**ASFS**

**Tech Crew**



**Handbook**

**2019-2020**

The purpose of this handbook is to inform our Tech Crew Members about the History, Organization, and Philosophy of the ASFS Tech Crew. Since 2006, the Tech Crew has been an integral part of student life at ASFS. The philosophy behind the Tech Crew Experience has remained unchanged since its inception. The Tech Crew offers students an opportunity to participate in a wide variety of school activities and learn about leadership. There is a great deal of pride amongst past and current members in that many of the daily tasks and assignments are conducted with a minimum of adult supervision. This is possible because of the high degree of personal responsibility and accountability that are the hallmarks of the Tech Crew Experience. Let’s begin by taking a look at the Teacher who oversees the Tech Crew.

**Mr. Harvey’s Professional Background**

* 23 years Officer USMC (Retired)
* BA, M.Ed, with Post Graduate Work in Special Education (Emotional Disturbance and Learning Disabilities)
* 25 years in Education both in the Classroom and in Instructional Technology
* Has taught 4th, 5th, 6th and 8th Grades
* Taught Special Education for 6 years
* Starting his 17th year in APS
* Senior Instructional Technology Coordinator
* At ASFS since 2005. Full-Time since 2006
* Nominated for Teacher of the Year 6 times since arriving at APS

**Mr. Harvey’s Job Responsibilities at Arlington Public Schools**

* **ASFS**: Instructional Technology, Weather Station, Space Shuttle Simulator, TV Station, Recess, Tech Crew, Color Guard, Science City, Student Mentoring, STEM Night, Instructional Lead Teachers Committee, Grade Chair Committee, Technology Advisor ASFS PTA, and *Anything* *Else* Ms. Begley can think of ☺

**The Evolution of the ASFS Tech Crew**

The Tech Crew began at ASFS in the autumn of 2006 with just 4 members. These students became interested in the raising and lowering of our flags in front of the school after watching Mr. Harvey do it each morning. They wanted to participate in this most basic of patriotic expressions and thus the ASFS Tech Crew was born. Their initiative opened other doors that year and led to other more challenging opportunities and attracted 3 more members. With a larger group the Tech Crew acquired Color Guard equipment and two flags and began the practice of presenting the Colors at school events that we currently practice today.

In the fall of 2007 the Tech Crew began the year with 8 Members and in the Spring, became 9. The Tech Crew was then formed into 3 lines: Washington, Jefferson and Lincoln lines. In the spring of that year the Television Studio moved into its current location with the addition of some of the basic components for sound and video. The Tech Crew took on the additional task of running the technology side of the morning TV shows as well as conducting a remote on Fridays. The first schedule was set up with AM, Tech, PM, CG and remote with lines assigned to each assignment. The spring saw the addition of the major technology components we now have in the TV Studio. The School Song was introduced and sung by the Tech Crew for the first time in March. With the creation of the School Flag, the Color Guard acquired two more flags (County and School) to grow to a company of 7 for each presentation. The large 18x16 foot flag was purchased and displayed for the first time on Flag Day.

The next year, 2008-2009, saw the Tech Crew begin with 12 members and then grew from 3 to 4 lines with the addition of the James Polk Line and a membership of 17. This was the first year that the large flag displayed at the beginning and end of each school year. Also, the large flag for display on Fridays was begun. In the spring, monitoring of the Pond and Recess were added as additional duties.

2009-2010 saw the Tech Crew began with 17 members and grew to 23 by year’s end. A 5th line, the Harry Truman Line was added. A new duty was added as the Tech Crew took over the responsibilities for dismissal. This was the first year the school had its Space Shuttle Simulator, and the Tech Crew became the demonstration crew and presented for the PTA and at the Science and Technology Fair. All of these responsibilities were performed in much the same way from 2010 through the spring of 2012.

In 2012-2013 the Tech Crew continued now into our 7th year with all the responsibilities that have grown out of the superb performance of our Tech Crew members. We had 21 members in 4 lines (Washington, Jefferson, Lincoln, and Polk) as well as 3 alternate members.

2013-2014 saw tremendous growth in the Tech Crew due to its popularity with Parents and Students. We increased to 6 lines of 5 students each adding the Truman line as well as an alternate line. Membership grew to 33 by year’s end. During the year the Tech Crew was able to participate in the Science and Technology Fair, Demonstrations for visiting faculty, both a Secret Santa and Secret Valentine exchange and attend a baseball game in the spring. The Color Guard extended its flag responsibilities by obtaining all the flags of our military services as well as the accompanying flag gear.

2015-2016 Tech Crew continued to grow adding a seventh Line the Monroe line and changing the alternate line to the Coolidge line. Our members numbered 38 at year’s end. Color Guard took on a second weekly presentation as the school now had two morning arrival areas, the multipurpose room and the gym. As it was the 20th anniversary year of the School the Tech Crew participated in numerous Color Guard Presentations and performed at the retirement of former ASFS Principal Dr. Betty Hobbes.

2016-2017 With the growth of the Tech crew a position for a Senior Line Captain who acted both as a Line Captain and Captain was created bringing the number of Captains to 4 and increasing the size of the Tech Crew from 38 to 39. Tech Crew events included both a Secret Santa and Secret Valentine Exchange, Support of STEM night and a Potomac Nationals Game.

2017- 2018 The Tech crew was streamlined down from 7 Lines to 5 by retiring the Coolidge and Monroe lines. The size of the tech crew decreased from 39 to 29 members. Three new duties were added: the scheduled inventory of iPads 4 days per week; feeding the Atrium fish and the ASFS Color Guard represented our School by presenting the Colors at 2 Potomac Nationals games this year with great success,

2018-2019 The Crew began with 5 lines. Retired the Polk line and reactivated the Monroe line. In the 3rd marking period we added a 6th Line the Jackson line to pick up the additional duty of Bus Supervision with the Safety Patrol in the AM. In the fall the Tech Crew Color Guard performed at the Halloween Parade, the Veterans Day concert and, for the first time, at 2 APS Varsity High School Football games at Washington & Lee and Yorktown. In the spring they performed at the Potomac Nationals in Woodbridge, VA., and the dedication of the ASFS School Field designated as the “Home Field for Harvey Sports”. Yearly events also included the Secret Santa, Secret Valentine and Secret Leprechaun exchanges as well as the annual STEM Night spaghetti dinner.

