



ADMINISTRATIVE PROCEDURE 156

FLAGS PROTOCOL

Background

The Superintendent has been given the responsibility to ensure that all schools and divisional properties are provided with the means of flying flags in a consistent and appropriate manner.

Procedures

1. Flags in Schools

1.1 All schools shall:

1.1.1 Fly the Canadian Flag during the entire school year including statutory holidays. An exception may be made in the event of severe weather conditions which might damage the flag itself.

1.1.2 Fly the Flag of Alberta at the school.

1.1.3 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

2. Flying and Displaying a 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.

2.2 A flag may be flown on a flagstaff or displayed flat.

2.3 If a flag is flown on a staff at the front of, or on a platform of an auditorium, it shall be placed to the right of the speaker, and when it is flown in the body of the auditorium, it shall be placed to the right of the audience.

2.4 Display Protocol:

2.4.1 If displayed flat, the flag may be hung horizontally or vertically.

2.4.2 If hung vertically, the flag shall be placed so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.

2.5 If two or more flags are flown or displayed together:

- 2.5.1 The flags shall be approximately the same size and shall be flown from separate flag staffs at the same height.
- 2.5.2 The order of precedence is:
 - 2.5.2.1 The National Flag of Canada
 - 2.5.2.2 The Flag of Alberta
 - 2.5.2.3 Flags of municipalities/cities
 - 2.5.2.4 Other Flags or banners of organizations, such as the United Nations
- 2.5.3 When three flags are flown together, the National Flag of Canada shall occupy the central position, with the Flag of Alberta to the left and the Flag of municipality/city to the right as seen by spectators.
- 2.5.4 When more than three flags are flown together, the National Flag of Canada is normally flown on the left of the line of flags as seen by spectators, with other flags, in order of precedence on its right.
- 2.5.5 When more than one flag is flown and it is not possible to hoist or lower them at the same time, the National Flag of Canada shall be hoisted first and lowered last.
- 2.5.6 `Current 'Rules for Flying the National Flag of Canada' can be found at <http://canada/pch.gc.ca/eng/1444133232522>.

2.6 Half-Mast:

- 2.6.1 On official days of mourning, the flag shall be flown at half-mast and the center of the flag should be half way down the staff.
 - 2.6.1.1 When the flag is raised to the half-mast position or lowered from it, it is first raised to full mast and then lowered.
 - 2.6.1.2 Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.
 - 2.6.1.3 A lowered flag is to be raised at sunset on the day of the funeral/service for the deceased.
- 2.6.2 Flags may be flown at half-mast on any occasion when the flag is being flown at half-mast on local government buildings. Flags are flown at half-mast on public buildings on the death of:
 - 2.6.2.1 The sovereign or member of the immediate family of the sovereign
 - 2.6.2.2 The current or a former Governor General of Canada

- 2.6.2.3 The current or a former Prime Minister of Canada
 - 2.6.2.4 A Federal Cabinet Minister
 - 2.6.2.5 The Lieutenant Governor or former Lieutenant Governor of Alberta
 - 2.6.2.6 The Premier, or former Premier, or a Cabinet Minister of Alberta
 - 2.6.2.7 A Member of Parliament or the Provincial Legislature from a local community riding, or
 - 2.6.2.8 The Mayor, or a former Mayor, of a local community
- 2.6.3 A flag may be flown at half-mast on the death of a student or staff member, and may be flown at half-mast on the death of an individual associated with the school or community such as a school board trustee.
- 2.6.4 Special instructions may be issued by the Superintendent of Schools on other occasions.

Reference: Section 26 & 50 School Act
 Flag Etiquette in Canada, Department of Canadian Heritage, Gov. of Canada
 UNESCO Canada
 Protocol Office, Gov't of Alberta

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