



FLAG PROTOCOL

Rationale

Students shall be provided with appropriate opportunities to understand their country and province including their values, symbols and patriotic traditions as prescribed in the [School Act and Regulations](#).

The purpose of this regulation is to ensure that the flags of Canada and British Columbia are displayed as prescribed in the [School Act and Regulations](#), generally following the protocol established by the federal and provincial governments.

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.

Procedures

1. Flags:

- 1.1 "The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The rules applied by the federal government are in no way mandatory for individuals or organizations; they may serve as guidelines for all persons who wish to display the Canadian Flag and other flags in Canada." From [Government of Canada National Flag of Canada etiquette](#)
- 1.2 The flags of Canada and British Columbia will be displayed, stored and disposed of as prescribed in the School Act and Regulations, generally following the protocol established by the federal and provincial governments.
 - 1.2.1 [Federal protocols](#) are published by the Government of British Columbia – Office of Protocol.
 - 1.2.2 [Provincial protocols](#) as published by the Government of British Columbia – Office Protocol.
 - 1.2.3 Ministry of Education, [School Regulation 265/89](#) (Section 5 (10) and 5 (12)).
- 1.3 All schools and at the central administration office are required to fly the National Flag of Canada from either exterior permanent poles or permanently attached horizontal or angled poles.
 - 1.3.1 No flat, banner or pennant should be flown or displayed above the Canadian flag.



- 1.3.2 Flags flown together should be approximately the same size.
- 1.3.3 The Canadian flag should be given the place of honour when flown or displayed with other flags.
 - a. The Canadian flag is placed in the centre when flown with three flags or to the extreme left, as viewed by the audience, when flown with two, four, or more flags.
- 1.3.4 While it is preferable that the Canadian flag fly on its own pole, in order to honour special circumstances, “special occasion” flags (such as the Pride Flag or the Poppy Flag) may be flown on the same single exterior pole as the national flag for brief periods (for example, during June Pride Month or Veterans’ Week) so long as they are smaller in size than the national flag. “Special occasion” flags are flown below the flag lowest in order of precedence: in a school with two exterior poles (one for the Canadian flag and one for the flag of British Columbia), a “special occasion” flag would be flown below the flag of British Columbia.
- 1.4 The flag of British Columbia will be either flown on its own flagpole or prominently displayed inside each school and the central administration office using one of the following methods:
 - 1.4.1 Attached flat to a wall with fasteners penetrating the hem area only,
 - 1.4.2 Hug from a beam in the gymnasium, or
 - 1.4.3 With the flag of Canada, on upright or crossed flagpoles.
2. Half-Masting of Flags:
 - 2.1.1 In accordance with [Canadian flag etiquette](#), flags in the district will be flown at half-mast on these occasions:
 - a. As directed by the provincial [Office of Protocol](#).
 - b. As directed by the Ministry of Education.
 - c. As directed by the Board of Education or the superintendent.
 - 2.2 With the approval of the superintendent or designate, flags at individual sites may be flown at half-mast upon the death of a member of the school community or other tragic events.
 - 2.3 Flags will be half masted only on flagpoles fitted with halyards and pulleys such that school personnel may raise and lower the flag.
3. Administrative Flag Procedures:
 - 3.1 Principals should contact the office of the superintendent for guidance regarding flag protocol and for approval of the half-masting of flags in situations affecting their individual schools or communities.



- 3.2 Where possible, schools are encouraged to take flags down from outside flagpoles over the summer or during other extended times when school is not in session.
- 3.3 Schools should contact the Maintenance Department to purchase, replace, and dispose of flags in a dignified way.

*Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89*

SD No. 40 (New Westminster)

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)