

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES & GROUNDS	
<i>Management Guideline</i>	DISPLAY OF FLAGS	
<i>Applicable Policy</i>	DISPLAY OF FLAGS	411
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<i>Board Approved: April 14, 2026</i>	<i>Review: March 3, 2026</i>	
<i>November 16, 2021</i>	<i>September 16, 2021</i>	<i>Review By: December 2031</i>
<i>September 18, 2012</i>	<i>September 4, 2012</i>	
<i>December 4, 2007</i>		

1.0 General

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

- 1.1 The National Flag of Canada shall be displayed at full mast on an exterior flagpole during normal hours of each school or working day, at all operating SGDSB properties, in accordance with Ontario Regulation 298, Section 5. It is not contrary to etiquette to have the Flag flying at night.
- 1.2 New buildings shall be equipped with two exterior flagpoles at the time of construction. Existing buildings not so equipped shall be provided with two exterior flagpoles.

2.0 Dignity of the National Flag of Canada

The manner in which the National Flag of Canada is displayed in Canada is not governed by legislation. The rules applied by the federal government are not mandatory for individuals or organizations; they serve as guidelines only.

- 2.1 The National Flag must receive prominence at all times when displayed, inside or outside the school, in accordance with Ontario Regulation 298 and established flag etiquette.
 - 2.1.1 No flag shall be larger than the National Flag of Canada.
 - 2.1.2 No flag shall fly higher than the National Flag of Canada when displayed outdoors.
 - 2.1.3 The National Flag of Canada shall be positioned in the center, if there are three flags.
 - 2.1.4 All flags secondary to the National Flag of Canada and the Provincial Flag of Ontario shall support and align with SGDSB policies in promoting a safe, inclusive, and respectful learning and working

environment, including the representation of student identity and belonging.

- 2.1.5 The display of additional flags shall not detract from the dignity, prominence, or required display of the National Flag of Canada.
- 2.1.6 When a flag is being handled, at no time should it touch the ground.
- 2.1.7 Schools may display flags that reflect and support equity, inclusion, and the identities and experiences of students and school communities, including but not limited to Pride and Every Child Matters flags, as determined by the Principal.

3.0 Exterior Flags

3.1 Every operating school and building of SGDSB shall fly the National Flag of Canada on an outside flagpole.

3.2 Half-Mast:

- 3.2.1 Exterior flags throughout the system shall be lowered half-mast on the death of:
 - the Sovereign or member of the Royal Family related in the first degree to the Sovereign.
 - the Governor General or 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,
 - a Member of the Federal or Provincial Electoral Riding,
 - a Trustee of the Board;
 - former and present Director of Education and or Chief Executive Officer; and
 - when directed by the Ministry of Education.
- 3.2.2 The Chief Executive Officer may order the lowering of flags to half-mast throughout the system or at an individual location, on the death of a person held in special regard in the system.
- 3.2.3 Exterior flags at individual schools and the Board Office and Learning Centre shall be lowered to half-mast on the death of a present staff member or student.
- 3.2.4 Principals may lower exterior flags to half-mast on the death of any former staff member or student and non-employee such as volunteers, community resource persons, and individuals held in special regard in the school or community.

- 3.2.5 When the above dates fall on a day when schools and other board properties 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.
- 3.2.6 On occasions requiring a flag to 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.
- 3.3 At the discretion of the principal and with approval from the CEO, a school may also display additional flags on exterior flagpoles, provided that the National Flag of Canada retains prominence at all times.
- 3.4 Where a school has only one flagpole, one additional flag may be flown below the National Flag of Canada on the same flagpole, as determined by the Principal and approved by the Chief Executive Officer.
- 3.5 Where a school has more than one flagpole, the National Flag of Canada shall fly alone on its own flagpole. The school may fly additional flags on other flagpoles, as determined by the Principal.

4.0 Interior Flags

- 4.1 The National Flag of Canada and the Provincial Flag of Ontario shall be displayed in a prominent place inside each SGDSB building.
- 4.2 A flag is to be displayed using a wall mounting, a flag stand, or it may be hung flat against a wall or from a beam either horizontally or vertically.
- 4.3 At the discretion of the Principal, schools may display additional flags within the building to support equity, inclusion, and student identity, provided that the National Flag of Canada retains prominence and that the flag is not connected in any way with a political party or religious group.

5.0 Responsibilities

- 5.1 Principals are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.
- 5.2 Custodial staff will ensure that all flags, flag standards, flagpoles and related equipment are maintained and in good condition.
- 5.3 Flags shall be regularly inspected for signs of wear and damage and shall be replaced when no longer suitable for use.

5.4 Any National Flag of Canada that is to be discarded shall be sent to the Facilities Department for destruction in a dignified manner. No National Flag of Canada shall be placed in the garbage for disposal.

5.5 All schools are responsible for purchasing flags other than the National Flag of Canada. This Flag will be purchased and distributed to schools and buildings by the Facilities Department.

5.6 All schools will be responsible for funding any additional flagpoles that have been approved for their location.

References

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| <ul style="list-style-type: none">• The Education Act and Ontario Regulation 298 – Operation of Schools -General Section 5: Flag• Department of Canadian Heritage’s National Flag of Canada Etiquette• Ontario Human Rights Code• SGDSB Policy 520 Safe Schools• SGDSB Policy 536 Equity and Inclusive Education |
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