

Procedure Title	Flags - Use and Display		
Date of Issue	April 26, 2000	Related Policy	
Revision Dates	February 29, 2012	Related Forms	
Review Date		Originator	Administrative Council
References			

Procedure:

Rationale:

In all matters the “Ritual and Procedure for the Royal Canadian Legion Ceremonies” relating to the use and display of flags will be used as the standard.

Procedure:

1. All schools, the Institute for Outdoor Education and Environmental Studies, and the Education Centre will have a flag pole of at least 5.5 m in height for the daily flying of the National Flag. This flag should have a minimum size of 180 cm by 90 cm.
2. No flag, banner or pennant should be flown or displayed on the same mast as the National Flag of Canada. The National Flag must always be flown on its own mast.
3. Each principal will designate pupils, teachers or custodial personnel to be responsible for the raising and lowering of the flag.
4. The protocol should incorporate the following:
 - a) The flag is not to touch the ground.
 - b) The flag is to be treated with dignity and respect at all times.
5. The flag is to be flown on school days from the first day of school in September to the last day of school in June unless directed otherwise by the Board.

Half Mast

1. The flag is raised to the top of the pole and then lowered to the half way position. Similarly, it is raised to the top of the mast before being lowered at the end of the day.
2. The flag may be flown at half mast for the following reasons:
 - a) The death of the sovereign or a member of the royal family related to the sovereign in the first degree.
 - b) On the death of the Governor General, Lieutenant-Governor, the Prime Minister, Provincial Premier or a Federal or Provincial Cabinet Minister.

- c) On the death of a member of either the Federal or Provincial government if the member represents the riding where the school is located.
- d) On the death of a child enrolled in the school.
- e) On the death of a staff member employed at the school.
- f) During the Remembrance Day Ceremony (morning until noon).
- g) On other occasions as directed by the Director or the Principal.

In the event of item 2d) or 2e) the National Flag at the Education Centre will be flown at half mast until after the funeral.

Indoor Display

- 1. A flag is to be displayed on a wall mounting, a flag standard or may be hung flat against a wall either horizontally or vertically.
- 2. Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.
- 3. When the National Flag is displayed on a flag standard at the main entrance or foyer it should be on the left side as seen by a person coming into the school.
- 4. When the National Flag is displayed in the main area of an auditorium, gymnasium, library or general purpose room, it should be seen on the right by the audience.
- 5. When displayed in close conjunction to a speaker's table or platform on a floor standard it should be to the speaker's right.
- 6. Whether on a flag pole, standard or any other position, the National Flag must always be flown on its own mast.
- 7. The National and Provincial Flag may be displayed on flag stands in the Board room.

Disposal

- 1. Flags unfit for service or worn and faded are to be disposed of in an appropriate manner.