**Eligibility Requirements for Tech Crew Membership**

* You must be a rising 4th or 5th Grade Student at ASFS for the 2019-2020 School Year.
* Must be a responsible and reliable student.
* Must be seeking leadership opportunities.
* Must either be in the Morning Extended Day Program, a Walker or Parent Drop-off.
* Must arrive at school at 8:30 AM every weekday morning.
* Must not have any grades below a “C” or any effort marks below “S” in the most recently completed marking period. These standards apply to all Tech Crew Members at all times.
* Must be recommended by your current classroom teacher.
* Must agree to a year-long commitment to the Tech Crew.
* Must be able to participate in one monthly meeting from 4-5 on the second Monday of each month (see attached schedule)
* You must submit your application on time with a minimum 150-word essay on “Why I want to be an ASFS Tech Crew Member” and be selected by Ms. Begley.

**Organization**

The ASFS Tech Crew is led by Three *Captains*. Eight groups, or Lines, are led by *Line Captains*. This year we have the Washington, Jefferson, Madison, Monroe, Lincoln, Polk, Roosevelt and Truman Lines. Each *Line* is composed of 3 members including the Line Captain. The weekly assignments are subject to change at any time based upon performance. Each Line is assigned daily/weekly *tasks on a published schedule. One line is assigned as the alternate line for each week. Alternates* fill in when other members are unable to perform their duties.

**What Tech Crew Members Do**

* Raise and lower the National and State flags each morning and afternoon.
* Provide support for the Morning Bus arrivals/work with Safety Patrol
* Be a part of the Daily WASF-TV Show Technical Crew
* Conduct Weekly Remote Broadcasts.
* Participate in Color Guard activities at school assemblies and other outside events.
* Conduct Daily Dismissal.
* Daily Monitoring of the Pond and Stream. Feeding the Fish in the Atrium.
* Daily Setup and Takedown of the Computer Lab
* Daily Recess Equipment Assistance.
* Serve as a Members of the Space Shuttle Simulator Demonstration Team.
* Serve as Role Models for all ASFS Students.

**Equipment**

Each Tech Crew member receives a duty belt. Duty belts will be worn at all times when you are performing your daily tasks (except recess). Members may also opt to keep their duty belts in their backpacks so they are more easily accessible. Each member is responsible for cleaning their belt. The best way to do this is to use a scrub brush and liquid soap and scrub both sides of the belt in a sink or bathtub. Then the belt should be hung to dry. Putting the belt in a washer and dryer tends to chip the finish off the eyelets. Rust marks sometimes occur around the eyelets and are unavoidable on white belts. This is not a problem should it occur.

**Daily Routine**

* Students enter the building using Entrance #3 on the outside of the 5th Grade hallway at 8:30 AM.
* Students will go to their homerooms register their attendance and put their book-bags outside their classrooms.
* Students then report to the computer lab (until the end of September) or the pit in the library by 8:35 AM. for our morning meeting.
* Students who arrive after 8:35 AM will report to the multipurpose room with their regular class.
* At dismissal, students will leave their classrooms 5 minutes prior to dismissal. The usual time will be 3:35PM, except on early dismissal days when the time will be 1:20 PM.
* Students who ride the bus will depart for their buses from either their classrooms, or from their afternoon assigned duties when their bus is called.
* If a student is leaving school early, or is unable to perform their duties, they should notify their Line Captain of their absence.
* There will be one scheduled monthly meeting as noted on the Tech Crew Schedule. These meetings are for one hour, 4-5 PM. Attendance at these meetings is **mandatory**.

**Traditional Activities**

* Fall Halloween Parade
* Veteran’s Day Color Guard
* Secret Santa Exchange
* Secret Valentine Exchange
* Secret Leprechaun Exchange
* Spring STEM Night Spaghetti Dinner
* Monthly Captains’ Lunches
* Space Shuttle Simulator Demonstrations
* Spring Baseball Game
* Color Guard Presentations at Local High Schools

**The Philosophy behind the ASFS Tech Crew Experience**

The ASFS Tech Crew experience for students is formed around three basic themes: Responsibility, Integrity and Leadership. The application of these themes in the students’ day-to- day school activities is designed to assist the students in gaining valuable life experience and self-confidence.

**Responsibility**: Students are held to a high standard for punctuality, attendance, and the prompt, successful performance of their assignments. There is a heavy emphasis on individual personal responsibility and in the understanding and acceptance of their role in the success or failure of their individual and group endeavors. They will come to understand that in life their choices and performance will always have an impact on not only themselves, but also on those around them. Responsibility is one of the two Foundations for Leadership.

**Integrity**: The role of honesty tempered with kindness cannot be overestimated in the success of an individual or group. Students will be challenged to honestly evaluate themselves and others in a positive way. They will also learn how to make the right choices in the face of easier more divergent paths. Integrity is the second Foundation for Leadership.

**Leadership**: All the student experiences in the Tech Crew are designed to promote leadership skills. Students are first and foremost responsible for leading themselves by setting the example in School in Academics and Behavior. Students will learn how to become a productive member of a team. Over the course of the year each student is given the opportunity to be responsible for small groups of students in the performance of their day to day assignments. Whether a student is assigned as the Tech Crew Captain, Line Captain or a Member of a Line, they will all be focused on, and the opportunity to discuss and apply the two basic Foundations of Leadership continually throughout the year.

