

# Flag Protocol Regulation

## 5320-10 | Flag Protocol Regulation

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### 1. PROTOCOL – FLAG DISPLAY

The Canadian flag should be displayed outside the school building from either a ground or wall mounted pole/staff. Each school will have a single flag pole installed.

No flag, banner or pennant should be flown or displayed above the Canadian flag.

Flags flown together should be approximately the same size and shall be flown from separate staffs at the same height. The Canadian flag should be given the place of honour when flown or displayed with other flags.

The British Columbia flag should be prominently displayed inside the building using either of the following methods:

1. attached flat to a wall with fasteners penetrating the hem area only; or
2. hung from a beam in the gymnasium

The flags of Canada and British Columbia are to be flown or displayed properly and treated at all times with dignity and respect.

All flag(s) should be in good clean condition when flown or displayed. When the flag(s) do become worn, noticeably faded or otherwise unfit for service, they should be replaced and the old flag disposed of by private burning.

The flag should be flown from sunrise to sunset each day school is in session. It is not contrary to etiquette to have the flag flying at night.

Flags can be displayed inside a building, either on staffs or fastened to a wall. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the Canadian flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

## **1. OCCASIONS FOR FLYING FLAGS AT HALF-MAST**

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.

Flags flown at half-mast will be by special instruction of the Superintendent of Schools. The Superintendent will advise Trustees of the reason for flying flags at half-mast. The protocol for flying flags at half-mast is as follows:

### **1. National (all schools)**

On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister); and

On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister; and

On April 28, the National Day of Mourning, remembering those who have lost their lives, or suffered injury or illness on the job or due to a work-related tragedy; and

On September 30, the National Day for Truth and Reconciliation; and

On November 8, Indigenous Veterans Day; and

On November 11, Remembrance Day.

1. Provincial (all schools)

On the death of the Lieutenant Governor or the Premier.

1. School District (all schools)

On the death of a current Trustee or Superintendent of Schools; and

On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the district is located.

1. School (school affected only):

On the death of a current student or staff member.

1. Other tragic events – at the discretion of the Superintendent and after consultation with the Board Chairperson.

#### **1. PERIOD FOR FLYING FLAGS AT HALF-MAST**

Flags would normally be flown at half-mast:

1. upon the death of a person listed, up to and including the day of the funeral or memorial service; or
1. on the evening prior to the specific day listed, until the morning following that day.

## 1. METHOD OF FLYING FLAGS AT HALF-MAST

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half- mast is to place the centre of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags will only be flown at half-mast on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be flown at half- mast.

### REFERENCES:

School Regulation 265/89, Sections 5(10) and (11)