

## Administrative Procedure 158

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# FLAG PROTOCOL

### Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed at schools and other District facilities.

### Procedures

#### 1. General

- 1.1 The Canadian and British Columbia flags shall be displayed at all schools while in session.
- 1.2 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.3 Flags shall be flown at half-mast in response to the death of persons associated with the District and for prominent citizens.
- 1.4 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

#### 2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
- 2.2 Display the Canadian and British Columbia Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her discretion.

#### 3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

#### 4. Flags shall be flown at half-mast:

- 4.1 At the direction of the Superintendent upon the death of a prominent citizen;
- 4.2 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
- 4.3 On the day of the funeral for cases other than those described in 4.2.

#### 5. Current 'Rules for Flying the Flag' can be found at:

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

Reference: Sections 20, 22, 65, 85 School Act  
School Regulation