**Instructions for Teachers That Members Should Be Aware of**

Tech Crew members are expected to arrive at school at 8:30AM to begin their morning duties.

All members will place their backpacks outside their classrooms and report directly to the computer lab or library upon arrival. We are organized into 7 lines or groups with 3 overall Captains and 7 lines of 5 members each including the line Captain. One Captain should make the morning intercom announcement at precisely 8:30. At no time should members be anywhere else. If a member is in extended day, it is their responsibility to report to the computer lab on time. The 4 lines that are assigned morning duties will then go to their assigned areas to carry out their responsibilities. The remaining lines will go directly to the multipurpose room. If a member arrives later than 8:35AM, they are to go directly to the multipurpose room, and an alternate will be assigned their morning duties. Members are expected to move through the halls quietly. Captains and Line Captains are responsible for members’ behavior at all times.

On most days this will be the case as they have assignments with morning colors, monitoring the pond and stream, setting up the computer lab, and being the tech crew for the morning news. In the afternoon one line will run dismissal over the TV, one line will take-down the computer lab and one line will retire the Colors. In order to report to the TV station, perform Colors, secure the computer lab 5 minutes before extended day is due to be dismissed, these members should be released at 3:35PM.

Under no circumstances should Tech Crew members claim to a staff member that they cannot do something because it interferes with Tech Crew. Expectations are very high for the members. They are chosen specifically because they have proven that they could accomplish all their day to day school activities AND carry the duties assigned to them by the Tech Crew. I am here to support you and your classroom program. If you have any difficulties with any of the members, please let me know right away. The members of the Tech Crew know that they are expected to be role models for all of our students here at ASFS at all times. It is very appropriate to remind them of this if the need ever arises.

Lastly, in the area of Academics: Tech Crew members are required to earn a "C" or higher in all subjects. They must also earn an "S" or "O' in all their effort marks. Specifically, a single "U" becomes a disqualifier. When interims come around if students are in danger of going below these standards and receive interim grades below this, they are immediately moved off the Tech Crew without prejudice for the remainder of the marking period in order to get their academics in line. If their final grades for the period fall below these standards, they are suspended for the entire next marking period, and removed from the Tech Crew if they are unable to subsequently meet the standards by the end of that marking period. Being a former classroom teacher, I am also a stickler for timely homework completion. If you feel that there is a pattern developing of late or missed assignments, please let me know so that we can work together to get the member headed in the right direction before too much time has passed.

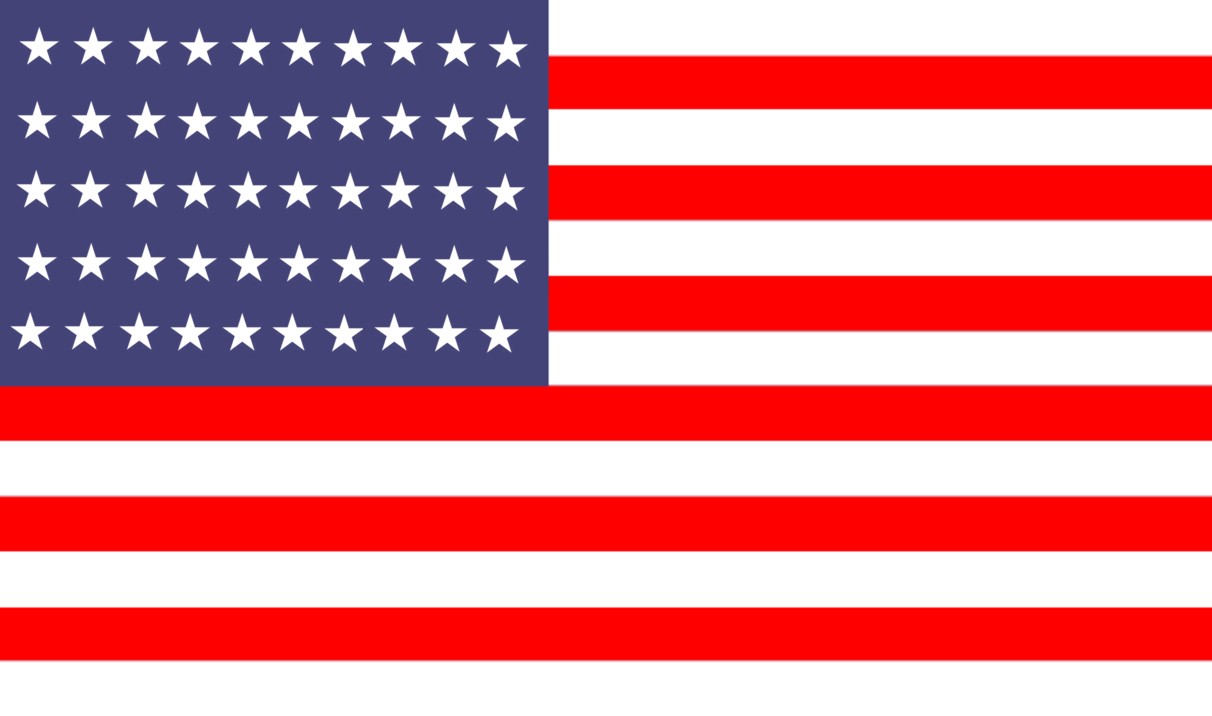
**Things to Think About**

Part of the Tech Crew experience is learning about leadership and life lessons. During the course of the year we will be talking about the things below.

