

## FLAG ETIQUETTE

**All District and school-site personnel, as well as all AAA Safety Patrols that have the responsibility of handling the American flag must adhere to the following procedures.**

### **Standards of Respect**

- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general.
- The flag should never have anything placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms.
- The flag should be cleaned and mended when necessary.
- Once the flag becomes worn and tattered, it must be replaced immediately.
- Replacement flags can be purchased through Storage and Distribution (S & D).

### **Flag Folding Procedure**

- To store the flag, it should be folded neatly and with care. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- To properly fold the flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.
- Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.
- Fold the flag again lengthwise with the blue field on the outside.
- Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.
- Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.
- The triangular folding is continued until the entire length of the flag is folded in this manner.
- When the flag is completely folded, only a triangular blue field of stars should be visible.

### **Raising and Lowering the Flag**

- The flag should be raised briskly and lowered slowly and with caution.
- The flag should be displayed only between sunrise and sunset.
- The flag should not be displayed on days when the weather is inclement.

### **Display of Flag Outdoors**

- When the American Flag is displayed from the same flagpole with the State of Florida Flag, the flag of the United States must always be at the top.
- When flying the State of Florida Flag on a separate flag pole where both poles are the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right.

- Ensure the flag is being displayed right side up (stars at the top left), as an upside-down flag is a sign of distress.
- The flag of the United States is always the first flag raised and the last to be lowered.
- No other flags shall be flown with the American and the State of Florida Flags, unless otherwise directed by School Operations.

### **The Flag in Mourning Periods**

- The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.
- To place the flag at half-staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered.
- **No flag should be flown at half-staff without a directive from School Operations.**

***School Board policy 8810 – THE AMERICAN FLAG should also be adhered to in addition to the contents of this briefing. Portions of this document were adopted from <http://www.usflag.org/flaquetique.html>***

