

SCHOOL-COMMUNITY RELATIONS	8000
DISPLAY OF FLAGS PROCEDURES	8015

1. Policy

It is the policy of Lakehead District School Board to display flags with dignity, respect and generally established etiquette.

2. Implementation Procedures

2.1 National and Provincial Flags

2.1.1 The National Flag shall be flown on an exterior flagpole during normal hours of each school or working day. The flag may be flown by night as well as by day.¹

2.1.2 New buildings shall be equipped with an exterior flagpole at the time of construction. Any existing buildings not so equipped shall be provided with an exterior flagpole.

2.1.3 The National Flag of Canada and Provincial Flag of Ontario shall be displayed in a prominent place inside each school.

2.1.4 Principals and building managers are responsible for monitoring the condition of, requesting the replacement of and disposing of flags.

"When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way."²

2.1.5 The National Flag must receive prominence at all times when displayed with other flags.

¹From *Ceremonial and Canadian Symbols Promotion, 'Rules for Flying the Flag', Department of Canadian Heritage*

²From *Ceremonial and Canadian Symbols Promotion, 'Disposal of Flags', Department of Canadian Heritage*

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2.2 Other Flags

2.2.1 The flag of the local municipality or other special purpose flag may be flown outside or displayed inside at schools, the Education Centre and other Board facilities. Schools may fly or display additional flags following consultation with the school's superintendent. The Education Centre and other Board facilities may fly or display additional flags at the discretion of the Director of Education or designate.

The flag of the local municipality or other special purpose flag may be flown or displayed provided:

2.2.1.1 The flag meets acceptable community standards.

2.2.1.2 The flag is not directly connected with any political or religious group, or cause.

2.2.1.3 The flag supports initiatives which align with the Board's values, supports the principles and expectations of the Board's Safe Schools Policy and is consistent with the Ontario Human Rights Code.

2.2.2 Where there is only one flagpole, one additional flag may fly under the National Flag. The additional flag cannot be larger than the National Flag.

2.2.3 Where there are two flagpoles, the National Flag shall fly alone on its own flagpole. Two flags may fly at the same time on the additional pole.

2.3 Half-masting of Exterior Flags**2.3.1** Throughout the System

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

- the sovereign or a member of the royal family related in the first degree to the sovereign (husband or wife, son or daughter, father, mother, brother or sister);
- the governor general 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;
- the member of the federal or provincial electoral riding; and
- the chairman or a member of the Board.

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2.3.1.2 Exterior flags throughout the system shall be lowered to half-mast on April 28, the National Day of Mourning.

2.3.1.3 The director of education may order the lowering of flags to half-mast throughout the system or at an individual location, in addition to the foregoing, on the death of any person held in special regard in the system.

2.3.1.4 Flags shall be lowered to half-mast at all locations on direction received from the Ministry of Education.

2.3.2 Administrative Buildings

2.3.2.1 Exterior flags at system administrative buildings shall be lowered to half-mast on the death of a present employee in the system.

2.3.3 Individual Schools

2.3.3.1 Exterior flags at individual schools shall be lowered to half-mast on the death of:

- a present staff member; and
- a present student.

2.3.3.2 Principals may lower exterior flags to half-mast on the death of any non-employee such as volunteers and community resource persons who are held in special regard in the school or community.

2.3.3.3 Exterior flags shall be lowered briefly at 11:00 a.m. on Remembrance Day in memory of the war dead.

3. Half-masting Protocol

- 3.1 The position of the flag when flying at half-mast will depend on its size, the length of the flagstaff and its location, but as a general rule, the centre of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.
- 3.2 For the purpose of half-masting, death shall be taken to include the day of death, and up to and including the day of the funeral.

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4. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	1993 09 23	_____
_____	<u>Date Revised</u>	_____
	April 27, 2010	
	November 22, 2016	
	November 26, 2019	