* The two things Adults don’t like to hear from kids: “It wasn’t my fault” and when asked what they plan to do to correct a mistake, “I don’t know”.
* Your choices will *always* impact those around you.
* No matter how dark the skies may be, stay positive. You never know when things will turn around. You may miss seeing your opportunity if you are always looking down.
* 95% of success in life is just showing up prepared to do something.
* It is always better to try, and risk failure, then not to try at all.
* Never quit. You never know when you are only a foot away from the “diamonds”.
* Boredom is never an excuse for a leader. You must train yourself to do even the most boring and repetitive tasks to the best of your ability.
* Throughout your academic career, make the teachers teach you. Never leave a class wishing you had asked a question.
* Always participate in class. This is the secret for getting good grades.
* Leadership 101: Before you can lead others, you must be able to lead yourself.
* Leadership 102: Any plan is better than no plan
* Leadership 201: When things are confusing and everyone is running around, that is when a leader is quiet and cool under pressure. That is the time to look and listen, then act decisively.
* Leadership 202: In the absence of leadership or directions, take charge.
* Leadership 301: Don’t say something you cannot take back. *Always* stop and think before you speak in challenging situations. True leaders are always self-disciplined in this respect.
* Leadership 401: As a leader, people will not do the really hard things just because you yell at them or are in a position of authority. They will only be truly successful if they believe you care about them.
* Leadership 501: Taking responsibility for yourself and others is always the hardest thing about being a leader. When you are the leader, you are responsible for what you or your people do, or fail to do.
* In life, there will always be others who would like to take your place. Remember the story of Wally Pipp.
* What you do in practice, you *will* do in the real game. School is practice, life is the real game. Bad habits are hard to break, and don’t just go away when the game starts.
* Always remember that you are good enough. The coach can’t play you if you put yourself on the bench. No one ever won a game by sitting in the stands.

**Our Goal**The expectations for all Tech Crew Members as outlined above are high. We have found that students always respond positively to difficult challenges with the right encouragement. However, this is not to say that there will not be adversity along the way. Responsibility and Integrity are uncompromising task masters. When Tech Crew Members fall short occasionally, it is critical that they learn how to pick themselves up, assess what they need to do, learn from their experience, and then dust themselves off and *Go Take on the World Again.* Adversity is many times a better teacher than uninterrupted success. Students will gain a great deal of self-confidence and satisfaction from accomplishing their tasks in the face of the high-performance standards we have for our ASFS Tech Crew Members. We hope that armed with these experiences and life-lessons, all our Tech Crew Members will be better prepared to successfully meet the challenges that they will encounter, both academic and personal, in the years ahead. In all of this we ask for our members and members’ parents support in the coming School Year.

**American Flag**



The rules for handling and displaying the U.S. Flag are defined by a law known as the U.S. Flag Code.

The following is the text of the found in United States Code Title 4 Chapter 1.

§1. Flag; stripes and stars on

The flag of the United States shall be thirteen horizontal stripes, alternate red and white; and the union of the flag shall be fifty stars representing the fifty states, white in a blue field

§2. Same; additional stars

On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission

§3. Use of flag for advertising purposes; mutilation of flag

Any person who, within the District of Columbia, in any manner, for exhibition or display, shall place or cause to be placed any word, figure, mark, picture, design, drawing, or any advertisement of any nature upon any flag, standard, colors, or ensign of the United States of America; or shall expose or cause to be exposed to public view any such flag, standard, colors, or ensign upon which shall have been printed, painted, or otherwise placed, or to which shall be attached, appended, affixed, or annexed any word, figure, mark, picture, design, or drawing, or any advertisement of any nature; or who, within the District of Columbia, shall manufacture, sell, expose for sale, or to public view, or give away or have in possession for sale, or to be given away or for use for any purpose, any article or substance being an article of merchandise, or a receptacle for merchandise or article or thing for carrying or transporting merchandise, upon which shall have been printed, painted, attached, or otherwise placed a representation of any such flag, standard, colors, or ensign, to advertise, call attention to, decorate, mark, or distinguish the article or substance on which so placed shall be deemed guilty of a misdemeanor and shall be punished by a fine not exceeding $100 or by imprisonment for not more than thirty days, or both, in the discretion of the court. The words "flag, standard, colors, or ensign", as used herein, shall include any flag, standard, colors, ensign, or any picture or representation of either, or of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors, or ensign of the United States of America or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, colors, standard, or ensign of the United States of America.

§4. Pledge of allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

§5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to title 4, United States Code, Chapter 1, Section 1 and Section 2 and Executive Order 10834 issued pursuant thereto.

§6. Time and occasions for display

1. It is the universal custom to display the flag only from sunrise to sunset on buildings and

on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag

may be displayed twenty-four hours a day if properly illuminated during the hours of

darkness.

1. The flag should be hoisted briskly and lowered ceremoniously.
2. The flag should not be displayed on days when the weather is inclement, except when an

all-weather flag is displayed.

1. The flag should be displayed on all days, especially on

* New Year's Day, January 1
* Inauguration Day, January 20
* Martin Luther King Jr.'s birthday, third Monday in January
* Lincoln's Birthday, February 12
* Washington's Birthday, third Monday in February
* Easter Sunday (variable)
* Mother's Day, second Sunday in May
* Armed Forces Day, third Saturday in May
* Memorial Day (half-staff until noon), the last Monday in May
* Flag Day, June 14
* Father's Day, third Sunday in June
* Independence Day, July 4
* Labor Day, first Monday in September
* Constitution Day, September 17
* Columbus Day, second Monday in October
* Navy Day, October 27
* Veterans Day, November 11
* Thanksgiving Day, fourth Thursday in November
* Christmas Day, December 25
* and such other days as may be proclaimed by the President of the United States
* the birthdays of States (date of admission)
* and on State holidays.

1. The flag should be displayed daily on or near the main administration building of every

public institution.

1. The flag should be displayed in or near every polling place on election days.
2. The flag should be displayed during school days in or near every schoolhouse.

