

Display of Flags Procedures Manual 310-A



Category:	Administration
Administered by:	Director of Education
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Next Review:	As required or 2022-23 School Year

1. General

These procedures address the displaying of flags at schools and board-owned sites, including the half-masting for mourning.

- 1.1 All flags secondary to the National Flag of Canada and Provincial Flag of Ontario shall support and align with UGDSB policies in promoting a safe and inclusive learning and working environment for all students, staff and community members.

2. Definitions:

Half-mast: Historically, half-mast was reserved for nautical use; half-staff for flags flown on land. The Education Act and the Government of Canada in their *Rules for flying the National Flag of Canada* use the term half-mast. For consistency, the UGDSB will also apply the term half-mast when distinguishing the position and manner of display of a flag on a flagpole as a sign of mourning.

3. Dignity of the National Flag of Canada

The National Flag of Canada will take a position of prominence at all times when displayed with other flags. The manner in which the National Flag of Canada is displayed in Canada is not governed by any legislation. The rules applied by the federal government are not mandatory for individuals or organizations; they serve as guidelines only.

- 3.1 No flag shall be larger than the National Flag of Canada.
- 3.2 No flag shall fly higher than the National Flag of Canada.

- 3.3 Where there are multiple flags displayed together, the National Flag of Canada shall always be displayed in a position of prominence:
 - 3.3.1 in the centre of three flags
 - 3.3.2 when facing the front of a building, the National Flag of Canada shall be to the left of an observer facing the flags when there are two flags, with the secondary flag to the right
 - 3.3.3 above any other flag when sharing the same flagpole.

4. Exterior Flags

- 4.1 Every operating school shall fly the National Flag of Canada on an outside flagpole.
- 4.2 Other board-owned sites may fly the National Flag of Canada.
- 4.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also fly the flag of the local municipality or apply to fly another flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form (310-1) in Appendix A.
 - 4.3.1 Where a school has only one flagpole, the school may fly one additional flag below the National Flag of Canada, on the same flagpole, for an approved period of time (see 1.1).
 - 4.3.2 Where a school has more than one flagpole, the National Flag of Canada shall fly alone on its own flagpole. The school may fly up to two flags on each additional flagpole for a specified period of time.
 - 4.3.3 The Director's Office and the Communications and Community Engagement Officer shall be notified in advance when other flags are to be displayed, the reason for the flag raising, and the duration.
 - 4.3.4 Principals will be responsible for informing their school community about any additional flags that will be displayed prominently, either outside or inside the school. When displayed in a prominent location, such communications must include an explanation of the flag's display, including the duration, on the school website.

4.4 Half-masting for mourning

When half-masting flags at sites where it is possible, the masting period shall include the day of death notification until sunset on the day of the memorial service or the next operational day after the memorial service.

4.4.1 Exterior flags shall be lowered to half-mast throughout the system on the death of:

- the Sovereign or a member of the Royal Family related in the first degree to the sovereign (husband, wife, son, daughter, mother, father, brother, sister)
- the Governor General of Canada or a former Governor General
- the Prime Minister of Canada or a former Prime Minister
- the Lieutenant-Governor of Ontario or a former Lieutenant-Governor
- the Premier of Ontario or a former Premier of Ontario
- the Member of the Federal or Provincial Electoral Riding
- the Chair or a member of the Board
- the Director of Education.

4.4.2 To observe the following occasions, the National Flag of Canada shall be flown at half-mast on an annual basis at all UGDSB schools and board-owned sites that fly the flag on an exterior flagpole:

- April 28 - National Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)
- June 23 – National Day of Remembrance for Victims of Terrorism
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women

When the above dates fall on a day when schools and other board-owned sites are not in operation, the National Flag of Canada shall be lowered at the end of the last operational day before the date being observed and raised again on the next operational day.

- 4.4.3 The Director of Education may also order the lowering of flags to half-mast on the death of a person held in special regard in the system.
- 4.4.4 In consultation with their Superintendent, school administrators may decide to lower flags to half-mast as a sign of mourning commemorating the death of:
- a current student
 - a current staff member
 - a person held in special regard in the school community.

The school administrator shall notify the Director's Office and nearby UGDSB schools when flags are lowered for these reasons.

- 4.4.5 The Director's Office will consult with coterminous school boards, and may consult with local municipalities and the offices of the local Members of Provincial Parliament, as appropriate, when lowering flags to half-mast.
- 4.4.6 The Director of Education will consider direction from the Ministry of Education for the lowering of flags to half-mast on days for events of special significance in the province or country.
- 4.4.7 On occasions requiring that a flag be flown at half-mast, all flags displayed together shall be flown at half-mast. This includes where there is more than one flagpole in order for the National Flag of Canada to retain a position of prominence.
- 4.4.7.1 Where there are two flags on one flagpole, half-masting shall mean bringing both flags to the half-mast position, ensuring that doing so does not cause a flag to touch the ground or rest on another surface. If the flagpole is too short, the lower of the two flags shall be removed for the

duration of the half-masting. If the flying period of the flag that was removed has not yet expired, this flag may be raised again for the duration of its display period.

5. Interior Flags

- 5.1 A flag is to be displayed using a wall mounting, a flag stand, or it may be hung flat against a wall either horizontally or vertically.
- 5.2 Every operating school shall display inside the school the National Flag of Canada and the Provincial Flag of Ontario.
- 5.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also display inside the school the flag of the local municipality or other flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form (310-1) in Appendix A. An exception to this provision may include the display of other flags in a classroom when such flags are in support of a classroom project with specific curriculum objectives.

6. Flags, Flagpoles and Flag Hardware

- 6.1 Principals and site managers will be responsible for ensuring the maintenance of all flags, flag standards, flagpoles and related equipment in good condition.
- 6.2 Flags shall be regularly inspected for signs of wear and damage, and shall be replaced when tattered, noticeably faded or otherwise no longer suitable for use.
 - 6.2.1 Any National Flag of Canada that is to be discarded shall be sent to the board's Operations department for destruction in a dignified manner. No National Flag of Canada shall be placed in the garbage for disposal.
- 6.3 All UGDSB schools and other board-owned sites are responsible for purchasing any replacement flags, including the National Flag of Canada, the Provincial Flag of Ontario, and any other flags that have been approved for display.

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- 6.3.1 No other flag purchased for display shall be larger than the National Flag of Canada.

 - 6.4 Administrators of all UGDSB schools and other board-owned sites interested in purchasing an additional flagpole for their site must consult with their Superintendent and submit a *Request for Approval: Alterations, Improvements to Board Building/Sites* form to the Operations department.
 - 6.4.1 All schools and other board-owned sites are responsible for funding any additional flagpoles, and associated hardware and installation, that have been approved for their location.