

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 198

SUBJECT: FLAGS

Legal References: *Ontario Regulation 298 Operation of Schools Section 5 Flags*

Related References: *Canada Heritage: Flag Etiquette in Canada*

1. Displaying Flags

- 1.1 The director of education has developed this administrative procedure to provide guidelines on the protocol involved in displaying flags.
- 1.2 It is a requirement of Ontario Regulation 298, Section 5 that:
 - 1) “Every school shall fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the board directs.
 - 2) Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.”

2. Dignity of the Flag

- 2.1 The National Flag of Canada should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian flag always takes precedence over all other national flags when flown in Canada. The Canadian flag should always be flown aloft and free.
- 2.2 When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, all hats should be removed (except when a person is wearing head wear for religious or medicinal reasons) and all should remain silent.
- 2.3 It is considered offensive to “drag” a flag on the ground or let it fall to the ground while raising or lowering the national or provincial emblem.

3. Displaying the Flag

- 3.1 When describing the details of a flag, it is assumed that the flag is flying from a staff with the flag flying towards the right as seen by the observer. The National Flag of Canada may be displayed in the following manner: flat against a surface, horizontally and vertically; on a staff; on a flag rope (halyard); suspended vertically in the middle of a street; projected from a building; affixed on a motor vehicle; sharing the same base; used to cover a casket at funerals.
- 3.2 If two flags are flown on the same pole as a Canadian Flag, the second flag must be:
 - 3.2.1 No larger than the Canadian flag; and
 - 3.2.2 Flown below the Canadian flag.

- 3.3 If flown on a separate pole, a second flag must still be no larger than the Canadian flag (on the same building).
- 3.4 When facing the building from the front, the Canadian flag shall be on the LEFT and the second flag to the RIGHT.
- 3.5 If three flags are flown separately, the position when facing the building shall be as follows:
 - 3.5.1 Provincial Flag—Left
 - 3.5.2 Canadian Flag—Centre
 - 3.5.3 Other Flag—Right
- 3.6 Flags in foyers or other prominent positions within the building shall observe the following:
 - 3.6.1 1 Flag—Canadian only
 - 3.6.2 2 Flags—Canadian left, Provincial right. It is important to note that the provincial flag may NOT be substituted with a logo or other flag.
 - 3.6.3 3 Flags—Provincial left, Canadian centre, Logo right

4. Half-Mast for Mourning

- 4.1 Flags are flown at the half-mast position as a sign of mourning.
- 4.2 The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
- 4.3 The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-mast is to place the center of the flag halfway down the staff.
- 4.4 Schools may fly flags at half-mast in the event of the death of a:
 - 4.4.1 Staff member
 - 4.4.2 Student
 - 4.4.3 Parent of a student
 - 4.4.4 Member of the senior administrative staff
- 4.5 The administrative office may fly flags at half-mast in the event of the death of a:
 - 4.5.1 Current employee
 - 4.5.2 Trustee
- 4.6 The director of education may direct the system to fly flags at half-mast in the event of a national or international disaster or death of a prominent individual.
- 4.7 Mourning may be taken to include the day of the death and up to and including the day of the funeral.
- 4.8 On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) and on the national Day of Remembrance and Action on Violence Against Women (December 6), schools and the administrative office may fly the flag at half-mast from sunrise to sunset.

5. Disposal of Flags

- 5.1 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way. Disposal by discreet burning is recommended. A flag should NOT be placed in regular garbage.