§7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

1. The flag should not be displayed on a float in a parade except from a staff, or as provided
   1. in subsection (i) of this section.
2. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a
   1. railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed
3. firmly to the chassis or clamped to the right fender.
4. No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.
5. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
6. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
7. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.
8. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
9. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
10. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
11. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
12. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
13. The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.
14. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection —
    1. the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
    2. the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and
    3. the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.
15. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
16. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

1. 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.
2. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
3. The flag should never be carried flat or horizontally, but always aloft and free.
4. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
5. 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.
6. The flag should never be used as a covering for a ceiling.
7. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
8. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
9. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
10. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
11. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning

§9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

§10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

**About Flag Precedence or Order for our Color Guard:**

**The order of precedence for the 4 flags in in our Color Guard is:**

United States

Virginia

Arlington County

Arlington Science Focus School

**The order of precedence for the 5 Military flags in in our Color Guard is:**

United States Army

United States Marine Corps

United States Navy

United States Air Force

United States Coast Guard (Precedes the Air Force in time of War.)

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**ASFS School Flag**

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Flags symbolize many things. They help us focus our thoughts about what is important about being a part of something greater than ourselves. At Arlington Science Focus School, our flag reminds us every day about the part we play in our school, our community, and the world around us.

The ***Field of Black*** that underlies everything represents the eternal universe. A universe that is full of wonder and mystery. A universe that challenges us to seek answers to many questions every day.

The ***Color of Gold*** represents the light of human reason and understanding. Light that seeks out and finds answers to the unending stream of mysteries posed by the universe around us.

The ***Atomic Structure*** represents our foundation of science here at Arlington Science Focus School. We build on this foundation of knowledge every day with the help of our teachers, staff, parents and community.

The ***Six Atomic Particles*** represent the Six Pillars of Character. They are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

The ***Lightning Bolt*** represents our students. The Lightning Bolt is awesome and magnificent in its power. It also commands respect. We hope each student earns this kind of respect each day.

The ***Earth*** represents the world in which we live. One community in a journey together, each part as important as the other.

Our flag has ***Seven Colors***. You have to look very closely to see them all. Some may look the same but as you get closer, they are all separate and distinct from each other. They are: Royal Blue; French Blue; Irish Green; Scarab Green; Canada Red; Spanish Yellow and Black. These seven colors represent the seven parts of the scientific method that we weave into all the aspects of our learning here at Arlington Science Focus School: State the problem; Research the problem; State the hypothesis; Test the hypothesis; Analyze the results; State the conclusion; Repeat the work. Sometimes they blend with each other into fewer parts, at other times they become more. The important thing about this is that the scientific method provides us with an orderly way in which to interact and view the universe around us

**The Meaning of “The Black and Gold”**

Every school song is important to the students who go to that school. It expresses the things that the school stands for and what is expected of its students. It is also, more often than not, fun to sing and many students remember it for the rest of their lives.

*All Hail Our Alma Mater*

*All Praise the Black and Gold,*

In this first line, “*Hail*” means “to greet happily” or “to greet with pride and pleasure”. The phrase “*Alma Mater*” is very important to many grownups because it usually stands for the High School or College they attended. “*Alma Mater*” is Latin and means “gentle mother” or “kind mother”. In many ways, our school is like a kind or gentle mother. Greeting us warmly in the morning and saying goodbye in the afternoon, like Ms. Begley. School picks us up when we are down and gives us courage when we are afraid. And, of course, black and gold are our school colors.

*Strike Hard O’ Bolts of Lightning*

The lightning bolt is not only our school symbol, but it also represents each student at Science Focus. The Lightning Bolt is awesome and magnificent in its power. It also commands respect. We hope each student earns this kind of respect each day. By “*strike hard*”, it does not mean in a physical way. It means that each student should give each task in school their full effort, 100%. This type of all-out approach will mean good things in the future and in our next line.

“*Our Tales of Glory Yet Untold*”

Each student has an important destiny to fulfill. Every one of us will do great things in the future. Some will affect millions, other just friends and family. Nevertheless, no matter the number affected all will be great, all will earn glory.

*The Halls of Learning Call Us*

*Where Mysteries of Science Unfold,*

Our School and our teachers call to us every day to be at work learning all the wonderful things about our world, our lives, and ourselves. At Science Focus, we are very fortunate to see the science in everything we do each day. Our teachers reveal these secrets to us in all the different things we learn, and different places like Investigation Station.

*In the Friendship of Our Students*

*We See the Timid Spring Forth Bold.*

We come to a school that is a safe and happy place to be. Here our students gain meaningful friendships, some of which last a lifetime. These friendships encourage us when we are down, help us have courage when we are afraid, allow us to try when we did not think we could. When we are timid and unsure, they help us become confident and bold.

*The Black and Gold We’ll Cherish*

*O’er the Years Our Lives Pass Through*,

Thinking about our school colors and our school, we will “*cherish*” or remember the good things about our time here. We will remember them “O’er” or over our entire lives, wherever in the world we may be. Many of our students will talk about their time here at Science Focus to their children and grandchildren.

*Let All Our Hearts Be Filled With Love*

*For Arlington Science Focus School.*

This last line reminds all students to be thankful for the time they have spent at Science Focus. As you grow older and you remember the lessons you have learned here we ask that like love you share it with others.

Written by Charles W. Harvey III, *Spring 2008*

**United States Army Flag**

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The 187 streamers attached to the Army Flag staff denote campaigns fought by the Army throughout our nation's history. Each streamer (2 3⁄4 inches wide and 4 feet long) is embroidered with the designation of a campaign and the year(s) in which it occurred. The colors derive from the campaign ribbon authorized for service in that particular war.

The concept of campaign streamers came to prominence in the Civil War when Army organizations embroidered the names of battles on their organizational colors. This was discontinued in 1890, when units were authorized to place silver bands, engraved with the names of battles, around the staffs of their organizational colors. When AEF units in World War I were unable to obtain silver bands, General Pershing authorized the use of small ribbons bearing the names of the World War I operations. In 1921 all color-bearing Army organizations were authorized to use the large campaign streamers currently displayed.

