



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

FLAG PROTOCOL

Purpose

The Algonquin and Lakeshore Catholic District School Board (ALCDSB) supports the establishment of this protocol for the raising of flags in accordance with Regulation 298 made under the *Education Act*.

Procedures

1. Each school/facility shall fly on an external pole the National Flag of Canada each day which the school is in session.
2. All schools may display inside the school the National Flag of Canada, the Provincial Flag of Ontario, and the Papal Flag.
3. All flags are flown at half-mast in recognition of the death of prominent public figures and other individuals upon the direction of the Director of Education or designate. The Director's Office will recognize the deaths of the following:
 - a. The Pope.
 - b. The Sovereign or member of the Royal Family.
 - c. The Governor-General.
 - d. The Prime Minister of Canada.
 - e. The Lieutenant-Governor of Ontario.
 - f. The Premier of Ontario/Education Minister of Ontario.
 - g. The local member of the House of Commons or Legislature of Ontario.
 - h. School Board Trustee.
 - i. A municipal Mayor, Reeve, or prominent citizen in the community.

The Flag will be flown at half-mast on the death of the individual until the end of the school day of the funeral or memorial service.

4. Individual schools, at the discretion of the principal, may fly their flag at half-mast to recognize the death of a student, staff member or community member.
5. On Remembrance Day, flags at all schools/facilities shall be flown at half-mast until the end of the school day as a sign of mourning. If a service is held at the flagpole, however, the flag would be lowered from the 11:00 a.m. service until the end of the school day.
6. As a general rule, the National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian Flag always takes precedence of all other national flags when flown in Canada and should always fly on its own mast. All flags must be treated with dignity and respect at all times, in accordance with the following:

- a. Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service.
 - b. When being raised or lowered, a flag should be prevented from touching or falling to the ground.
 - c. No flags, banners or pennants shall be flown together on the same pole except at single pole locations and even at these the Canadian Flag must fly alone.
 - d. Where possible, the Canadian Flag should be flown from the highest pole.
 - e. No flag should be larger than the Canadian Flag.
7. If schools choose to display flags inside the building (for example, in the entrance or at an assembly or other special event), the Canadian Flag must take precedence. When three flags are displayed, the Canadian Flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre and the other to the right. A common combination of flags is the Canadian Flag with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a case, the Canadian Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display). When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre.
8. Schools shall notify the Communications Office and Superintendent when flags are flown at half-mast.