



The Classical Academy	Policies and Procedures
Policy Name:	Flag Etiquette
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Author:	Facilities Director
Approval:	Director of Operations

## **INTRODUCTION**

The United States of America’s flag and the state flag of Colorado will be handled responsibly and displayed on outside flagpoles at all campuses of The Classical Academy. The custodial staff is entrusted with respectful handling of our flags as the primary guard of our national and state colors.

## **PROCEDURE**

Custodians will carry the flags to raise and lower on the flag pole in a respectful manner. The flags will be held only in their hands or placed in a suitable container. Flags will not touch the ground.

### **Daily Flag Raising and Lowering**

The US and Colorado flags will be flown during daylight hours. Flags will be flown every day that staff is at the school and during the summer. When there is high wind in excess of 35 mph, the flags will be lowered and secured until the next day. The large US flag on the North Campus athletic field will be flown and illuminated for outdoor events at night.

To keep hands free when raising and lowering the flags, the Colorado state flag may be placed around a person’s neck as long as the US flag is over it and the grommets are on the same side. The US Flag should be raised first up to 4’ and then the Colorado flag attached below. Once both flags are on the line, they are quickly raised all the way to the top of the pole. The flags should never be flown upside down.

When lowering the flags, they should never touch the ground. Once inside the building, flags are neatly folded for the next day’s raising. If the flags are wet, they should be hung to dry.

### **Half Staff**

On special days designated by the Governor of Colorado and the President of the United States, the flags will be flown at half-staff. The half-staff flag raising procedure is to raise both flags to the top, pause for a second, then lower the flags to the half-way point. At half-staff, the bottom flag should not touch the ground or fences. To lower flags flying at half-staff, the flags are first raised to the top of the pole, a pause is made, and then the flags are lowered to be received.

### **Care of Flags**

Flags will be inspected daily for cleanliness and tears. If the flags are soiled, they will be cleaned. If the flags are torn or tattered, they will be mended. If the flags are no longer serviceable, the flags will be folded and delivered to the Boys Scouts or VFW for proper disposal.

New flags will be purchased each year in time for the first week of school. A spare set of US and Colorado flags will be maintained and used when there is snow, rain, or high wind.

### **Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
7/21/2014	New policy created	Steve Rex