



## Policy Manual – Administration

### A.02 – Flag Display - PROCEDURES

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Schools and administrative buildings shall fly the flags listed in Regulation 298 of the Ontario Education Act – the National Flag of Canada and the Provincial Flag of Ontario.

The Canadian flag shall be flown each school or working day from a flag pole before the opening to after the close of each school day.

**In the month of June each year, the Rainbow Pride flag will be flown at schools and board administrative offices.**

The Canadian flag shall be treated with dignity and respect and flown or displayed properly at each school and administrative building. The guidelines for the flying of the Canadian flag outlined by the Department of Canadian Heritage ([Rules for Flying the National Flag of Canada](#)) will be followed at each site.

**At schools with one flag pole, the flags are positioned, in accordance with the [Rules for Flying the National Flag of Canada](#), with the Canadian flag placed in the highest position on the flag pole.**

**At schools with two flag poles, the flags are positioned, in accordance with the [Rules for Flying the National Flag of Canada](#), with the Canadian flag to the left, from the point of view of the observer facing the two flag poles.**

The principal and all staff of a school shall instill, in students, loyalty to Canada and respect for the Canadian flag.

An appropriate flag raising ceremony and a flag lowering ceremony at a school may take place as arranged by the principal.

When being raised or lowered, a flag should be prevented from touching the ground.

When lowered, the Canadian flag shall be properly folded and afforded the dignity common to such an emblem.

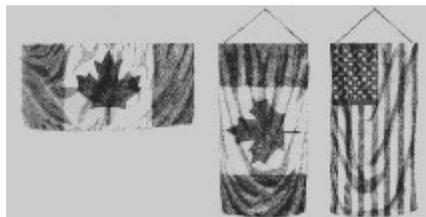
The principal, site supervisor or designate should regularly inspect the flag for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service. The flag must be disposed of according to Federal Protocol.

Flags of political parties or organizations or flags espousing political causes shall not be displayed on school or board property (except as required in support of a classroom project or during directly related co-curricular activities, where the display shall be confined to the group concerned.)

Community groups who rent board facilities according to the Community Use of Schools Policy may display the flag of their country of origin inside the room rented.

When flags are displayed inside the school, they must be mounted and not impede exiting the building. Ontario Fire Code Section 2.7.1.7(1) states that the “means of egress shall be maintained in good repair and free of obstructions.

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner.



When three flags are displayed, the National 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.

### **Half-Masting**

During periods of national, provincial or local mourning, the display of the Canadian flag will be in compliance with directions issued from the federal or provincial governments.

In the event of death of a student, staff member, other officials, or at such other times as deemed appropriate, the flag at all Board sites is to be displayed at half-mast according to instructions from the Director of Education.

On the death of a person whom it is desired to honour, ‘death’ may be taken to include the day of death and up to and including the day of the funeral.

On Remembrance Day, November 11, the flag shall be flown at half-mast at all buildings in the Board.

When the flag is flown at the half-mast position as a sign of mourning, 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.

**When the Canadian flag is flown at half-mast, all other flags displayed with the national flag will also be flown at half-mast.**