

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section FACILITIES & GROUNDS

*Management
Guideline* DISPLAY OF FLAGS

Applicable Policy DISPLAY OF FLAGS

411

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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. 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 any 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 with other flags; inside or outside the school.
 - 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.
 - 2.1.3 The National Flag of Canada shall be positioned in the center, if there are three flags.
 - 2.1.4 At the discretion of a Principal, a school may also display, on the flagpole or inside the school, the flag of the local municipality or other special purpose flag provided the flag meets acceptable community standards and is not directly connected with any political or religious group/cause.
 - 2.1.5 All flags secondary to the National Flag of Canada and Provincial Flag of Ontario shall support and align with the SGDSB policies in promoting a safe and inclusive learning and working environment for all students, staff and community members.
 - 2.1.6 When a flag is being handled, at no time should it touch the

ground.

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 (husband or wife, son or daughter, father, mother, brother or sister),
- 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
- when directed by the Ministry of Education.

3.2.2 The Director of Education 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 soldiers from our board area who are 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 Director of Education, a school may also fly the flag of the local municipality or First Nation, or one which is not connected in any way with a political party or religious group, for a specified period of time.

3.3.1 During the first two weeks of June each year, the PRIDE flag will be flown at every school and operational property of SGDSB.

3.3.2 During the final week of September, in recognition of National Day of Truth and Reconciliation, the Every Child Matters flag will be flown at every school and operational property of SGDSB.

3.3.3 During the final two weeks of June, in recognition of National Indigenous Peoples' Day, the Every Child Matters flag will be flown at every school and operational property of SGDSB.

3.4 Where a school has only one flagpole, one additional flag may be flown below the National Flag of Canada, on the same flag pole, for a specified period of time, as determined by the principal and approved by the Director of Education.

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 up to two flags on each additional flagpole for a specified period of time as determined by the principal and approved by the Director of Education.

3.5 Principals will be responsible for informing their school community about any additional flags that will be displayed prominently, either inside or outside of the school. In such cases, the communication will include an explanation of the flag's display, including the duration, on the school website/social media pages.

3.6 During school closure for the Summer Break, the National Flag of Canada will be the only flag flown.

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 (e.g., rafter in the gymnasium) either horizontally or vertically.

4.3 At the discretion of the principal and with approval from the Director of Education, a school may also fly the flag of the local municipality or First Nation, or one which is not connected in any way with a political party or religious group, for a specified period of time.

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 tattered, noticeably faded or otherwise no longer suitable for use.
- 5.4 Any National Flag of Canada that is to be discarded shall be sent to the Plant 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 Plant Department.
- 5.6 All schools will be responsible for funding any additional flagpoles that have been approved for their location, over and above the two flagpoles provided.

References
<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