



FLAG PROTOCOL

Purpose

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

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 shall 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 advise schools/facilities to 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
 - g. The Education Minister of Ontario.
 - h. The local member of the House of Commons or Legislature of Ontario.
 - i. School Board Trustee, Director of Education or Superintendent.

The Canadian 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. Notwithstanding the above, the Canadian Flag may be flown at half-mast on instruction from the Director of Education or designate.
5. 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.

6. Schools shall notify the Communications Officer and School Superintendent when flags are flown at half-mast.
7. 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.
8. 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 a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
 - i. A flag is considered to be tattered or worn when the colour has faded, it has developed a hole or the flag has become frayed.
 - ii. Disposal of such flags should be disposed of in accordance with the Government of Canada's Flag Etiquette Rules.
 - c. When being raised or lowered, a flag should be prevented from touching or falling to the ground.
 - d. No flags, banners or pennants shall be flown together on the same pole.
 - e. At single pole locations, only the Canadian Flag must be flown.
 - f. At multiple pole locations, where possible, the Canadian Flag should be flown from the highest pole.
 - g. No flag should be larger than the Canadian Flag.
- ~~9.~~ 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.
10. Schools can contact their local MP Office to inquire about replacement flags or secure a flag from a board-approved vendor. A standard-size approved flag is 3x6 ft.

March 2010

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