"The Army Flag and Its Streamers" was originally prepared in August 1964 by the Office of the Chief of Military History, in cooperation with the Office of the Chief of Information, and the U.S. Army Exhibit Unit, to provide general summaries of each of the campaigns displayed on the Army flag. It was subsequently updated by the Center of Military History to add the campaigns from Vietnam. It is our hope to update the work at some time in the future to cover the missing Armed Forces Expeditions and the campaigns in Southwest Asia.

The Army flag was dedicated and unfurled to the general public on 14 June 1956 at Independence Hall, Philadelphia, on the 181st anniversary of the establishment of the U.S. Army by the Continental Congress in 1775. Measuring 4 feet 4 inches by 5 feet 6 inches, the flag is of white silk with a blue embroidered central design of the original War Office seal. "United States Army" is inscribed in white letters on a scarlet scroll, with the year "1775" in blue numerals below. The Secretary of the Army designates the Army headquarters and agencies authorized an Army Flag.

**United States Marine Corps Flag**

  
  
Very little information is available regarding the flags carried by early American [Marines](http://www.military.com/marine-corps), although indications are that the Grand Union flag was carried ashore by the battalion led by Captain Samuel Nicholas on New Providence Island, 3 March 1776. It is quite possible that the Rattlesnake flag was also carried on this expedition.

The standard carried by the Marines during the 1830s and 1840s consisted of a white field with gold fringe, and bore an elaborate design of an anchor and eagle in the center. Prior to the Mexican War, this flag bore the legend "To the Shores of Tripoli" across the top. Shortly after the war, the legend was revised to read: "From Tripoli to the Halls of the Montezumas."

During the Mexican and Civil Wars, Marines in the field apparently carried a flag similar to the national flag, comprised of red and white stripes and a union. The union, however, contained an eagle perched on a shield of the United States and a half-wreath beneath the shield, with 29 stars encircling the entire design. Beginning in 1876, Marines carried the national colors (the Stars and Stripes) with "U.S. [Marine Corps](http://www.military.com/marine-corps)" embroidered in yellow on the middle red stripe.

At the time of the Vera Cruz landing in 1914, a more distinctive standard was carried by Marines. The design consisted of a blue field with a laurel wreath encircling the Marine Corps emblem in the center. A scarlet ribbon above the emblem carried the words "U.S. Marine Corps," while another scarlet ribbon below the emblem carried the motto "Semper Fidelis."

Orders were issued on 2 April 1921 which directed all national colors be manufactured without the yellow fringe and without the words "U.S. Marine Corps" embroidered on the red stripe. This was followed by an order dated 14 March 1922, retiring from use all national colors still in use with yellow fringe or wording on the flag. Following World War I, the [Army](http://www.military.com/army) practice of attaching silver bands carrying inscriptions enumerating specific decorations and battles was adopted. This practice was discontinued on 23 January 1961.

Marine Corps Order No. 4 of 18 April 1925 designated gold and scarlet as the official colors of the U.S. Marine Corps. These colors, however, were not reflected in the official Marine Corps standard until 18 January 1939, when a new design incorporating the new colors was approved.

The design was essentially that of today's Marine Corps standard.

For a brief time following World War I, the inscribing of battle honors directly on the colors of a unit was in practice, but realization that a multiplicity of honors and the limited space on the colors made the system impractical, and the procedure was discontinued. On 29 July 1936, a Marine Corps Board recommended that the Army system of attaching streamers to the staff of the organizational colors be adopted. Such a system was finally authorized by Marine Corps Order No. 157, dated 3 November 1939, and is currently in practice.

**United States Navy Flag**

  
  
The Department of the Navy [Seal](http://www.history.navy.mil/faqs/faq43-1.htm), created in 1957, was to serve as the main feature of the official United States Navy flag, adopted two years later. The flag did not pass through an evolutionary development as was the case with the Navy seal.

Ships of the earliest period in the Nation's naval history wore a variety of flags, including the striped Grand Union, and those bearing a pine tree or rattlesnake. However, these various banners may be considered steps in the genesis of the national ensign, the "Stars and Stripes," rather than forebears of a specific flag for the Navy.

Toward the end of the nineteenth century the Infantry Battalion flag (above left) was introduced for use by naval landing forces. This was a blue flag with a white diamond shaped device in the center and a blue foul anchor superimposed on the diamond. For more than sixty years, the Infantry Battalion flag served as the unofficial Navy flag in drill formations and parades and at other ceremonies. An official Navy flag, truly representative of the Navy's operating forces at sea, was authorized by Presidential order 24 April 1959:

The flag for the United States Navy is 4 feet 4 inches hoist by 5 feet 6 inches fly, of dark blue material, with yellow fringe, 2 1/2 inches wide. In the center of the flag is a device 3 feet 1 inch overall consisting of the inner pictorial position of the seal of the Department of the Navy (with the exception that a continuation of the sea has been substituted for the land area), in its proper colors within a circular yellow rope edging, all 2 feet 6 inches in diameter above a yellow scroll inscribed "United States Navy," in dark blue letters.

Unlike the national ensign, commission pennant, union jack, and admiral's broad pennant which fly from gaff, mast, or staff on board naval vessels, the flag of the United States Navy is reserved for display purposes and is carried by an honor guard on ceremonial occasions.

**United States Air Force Flag**

  
  
The [flag](https://en.wikipedia.org/wiki/Flag) of the [United States Air Force](https://en.wikipedia.org/wiki/United_States_Air_Force) consists of the [coat of arms](https://en.wikipedia.org/wiki/Coat_of_arms) of the Air Force, which is composed of 13 white stars and the Department of the Air Force seal, on a blue background. The 13 stars represent the 13 original colonies, the three star grouping at the top portray the three Departments of the Department of Defense (Army, Navy, and Air Force). The crest includes the North American bald eagle, the cloud formation depicts the creation of a new firmament, and the wreath, composed of six alternate folds of silver and blue, incorporate the colors of the basic shield design. The Indoor/Parade version is bordered by a gold fringe while the Outdoor version is plain.

