

Administrative Procedure 143

Revised: October 27, 2021

FLAG PROTOCOL

Background

In accordance with Section 61, *Education Act*, the Principal is responsible for displaying the Canadian flag and the Alberta flag at the school.

Procedures

1. The flags shall be treated with dignity and respect at all times.
2. The Canadian flag shall take precedence over other national flags when flown in Canada.
3. As a minimum the Canadian flag, be displayed on the flag pole outside each school.
4. Per Canadian Flag Protocol, if only one flag is displayed on a single pole or mast, it is preferred that the Canadian flag is flown. When the Alberta flag is flown simultaneously and on the same flag pole or mast:
 - 4.1 The Canadian flag is flown on top.
 - 4.2 The Alberta flag is flown below the Canadian flag.
 - 4.3 The Alberta flag must be the same size as the Canadian flag or smaller.
5. If not displayed on a flag pole, Principal shall ensure that the Alberta flag is displayed at an appropriate location within the school.
6. Worn or faded flags must be removed. Disposal by discreet burning is recommended and flags are not to be placed into the regular garbage.
7. All school flags shall be flown at half-mast on the death of a:
 - 7.1 Member of the Royal family.
 - 7.2 Governor General or former Governor General.
 - 7.3 Prime Minister or former Prime Minister.
 - 7.4 Federal cabinet minister.
 - 7.5 Lieutenant Governor.
 - 7.6 Provincial Premier or another person similarly honoured by the province.

- 7.7 Staff member.
 - 7.8 School Board Trustee.
8. Individual school flags shall be flown at half-mast on the death of a:
- 8.1 Student.
 - 8.2 Parent of a student.
 - 8.3 Local Mayor or Reeve.
 - 8.4 Local parish priest.
 - 8.5 Local Member of Parliament.
 - 8.6 Local Member of the Provincial Legislative Assembly.
 - 8.7 Local senator.
 - 8.8 Local Canadian Privy Councillor.
9. Flags are to be flown at half-mast from the time of death, or the time of notification, up to and including the day of the funeral.
10. The Office of the Superintendent will provide notice to schools when flags are to be flying at half-mast.
11. The Superintendent may authorize or direct schools to fly flags at half-mast on the death of any other person or persons.
12. The position of the flag at half-mast will be such that the center of the flag is always half-way down the flagstaff. When hoisted to or lowered from half-mast, the flag should first be raised to the masthead.

References: **National Flag of Canada Protocol, Government of Canada**
 Flag Etiquette, Province of Alberta
 Section 61, *Education Act*