



FLYING AND DISPLAYING FLAGS

400.12

Adopted:	May 25, 2020
Last Reviewed/Revised:	N/A
Responsibility:	Director of Education
Next Scheduled Review:	2023-2024

PURPOSE:

The flying and displaying of flags on premises under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (the "Board"), provides an opportunity to manifest our national pride and our heritage as a Catholic learning community. The manner and protocol in which flags are displayed requires the utmost respect and dignity.

APPLICATION AND SCOPE:

This administrative procedure establishes the guidelines for the raising of flags and recognizes the solemnity of half-masting the national flag of Canada for all school and board-owned administrative sites.

REFERENCES:

- Canadian Heritage: Rules for Flying the National Flag of Canada
 - <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

FORMS: N/A

DEFINITIONS: N/A

ADMINISTRATIVE PROCEDURES:

1.0 Flying and Displaying a Flag

- 1.1 The National Flag of Canada should be displayed in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian Flag takes precedence over all other national flags when flown in Canada. All flags must be treated with dignity and respect at all times, in accordance with the following:
 - a) Flags should be regularly inspected for signs of wear and damage and must be replaced when worn, noticeably faded or otherwise unfit for service.
 - b) When being raised or lowered, a flag should be prevented from touching or falling on the ground.
 - c) No flags, banners or pennants should be flown together on the same pole except at single pole locations and even at these the Canadian Flag must fly above.
 - d) Where possible the Canadian Flag should be flown from the highest pole.
 - e) No flag should be larger than the Canadian Flag.
- 1.2 Whenever flags are displayed inside the building (e.g., in the entrance, at an assembly or other special event), the Canadian Flag must take precedence.
 - a) When three (3) flags are displayed, the Canadian Flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre and the other to the right.



- b) When two (2) flags (or more than three (3)) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three (3) flags are flown, the position of honour is at the centre.

1.3 Whenever flags are displayed horizontally (flat), the upper part of the leaf (the points of the leaf) should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag.

1.4 The order of precedence for flags is:

- a) The National Flag of Canada
- b) The flags of other sovereign nations in alphabetical order (if applicable)
- c) The flags of the provinces of Canada
- d) The flags of the territories of Canada
- e) The flags of municipalities/cities
- f) Banners of organizations

2.0 Flying Flags at Half-Mast

2.1 During periods of national, provincial or local mourning, the display of the Canadian Flag (and any other flags surrounding it), will be in compliance with directions issued from the federal or provincial governments.

2.2 Flags are normally flown at half-mast from the time of notification of death up to, and including, the day of the funeral.

2.3 Flags shall be flown at half-mast on the death of:

- a) the Pope
- b) the Bishop of Hamilton, London, or St. Catherine's
- c) the sovereign or member of the immediate family of the sovereign
- d) the current or a former governor-general of Canada
- e) the current or a former prime minister of Canada
- f) the lieutenant-governor or former lieutenant-governor of Ontario
- a) a trustee or director of the Board or any other individual held in high esteem by the Board.

2.4 Upon the death of a student, the flag(s) at the school the student attended and at the Catholic Education Centre, will be flown at half-mast until the end of the day of the funeral service.

2.5 Upon the death of a staff member, the flags at the school/building the staff member worked at and at the Catholic Education Centre will be flown at half-mast until the end of the day of the funeral service.

2.6 All schools and buildings of the Board will fly their flags at half-mast to commemorate occasions as specified by the Ministry of Education. Where these dates occur on the weekend, the flag will be lowered at the end of the day on Friday and raised on Monday morning.

2.7 On Remembrance Day, flags at all Brant Haldimand Norfolk Catholic District School Board schools and locations shall be flown at half-mast from sunrise until sunset as a sign of mourning. If a service is held at the flagpole, however, the flag would be lowered from the 11:00 a.m. time of service until sunset.



**Brant Haldimand Norfolk
Catholic District School Board**

Administrative Procedure

- 2.8 Special instructions may be issued by the Director of Education, or designate, on other occasions.
- 2.9 The Director of Education, or designate, will consult with local municipalities, coterminous school districts and the offices of the local Members of Provincial and Federal Parliament, as appropriate, to ensure a consistent community-wide response to lowering flags to half-mast.
- 2.10 The Director of Education will determine when flags will be lowered and will notify Facilities Services, who will direct the appropriate staff, in each facility, to lower flags to half-mast.