

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

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 are not governed by any legislation, but by established practice.
2. For schools with two flag poles, the Canadian flag shall be flown on the left to public observers and the Alberta flag to the right. No other flag shall be flown on the same flag pole simultaneously with the Canadian flag or the Alberta flag.
3. For schools with only one flag pole, the Canadian flag shall be the only flag flown on this flag pole. The Alberta flag must be displayed somewhere in the school. The location of the Alberta flag will be determined by the Principal and will follow Canadian Heritage “Rules for Flying the Flag,” which can be found at: <http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm#a2>
4. A flag of Canada and of Alberta will be displayed during every school day in accordance with the Division school calendar.
5. 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.
6. If the Canadian flag is displayed on a wall with other flags, the Canadian flag shall occupy the position on the wall to the left of the observers facing the flag. The Alberta flag or other flags of lesser status should occupy positions to the right of the Canadian flag.
7. School Principals must ensure the Canadian flag and the Alberta flag are in good condition.

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 honored 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.
 - d. Special commemorative days such as Remembrance Day.
3. On occasions listed below, flags at schools and/or Central Office will be flown at half-mast on the first day following the death, up to and including the day of the funeral.
 - a. Upon the death of a student, the school which the student attended and Central Office will fly their flags at half-mast.
 - b. Upon the death of a current staff member, the work location(s) and Central Office will fly their flags at half-mast.
 - c. Upon the death of a current trustee, all flags in the Division will fly at half-mast.
4. Under special circumstances, the Superintendent may direct that all or some school flags be flown at half-mast within the jurisdiction.

Reference: Section 26 School Act
Canadian Heritage: Flag Etiquette