**United States Coast Guard Flag**

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The origins of the Coast Guard standard are very obscure. It may have evolved from an early jack. At least one contemporary painting supports this theory. In an 1840 painting, the Revenue cutter*Alexander Hamilton*flies a flag very similar to today's Coast Guard standard as a jack. This flag, like the union jack, which is the upper corner of the United States flag, appears to be the canton or upper corner of the Revenue cutter ensign.

An illustration in 1917 shows the Coast Guard standard as a white flag with a blue eagle and 13 stars in a semi-circle surrounding it. At a later date, the words, "United States Coast Guard-- *SemperParatus*" were added.

After 1950, the semi-circle of stars was changed to the circle containing 13 stars. The Coast Guard standard is used during parades and ceremonies and is adorned by our 34 battle streamers. *We are unique to the other services for we have two official flags, the Coast Guard standard and the Coast Guard ensign.*

The Coast Guard Ensign

The initial job of the first revenue cutters was to guarantee that the maritime public was not evading taxes. Import taxes were the lifeblood of the new nation. Smuggling had become a patriotic duty during the revolution. If the new nation under the Constitution were to survive, this activity needed to be stopped.

Working within a limited budget, cutters needed some symbol of authority. Neither officers nor men had uniforms. How could a revenue cutter come alongside a merchant ship during an age of pirates and privateers and order it to heave to?

The solution was to create an ensign unique to the revenue cutter to fly in place of the national flag while in American waters.  Nine years after the establishment of the Revenue Cutter Service, Congress, in the Act of March 2, 1799 provided that cutters and boats employed in the service of the revenue should be distinguished from other vessels by a unique ensign and pennant.

On August 1, 1799, Secretary of the Treasury, Oliver Wolcott, issued an order announcing that in pursuance of authority from the President, the distinguishing ensign and pennant would consist of, *"16 perpendicular stripes, alternate red and white, the union of the ensign to be the arms of the United States in a dark blue on a white field."*

The ensign was poignant with historical detail, inasmuch as in the canton of the flag, there are 13 stars, 13 leaves to the olive branch, 13 arrows and 13 bars to the shield. All corresponded to the number of states constituting the union at the time the nation was established. The 16 vertical stripes in the body are symbolic of the number of States composing the Union when this ensign was officially adopted.

This ensign soon became very familiar in American waters and served as the sign of authority for the Revenue Cutter Service until the early 20th century.   The ensign was intended to be flown only on revenue cutters and boats connected with the Customs Service. Over the years it was found flying atop custom houses as well. President William Howard Taft, however, issued an Executive Order June 7, 1910, adding an emblem to the ensign flown by the Revenue cutters to distinguish it from the ensign flown from the custom houses, which read: "By *virtue of the authority vested in me under the provisions of Sec. 2764 of the revised Statutes, I hereby prescribe that the distinguishing flag now used by vessels of the Revenue Cutter Service be marked by the distinctive emblem of that service, in blue and white, placed on a line with the lower edge of the union, and over the center of the seventh vertical red stripe from the mast of said flag, the emblem to cover a horizontal space of three stripes. This change to be made as soon as practicable."*

At about this time, cutters began flying the U.S. flag as their naval ensign and the revenue ensign became the Service's distinctive flag.

When the service adopted the name Coast Guard, the Revenue Cutter Service's ensign became the distinctive flag on all Coast Guard cutters as it had been for the revenue cutters.

The colors used in the Coast Guard ensign today, as in the Revenue Cutter Service, are all symbolic. The color red stands for our youth and sacrifice of blood for liberty's sake. The color blue not only stands for justice, but also for our covenant against oppression. The white symbolizes our desire for light and purity.

As it was intended in 1799, the ensign is displayed as a mark of authority for boardings, examinations and seizures of vessels for the purpose of enforcing the laws of the United States . The ensign is never carried as a parade or ceremony standard.

The Jack and Commission Pennant

During its early years, the Revenue Cutter Service flew the canton (the upper corner of the flag nearest the staff) of the Revenue Cutter ensign as its jack. This practice persisted at least into the 1830s. Prior to the U.S. Civil War, the Revenue Cutter Service adopted as its new jack the canton of the United States Flag (the Union Jack) and this continues to this day.

Now, the jack is flown from the jackstaff only while at anchor. During the early years of the Service it was frequently flown on special occasions either at the jackstaff or atop the main mast while underway as well as when at anchor.

The Coast Guard commission pennant was created at the same time as the ensign in 1799.  The original commission pennant bore the same style American eagle as the ensign, 16 vertical red and white stripes, and a white-over-red vertical tail.

Prior to the U.S. Civil War, the Revenue Cutter Service adopted a commission pennant which had thirteen blue stars on a white field, thirteen vertical red and white stripes, and a red swallowed tail.

Sometime after the Civil War, the Service adopted the same commission pennant as the U.S. Navy. This pennant has thirteen white stars on a blue field, thirteen vertical red and white stripes, and a red swallowed tail. The pennant is flown from the top of the main mast.

By 1930, however, the Service had again changed its commission pennant. This pennant, with an inboard section that is a blue field with white stars, thirteen vertical red and white stripes, and a red swallowed tail, is the same one currently in use. The interesting thing about this change in practice is that there was apparently no regulation that ordered the Service to change from that commission pennant which was also used by the U.S. Navy.

