

Administrative Procedure 157

FLAG PROTOCOL

Background

Principals and appropriate Division Office personnel will ensure that the Canadian flag and the Alberta flag are displayed at schools and other Division facilities.

Procedures

1. General

- 1.1 The Canadian flag will be displayed in each elementary school classroom.
- 1.2 The Canadian and Alberta flags will be flown at each school on every instructional day.
- 1.3 The Canadian and Alberta flags will be displayed at all public functions held in the schools.
- 1.4 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it will be turned over to the maintenance department for proper disposal.
- 1.5 Flags will be flown at half-mast in response to the death of persons associated with the Division and for prominent citizens.
- 1.6 Flags will be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

2. The Principal will:

- 2.1 Order or purchase flags, as required, for the school. Principals may contact the MP office and local MLA office to order, free of charge, Canadian and Alberta flags, respectively.

- 2.2 Display the Canadian and Alberta Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her discretion.

3. Placement of the flags will be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

4. Flags will be flown at half-mast:

- 4.1 At the local school site upon the death of a current student, staff member, trustee or someone who is an integral part of the school community (this could include retired staff);
- 4.2 At the direction of the Superintendent upon the death of a prominent citizen not associated with the Division;

- 4.3 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
- 4.4 On the day of the funeral for cases other than those described in 4.3.
- 5. Further information regarding flying the flag is located at the Government of Canada website - Flag Etiquette in Canada.

Reference: Section 33,52,53,58,61,197,222 Education Act
Ministerial Order 004/98