

## 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

#### General

1. Section 26 of the School Act states “the principal of a school 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.
2. A flag of Canada and of Alberta will be displayed during every school day, at all school buildings located in the school district. An exception is made for sites that do not belong to the District, such as leased space.
3. The Operations and Maintenance Department 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 sizes will be available, a larger size for flying from a flag pole, and a smaller size for display within school buildings.
4. The flags may be flown by night as well as by day. Each school 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.
5. When flown or displayed with another flag, the Canadian flag should be on the left of the observer facing the flags; both should be at the same height. If both the Canadian flag and the Alberta flag are flown from the same flag pole, the Canadian flag should occupy the position of honour and be flown at the higher level.
6. In a classroom setting or in assembly halls where flags are displayed, the Canadian flag should 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, should occupy positions to the right of the Canadian flag.
7. When a flag becomes tattered and is no longer in a suitable condition for use, it should be disposed of in a dignified way. The flag should be replaced through a request to the Operations and Maintenance Department.

### Flying the Flag at Half-Mast

1. When the flag is to be flown at half-mast, the flag should 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 should again be raised to the peak and then lowered.
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:
  - a) 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.
  - b) Within a province, on the death of the Lieutenant Governor, the Premier, or another person similarly honoured by that province.
  - c) Within his/her own riding, on the death of the Member of the House of Commons, or the Member of the Provincial Legislature.
3. Typically flags will be flown at half-mast at schools in the municipality 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.
4. Under special circumstances, the Superintendent may direct that school flags be flown at half-mast in one or more communities or for all schools within the jurisdiction.
5. The Superintendent or designate will authorize flying the flag at half-mast at district sites.

### Other Circumstances

1. For any other unforeseen circumstance or in the case of any uncertainty, the principal or site supervisor is to contact the Office of the Superintendent.

#### **References:**

Section 26, School Act:

#### **Cross Reference**

Canadian Heritage: Flag Etiquette