

FLAG PROTOCOL

Background:

Principals and appropriate Central Services Office personnel shall ensure the Canadian flag and the Alberta flag are displayed at schools and other Division facilities.

Procedures:

1. General
 - 1.1. The Canadian flag shall be displayed in each elementary school classroom.
 - 1.2. The Canadian and Alberta flags shall be flown at each school on every instructional day.
 - 1.3. The Canadian and Alberta flags shall 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 shall be turned over to the Assistant Director of Operations and Maintenance in Facility Services for proper disposal.
 - 1.5. Flags shall be displayed in accordance with the general protocol as set out by the [Government of Canada](#) and the [Government of Alberta](#).
2. The Principal shall:
 - 2.1. Request replacement flags for outdoor flag poles from Communication Services—one set of one Canadian and one Alberta flag provided per school per year. If additional flags are required, the Principal shall arrange for purchase for the school.
 - 2.2. Display the Canadian and Alberta flags in accordance with this procedure.
 - 2.3. Principals may display flags in other areas within the school at their discretion.
3. Placement of the flags shall be such that, when displayed with other provincial or national flags, the Canadian flag is always placed at the same height as the other, and to the left as viewed by an observer facing both flags.
4. At the direction of the Superintendent or the Director of Communication Services, flags may be flown at half-mast:
 - 4.1. Upon the death of a current student, staff member or trustee.
 - 4.2. Upon the death of someone who is an integral part of the school community—this could include retired staff.
 - 4.3. Upon the death of a prominent citizen not associated with the Division.
 - 4.4. For a period commencing from notification by the Superintendent or the Director of Communication Services, up to and including the day of the funeral, at the site(s) specified.
 - 4.5. Upon direction to do so by the Government of Alberta.

5. The Principal shall ensure National Day for Truth and Reconciliation is acknowledged and honoured as outlined below:
 - 5.1. All outdoor school flags shall be lowered to half-mast from sunrise to sunset on National Day for Truth and Reconciliation. Responsibility at each school is that of the custodial contractor.
6. Current rules for flying flags are available on the [Government of Canada](#) and the [Government of Alberta](#) websites.

Reference:

Section 52, 53, 58, 61, 222 *Education Act*