

## **FLAG PROTOCOL**

### **Background**

Principals and appropriate Division Office personnel shall ensure that the Canadian flag and the Alberta flag are displayed at schools and other Division facilities.

### **Procedures**

#### 1. General

- 1.1 The Canadian and Alberta Flags shall be flown at each school on every instructional day. If a school has just a single flagpole then the Canadian flag should be flown alone on the pole and the Alberta flag placed and displayed elsewhere on the school premises.
- 1.2 The Canadian and Alberta flags shall be displayed at all public functions held in the schools.
- 1.3 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.4 At the direction of the Superintendent, flags may be flown at half-mast in response to the death of persons associated with the Division and for prominent citizens.
- 1.5 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.
- 1.6 Purchase of flags is done through Division Office. When a school is in need of a flag an order shall be placed through Division Office and the school shall be invoiced accordingly.
- 1.7 Display the Canadian and Alberta Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her discretion.

2. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

#### 3. Flags may be flown at half-mast:

- 3.1 At all Division/school sites upon the death of a current student, staff member or trustee;
- 3.2 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
- 3.3 On the day of the funeral for cases other than those described in 4.

#### 4. Current 'Rules for Flying the Flag' can be found at:

<http://www.pch.gc.ca/pgm/ceem-cced/etiatt/index-eng.cfm>

Reference: Relevant Legislation & Guidelines