**Tech Crew Schedule Fall 2019**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **AM** | **Tech** | **PSCL** | **SP** | **iPads** | **PM** | **Dismissal** | **ALT** | **Remote** | **CG1** | **CG2** |
| **Sep 3-6** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **L** | **MM** | **ML** | **WT** |
| **Sep 9-13** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **MM** | **JP** | **JM** | **TL** |
| **Sep 16-20** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **JP** | **W** | **WJ** | **LM** |
| **Sep 23-27** | **M** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **W** | **TR** | **TW** | **MJ** |

**Tech Crew Mtg. Tuesday Sep 3 4-5PM First Day of School Parade Practice Sep 9,16,26 4-5PM W&L 27th**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **AM** | **Tech** | **PSCL** | **SP** | **iPads** | **PM** | **Dismissal** | **ALT** | **Remote** | **CG1** | **CG2** |
| **Sep 30-4** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **MM** | **TR** | **L** | **LT** | **JW** |
| **Oct 7-11** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **L** | **MM** | **ML** | **WT** |
| **Oct 14-18** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **MM** | **JP** | **JM** | **TL** |
| **Oct 21-25** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **JP** | **W** | **WJ** | **LM** |
| **Oct 28-1** | **MM** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **W** | **TR** | **TW** | **PJ** |

**Tech Crew Mtg. Monday Oct 7 4-5PM Parade Practice Oct 15, 24 4-5PM Yorktown 25th**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **AM** | **Tech** | **PSCL** | **SP** | **iPads** | **PM** | **Dismissal** | **ALT** | **Remote** | **CG1** | **CG2** |
| **Nov 4-8** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **MM** | **TR** | **L** | **LT** | **JW** |
| **Nov 11-15** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **L** | **MM** | **ML** | **WT** |
| **Nov 18-22** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **MM** | **JP** | **JM** | **TL** |
| **Nov 25-29** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **TR** | **JP** | **W** | **WJ** | **LM** |

**Tech Crew Mtg. Monday Nov 4 4-5PM Parade Practice Nov 7 4-5PM W&L 8th**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **AM** | **Tech** | **PSCL** | **SP** | **iPads** | **PM** | **Dismissal** | **ALT** | **Remote** | **CG1** | **CG2** |
| **Dec 2-6** | **MM** | **L** | **TR** | **W** | **JP** | **MM** | **L** | **W** | **TR** | **TW** | **MJ** |
| **Dec 9-13** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **MM** | **TR** | **L** | **LT** | **JW** |
| **Dec 16-20** | **W** | **JP** | **MM** | **L** | **TR** | **W** | **JP** | **L** | **MM** | **ML** | **WT** |

**Tech Crew Mtg. and Secret Santa Exchange Monday Dec 16 4-5PM**

**Tech Crew Duties Explained**

***Duty Hours:*** All members of the Tech Crew are expected to arrive at school no later than 8:30 A.M. each day. Students may depart on the bus or as walkers at their usual times.

**Daily Duties**

***AM:*** Raise 5x8 National and State Flags. Read Principal’s Message at

Precisely 8:30 A.M. On Fridays, raise 8x12 National Flag.

***Tech:*** TV Studio (Producer, Sound Board, Teleprompter, Computer, Video

Mixer). Fill in as Anchors, Camera, or Weather/Celebrations as  
 required.

***PSCL:*** At the beginning of each day,take temperature readings and complete

Check sheet for both the Pond and Stream. Feed the fish in the right  
 Atrium tank on M-W-F. Turn on all computers in the computer lab,  
 ensure the room is tidy. Turn off all computers at the end of the day.   
 ***Set up the Space shuttle on Wednesdays for Science City.  
SP:*** Report to Mr. Ludwig in the front of the school to assist Safety Patrols   
 w/AM bus arrival.

***iPads:*** Each week Monday through Thursday conduct a spot inventory of a  
 designated classroom’s iPads.

***PM:*** Retire National and State Flags. Properly Fold and Stow Flags and

equipment.

***Dismissal:***  At the end of each day run the afternoon announcements, bus arrivals,   
 and Enrichment announcements from the TV studio on Ch. 49.

***Alt:*** Provide backups/fill-ins to the other lines as required.

**Weekly Duties**

***CG1:*** Conduct Tuesday Color Guard w/Military Flags in the Multipurpose  
 Room.

***CG2:*** Conduct Thursday Color Guard w/Military Flags in the Gym***.***

***Remote:*** Plan, organize and Conduct the TV remote broadcast. All members of the section assigned the weekly remote must be present for the Thursday morning practice before their remote to completer their script, test equipment and/or setup for the next day.

**Additional Duties**

**Space Shuttle Simulator**: All members of the Tech Crew will serve as the Demonstration Crew for the Student Space Center. They will become familiar with all aspects of the Simulator software and hardware. They will be able to assume any position in the Mission Control Room, as well as serve as Mission Specialists or Flight Crew during the weekly Science City. Students are responsible for setting up the simulator for Science City each Wednesday. Training for these roles will be held afterschool on additional training days. Demonstrations may be put on for PTA events, Science Organizations, and Government visitors.

**Testing Support**: At ASFS we count on our Tech Crew Members to assist in the deployment of our computers and devices for testing throughout the year. This assistance is crucial to our testing success, and is of great importance to all our staff and students.

**Color Guard Presentation Support for Outside Events:** The ASFS Color Guard for outside events is made up of Tech Crew members and is a voluntary additional activity. The full Color Guard consists of 1-3 Captains and 9 flag carriers. The Small Color Guard consists of 1 Captain and 4 flag carriers. Additional Escorts may be added to the compliment of members. Tryouts will be conducted for events and practices are mandatory for participants. Students will learn basic marching movements with an emphasis on teamwork. This year, in addition to presenting at Potomac Nationals games in the Spring, we will be performing at local High School football games in the Fall. We are currently scheduled to perform at Washington and Liberty HS on Friday Sep. 27th and Friday Nov. 8th, Wakefield HS Friday Oct. 4th and Yorktown HS on Friday October 25th at 6 PM. The standard apparel for performances will be white shirt and dark pants. Transportation to and from events is the responsibility of the members.