



ADMINISTRATIVE POLICY No. 906

IMPLEMENTATION FALL 2010

CANADIAN FLAG PROCEDURES AND PROTOCOL

The community views schools as institutions that assist in maintaining tradition. As the hosts of numerous formal community events, schools require knowledge of the etiquette of the national and provincial flag display. The following procedures will ensure schools follow a uniform practice with regards to displaying both federal and provincial flags.

PROCEDURES

1. All schools shall fly the Canadian flag each school day.
2. Flags on Prairie Spirit School Division property shall be displayed in accordance with flag etiquette in Canada as outlined by the Government of Canada - Canadian Heritage Ceremony and Canadian Symbols, (<http://canada.pch.gc.ca/eng/1444133232522>) and in accordance with the Flag Protocol Guideline (time duration etc.)
3. The national flag of Canada should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign.
4. A flag may be flown on a flagstaff or displayed flat.
5. If a flag is flown on a staff at the front of, or on a platform of an auditorium, it shall be placed to the right of the speaker, and when it is flown in the body of the auditorium, it shall be placed to the right of the audience.
6. If displayed flat, the flag may be hung horizontally or vertically.

If hung vertically, the flag shall be placed so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.
7. If two or more flags are flown or displayed together:
 - a. the flags shall be approximately the same size and shall be flown from separate flagstaffs at the same height.
 - b. the order of precedence is:
 - i. the Canadian flag,

- ii. the flag of Saskatchewan
 - iii. other flags
 - c. When three flags are flown together, the Canadian flag shall occupy the central position, with the flag of Saskatchewan to the left and third flag to the right as seen by spectators.
 - d. When more than three flags are flown together, the Canadian flag is normally flown on the left of the line of flags as seen by spectators, with other flags, in order of precedence on its right.
 - e. When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag shall be hoisted first and lowered last.
8. Half-mast:
- a. On official days of mourning, the flag shall be flown at half-mast, the centre of the flag should be half-way down the staff.
 - i. When the flag is raised to the half-mast position or lowered from it, it is first raised to full-mast and then lowered.
 - ii. Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.
 - b. 8.2 Flags may be flown at half-mast on any occasion when the flag is being flown at half-mast on local government buildings. Flags are flown at half-mast on public buildings on the death of:
 - i. the sovereign or member of the immediate family of the sovereign,
 - ii. the current or a former governor-general of Canada,
 - iii. the current or a former prime minister of Canada,
 - iv. a federal cabinet minister,
 - v. the lieutenant-governor or former lieutenant-governor of Saskatchewan,
 - vi. the premier, or former premier, or a cabinet minister of Saskatchewan,
 - vii. a member of parliament or the provincial legislature from a local riding,
 - viii. a senator from a local riding, or
 - ix. the mayor or a former mayor of the local community.
 - c. A flag shall be flown at half-mast on the death of a student or staff member, and may be flown at half-mast on the death of an individual associated with the school or community. Flags should be flown at half-mast the first school day following the death, up to and including the day of the funeral.

Special instructions may be issued by the Director of Education (or designate) in other occasions.

Reference: *The Education Act*

Flag Etiquette in Canada from the Department of Canadian Heritage, Government of Canada