



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	May 10, 1999
POLICY NAME:	Flying of the National Flag	LAST REVISED:
POLICY NUMBER:	R.GSA.E.14	May 10, 1999

1. GENERAL
 - 1.1 The National Flag of Canada shall be flown on an outside flag pole at each school and at the Board Office each school or working day.
 - 1.2 It is the responsibility of the principal to set up an internal process that ensures that the National Flag, will at a minimum, be raised and lowered on an outside flag pole at the beginning and end of each week that school is in session.
2. The principal of each school will maintain the National Flag in good condition.
3. The National Flag will be flown at half-mast on November 11, each Remembrance Day, from 11 a.m. when school is in session until school closing that day and on such days as instructed by the Director of Education.
4. Each school may celebrate National Flag Day (February 15) with an appropriate flag raising ceremony.
5. NATIONAL FLAG PROTOCOL
 - 5.1 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.
 - 5.2 When lowered, the National Flag will be properly folded and afforded the dignity deserving of such an emblem.
 - 5.3 The National Flag always takes precedence over all other national flags when flown in Canada.
 - 5.4 The National Flag should always be flown aloft and free.
 - 5.5 When used during a school assembly, the National Flag should be to the right of the audience.
 - 5.6 When the National Flag is displayed near a speaker's podium, it should be against the wall, or on a staff on the speaker's right as he/she faces the audience.
 - 5.7 When the National Flag is to be flown at half mast as a sign of mourning, the flag is brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.

- 5.8 When the National Flag of Canada is raised or lowered, or when it is carried past in a parade, all present should face the flag, males should remove their hats, and all should remain silent. Those in uniform should salute.
- 5.9 When the National Flag becomes tattered and is no longer in a suitable condition for use, it will be returned to the Board Office for replacement.
- 5.10 Tattered flags will be disposed of in a dignified manner by private burning.