

FLAG PROTOCOL

Background

In accordance with Section 61 of the Education Act, the Canadian flag and the Alberta flag shall be displayed in an appropriate manner at each school operated by the Division.

Flags shall be displayed in accordance with flag etiquette as outlined by the Government of Canada, Canadian Heritage Ceremony and Canadian Symbols, and in accordance with the Flag Protocol Guidelines.

Procedures

1. General

- 1.1 As per Section 61 of the Education Act, “the principal of a school shall ensure that the Canadian flag and the Alberta flag are displayed at the school”.
- 1.2 The Canadian flag and the Alberta flag will be displayed every school day, from a flag pole, at all school buildings located in the Division. An exception is made for Hutterite colony schools and Outreach/Learning Store schools where the Canadian flag and Alberta flag can be displayed inside the school rather than from a flag pole outside the school.
- 1.3 Flags may be flown by night as well as 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. An exception may be made in the event of severe weather conditions which might damage the flag itself.
- 1.4 If two (2) or more flags are flown or displayed together:
 - 1.4.1 The flags shall be approximately the same size and shall be flown from separate flag staffs at the same height.
 - 1.4.2 The order of precedence is:
 - 1.4.1.1 The Canadian flag.
 - 1.4.1.2 The Alberta flag.
 - 1.4.1.3 Other flags.
 - 1.4.3 When three (3) flags are flown together, the Canadian flag shall occupy the central position, with the flag of Alberta to the left and third flag to the right as seen by the observer.
 - 1.4.4 If both Canadian and Albertan flags are flown from the same pole, the Canadian flag is to occupy the position of honour and be flown at the higher level. If other flags are flown, the flag of Alberta shall be at the higher level.
 - 1.4.5 If it is not possible to hoist or lower flags at the same time, the Canadian

flag shall be hoisted first and lowered last.

- 1.5 In a classroom setting or in assembly halls where flags are displayed, the Canadian flag is to 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, are to occupy positions to the right of the Canadian flag.
- 1.6 When a flag becomes tattered and is no longer in a suitable condition for use, it is to be disposed of in a dignified way by burning privately.

2. Flying the Flag at Half-Mast

- 2.1 When the flag is to be flown at half-mast, the flag shall first 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 is again to 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 Death of the sovereign or member of the immediate family of the sovereign; the current or a former governor-general of Canada; the current or a former prime minister of Canada; federal cabinet minister; the lieutenant-governor or former lieutenant-governor of Alberta; the premier, or former premier, or a cabinet minister of Alberta
 - 2.2.2 Special Days as laid out by Canadian Heritage (i.e. November 11 – Remembrance Day).
- 2.3 Flags will be flown at half-mast at Division schools in the town where the death of a Division student, employee or trustee has occurred.
 - 2.3.1 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. When the day of mourning falls on a Sunday, the accepted practice is to lower the flag late Friday and raise on Monday morning.
- 2.4 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 Division.

Adopted/Revised: JUN 2016/NOV 2019

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