
Purpose/Background

Principals and appropriate Division Office personnel shall ensure that flags are displayed at schools and other Division facilities.

Procedures

1. Flags

All Principals shall:

- 1.1 Display and/or fly the Canadian flag during the entire school year including public holidays. An exception may be made in the event of severe weather conditions which might damage the flag itself.
- 1.2 Display the flag of Alberta at the school.
- 1.3 Display the flag of the Division at the school.

2. Flying and Displaying a Flag

- 2.1 The national flag of Canada is to be displayed only in a manner befitting the national emblem; it is not to be subjected to indignity or displayed in a position inferior to any other flag or ensign.
- 2.2 A flag may be flown on a flagstaff or displayed flat.
- 2.3 If a flag is flown on a staff at the front of, or on a platform of an auditorium, it shall be placed to the right of the speaker, and when it is flown in the body of the auditorium, it shall be placed to the right of the audience.
- 2.4 Flat display:
 - 2.4.1 If displayed flat, the flag may be hung horizontally or vertically.
 - 2.4.2 If hung vertically, the flag shall be placed so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.
- 2.5 If two or more flags are flown or displayed together:
 - 2.5.1 The flags shall be approximately the same size and shall be flown from separate flag staffs at the same height.
 - 2.5.2 The order of precedence is:
 - The Canadian flag
 - The flag of Alberta
 - Other flags

2.5.3 When three flags are flown together, the Canadian flag shall occupy the central position, with the flag of Alberta to the left and third flag to the right as seen-by spectators.

2.5.4 When more than three flags are flown together, the Canadian flag is normally flown on the left of the line of flags as seen-by spectators, with other flags, in order of precedence on its right.

2.5.5 When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag shall be hoisted first and lowered last.

2.6 Half-mast:

2.6.1 On official days of mourning, the flag shall be flown at half-mast (half-staff); the centre of the flag is to be half-way down the staff.

2.6.1.1 When the flag is raised to the half-mast position or lowered from it, it is first raised to full-mast and then lowered.

2.6.1.2 Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.

2.6.1.3 When the day of mourning falls on a Sunday the accepted practice is to lower the flag late Friday and raise it on Monday morning.

2.6.2 Flags may be flown at half-mast on any occasion when the flag is being flown at half-mast on Federal government buildings for the Canadian flag and on Provincial government buildings for the Alberta Flag. Flags are flown at half-mast on public buildings on the death of:

2.6.2.1 The sovereign or member of the immediate family of the sovereign,

2.6.2.2 The current or a former governor-general of Canada,

2.6.2.3 The current or a former prime minister of Canada,

2.6.2.4 Federal cabinet minister,

2.6.2.5 The lieutenant-governor or former lieutenant-governor of Alberta,

2.6.2.6 The premier, or former premier, or a cabinet minister of Alberta.

2.6.3 A Division flag shall be flown at half-mast on the death of a student or staff member, and may be flown at half-mast on the death of an individual associated with the school or community, as approved by the Superintendent.

2.6.4 Special instructions may be issued by the Superintendent on other occasions.

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- 2.7 Disposal of flags (Canadian Protocol): When a flag becomes tattered and is no longer in a suitable condition for use, it is to be destroyed in a dignified way by burning it privately. Principals are to ship the old flag to the Director of Purchasing for disposal.
- 2.8 Current 'Rules for Flying the Flag' can be found at:
<http://canada.pch.gc.ca/eng/1444133232522>

Reference:

- Section 33, 52, 53, 58, 61, 197, 222 Education Act
- Ministerial Order 001/2013