

Administrative Procedure 157

FLAG PROTOCOL

Background

The Canadian flag and the Alberta flag shall be displayed in an appropriate manner at all school buildings in accordance with Section 26 of the School Act.

Procedures

1. General

- 1.1 The Principal shall ensure that the Canadian flag and the Alberta flag are displayed at the school. The manner in which flags are displayed in Canada is not governed by any legislation, but by established practice.
- 1.2 A flag of Canada and of Alberta shall be displayed during every school day, from a flag pole, at all school buildings located in the Division.
- 1.3 The Division Office will have a supply of Canadian and Alberta flags on hand to be provided to schools on a request basis at no cost to the schools. Two (2) sizes will be available, a larger size for flying from a flag pole, and a smaller size for display within school buildings.
- 1.4 The flags may be flown by night as well as by day. Principals will determine whether the flags will be raised and lowered each school day, or if they will be flown on a continuous basis during the school year.
- 1.5 When flown with another flag, the Canadian flag will be on the left of the observer facing the flags; both will be at approximately the same height. If both the Canadian flag and the Alberta flag are flown from the same flag pole, the Canadian flag will occupy the position of honour and be flown at the higher level.
- 1.6 In a classroom setting or in assembly halls where flags are displayed, the Canadian flag will occupy the position on the wall to the left of the observers facing the flag, and the Alberta flag, or other flags of lesser status, will occupy positions to the right of the Canadian flag.
- 1.7 When a flag becomes tattered and is no longer in a suitable condition for use, it will be disposed of in a dignified way. The flag will be replaced through a request to the Division Office.

2. Flying the Flag at Half-Mast

- 2.1 When the flag is to be flown at half-mast, the flag will be raised to the peak for an instant and then lowered to the half-mast position. Before the flag is lowered for the day, it will again be raised to the peak and then lowered.

- 2.2 Flags on government buildings, airports, military bases and other establishments including schools are flown at half-mast when directed by the Department of Canadian Heritage. The following are examples of the practice:
- 2.2.1 Across Canada and abroad, on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor-general, a former prime minister, or a federal cabinet minister.
 - 2.2.2 Within a province, on the death of the Lieutenant-Governor, the Premier, or another person similarly honored by that province.
 - 2.2.3 Within his/her own riding, on the death of the Member of the House of Commons, or the Member of the Provincial Legislature.
- 2.3 Flags will be flown at half-mast at schools in the town where the death of a student, employee or trustee has occurred. Under normal circumstances, the flags shall be flown at half-mast the first school day following the death, up to and including the day of the funeral.
- 2.4 Under special circumstances, the Superintendent may direct that school flags be flown at half-mast in one (1) or more communities or for all schools within the jurisdiction.

Reference: Section 33, 52, 53, 58, 61, 197, 222 Education Act
Canadian and Provincial Flag Etiquette