

FLAG PROTOCOL

Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed at schools and other District facilities.

Procedures

1. General

- 1.1 The Canadian and British Columbia flags shall be displayed at all schools while in session.
- 1.2 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 maintenance department for proper disposal.
- 1.3 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
- 2.2 Display the Canadian and British Columbia Flags in accordance with this procedure. 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 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. Occasions for Half-Masting

The Superintendent, has the authority to determine those occasions when flags in the District are to be flown at half-mast. The following protocols will typically be followed:

- 4.1 National (all schools and worksites)
 - 4.1.1 On the death of a Sovereign
 - 4.1.2 On the death of the Governor General or the Prime Minister
 - 4.1.3 On the National Day of Mourning
- 4.2 Provincial (all schools and worksites)
 - 4.2.1 On the death of the Lieutenant Governor or the Premier
- 4.3 District (all schools and worksites)
 - 4.3.1 On the death of a current Trustee

4.3.2 On the death of the Superintendent

4.4 School (school or worksite affected only)

4.4.1 On the death of a current student or staff member

5. Period of Half-Masting

5.1 Flags would normally be half-masted upon the death of a person up to and including the day of the funeral or memorial service or for a duration as determined by the Superintendent.

6. Current 'Rules for Flying the Flag' can be found on the *Policy Manual Office of Protocol: Government of British Columbia*.

Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89

Adopted: November 2019
Revised: