

Administrative Procedures Manual	Administrative Procedure 157
	Flag Protocol
	APPROVED: September 1, 2013
Page 1 of 2	AMENDED/REVIEWED: October 2020, April 2020, September 2019
LEGAL REFERENCE:	Section 52, 53, 58, 61, 222 Education Act

Background

Principals and appropriate Division Office personnel shall ensure that the Canadian flag and the Alberta flag are displayed at schools and other Division facilities.

Procedures

1. General
 - 1.1 The Canadian flag shall be displayed in each elementary school classroom.
 - 1.2 The Canadian and Alberta flags shall be flown at each school.
 - 1.3 The Canadian and Alberta flags shall be displayed at all public functions held in the schools.
 - 1.4 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
 - 1.5 Flags shall be flown at half-mast in response to the death of persons associated with the Division and for prominent citizens.
 - 1.6 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.
2. The Principal shall:
 - 2.1 Purchase flags, as required, for the school.
 - 2.2 Display the Canadian and Alberta Flags in accordance with this Administrative Procedure.
 - 2.3 Principals may display flags in other areas within the school at his/her discretion.
3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.
4. Flags shall be flown at half-mast:
 - 4.1 At all Division/school sites upon the death of a current student, staff member or trustee;
 - 4.2 At the local school site upon the death of someone who is an integral part of the school community (this could include retired staff);

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- 4.3 At the direction of the Superintendent upon the death of a prominent citizen not associated with the Division;
 - 4.4 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
 - 4.5 On the day of the funeral for cases other than those described in 4.4.
 - 4.6 At other times as directed by the Province of Alberta and/or Alberta Education.
5. Rules for flying the National Flag of Canada can be found online at:
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>