

The Director of Education provides this administrative procedure to set out the general rules for flying and displaying the Canadian Flag and other flags in Canada.

1.0. Special Instructions

Subject to any specific instructions which may be issued by the Director of Education, the Canadian Flag will be flown on the flagstaff of a school or the Board office, as follows:

1.1. Normally

- a) Each day during which the school is in session;
- b) On the occasion of a national holiday;
- c) On special occasions as determined by the principal or the Board;
- d) Remembrance Day;
- e) National Day of Remembrance and Action on Violence Against Women.

1.2. At Half Mast

- 1.2.1. On the death of the Sovereign or a member of the royal family related in the first degree to the sovereign, or on the death of the Governor-General of Canada, or the Prime Minister of Canada.
- 1.2.2. On the death of the Lieutenant-Governor of Ontario, the Premier of Ontario, or the Minister of Education of Ontario.
- 1.2.3. Within the riding, on the death of a member of the House of Commons or the Legislature of Ontario.
- 1.2.4. On the death of a trustee or a supervisory officer of the Board, or on the



occasion of an extraordinary circumstance.

1.2.5. Within the municipality, on the death of the mayor or reeve or a prominent citizen in the community.

1.2.6. The flag of an individual school(s) or the Board office shall normally be flown at half-mast on the death of a student or member of the staff or former member of the staff.

1.2.7. The flag will be flown until the day after the funeral.

1.2.8. The flag in all Board locations will be flown at half-mast on Remembrance Day, November 11.

1.2.9. The flag must always be in good condition.

1.3.0. The flag will normally be flown on its own mast.

1.3.1. Notwithstanding the above, the flag may be flown at half-mast on instruction from the Director of Education.

1.3.2. Schools shall notify the communications department and their area superintendent, as designated by the Director, when flags are flown at half-mast.

Legal Reference:

Ontario Regulation 298 S. 5 National Flag and Provincial Flag
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

Resource Booklet: Flag Etiquette in Canada published by Canadian Heritage.
(See website http://www.pch.gc.ca/progs/cpsc-ccsp/etiquette/index_e.cfm)