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## FLAG PROTOCOL

### Background

The flags of Canada and British Columbia will be displayed in accordance with the appropriate protocols and regulations, at all schools in the District and at the District Office.

The purpose of this Administrative Procedure is to ensure that the flags of Canada and British Columbia are displayed, stored, and disposed of in accordance with federal and provincial protocols and the requirements of the *School Act*.

### Procedures

1. The flags of Canada and British Columbia will be displayed, stored, and disposed of in accordance with the following:
  - 1.1 Federal protocols as published by the Government of Canada – Canadian Heritage.
  - 1.2 Provincial protocols as published by the Government of British Columbia – Protocol and Events Branch.
  - 1.3 Ministry of Education, School Regulation 265/89.
2. The flag of Canada will be flown on a flagpole at each school.
3. The flag of British Columbia will be either flown on its own flagpole or prominently displayed inside each school using one of the following methods:
  - 3.1 Attached flat to a wall with fasteners penetrating the hem area only,
  - 3.2 Hung from a beam in the gymnasium, or
  - 3.3 With the flag of Canada, on upright or crossed flagpoles against a wall.
4. Flags will be treated with dignity and respect.
  - 4.1 Flags on display will be in good, clean condition.
  - 4.2 Flags that have become worn, faded or otherwise unfit for service will be destroyed in a dignified way.
5. All flagpoles purchased by the District will be fitted with halyards and pulleys such that school personnel may raise and lower the flag.

### 6. Half-Masting of Flags

- 6.1 In accordance with Canadian flag etiquette, flags in the District will be flown at half-mast on these occasions:
  - 6.1.1 Upon the death of the Sovereign, the Heir to the Throne, the Heir of the Heir to the Throne, the Governor General, the Prime Minister, the Lieutenant-Governor, the Premier of British Columbia, or a former Governor General, Prime Minister, Lieutenant-Governor or Premier.
  - 6.1.2 As directed by the Ministry of Education.
  - 6.1.3 As directed by the Superintendent.
- 6.2 With the approval of the Superintendent, flags at individual sites may be flown at half-mast upon the death of a member of the school community or other tragic event.
- 6.3 Unless specified otherwise by the appropriate authority or protocol, the period of half-masting will be from the time of notification of the death until sunset on the day of the funeral.
- 6.4 Flags will be half-masted only on flagpoles fitted with halyards and pulleys such that school personnel may raise and lower the flag.

7. Principals are to contact the Director of Instruction for guidance regarding flag protocol and for approval of the half-masting of flags in situations affecting their individual schools or communities.

8. Where possible, principals are encouraged to take flags down from outside flagpoles over the summer or during other extended times when school is not in session.

9. The Director of Operations will order and will keep on hand, an inventory of flags of a suitable quality, to be available to schools.

10. Maintenance staff will replace a worn flag at the request of a Principal.

- 10.1 The Principal of the school, or maintenance staff upon the request of the Principal, will destroy flags in a dignified manner.

Reference: Sections 20, 22, 65, 85, 177 School Act  
Provincial Government Protocol  
Federal Government Protocol  
School Regulation 265/89

Adopted: May 18, 2022

Revised: May 18, 2022