will a teacher, administrator, or other staff member bring attention to or ostracize a student who exercises the right not to participate.