


Windsor-Essex Catholic District School Board



Section: ADMINISTRATION

POLICY
A: 34 Flag Protocol

NUMBER:	A: 34
EFFECTIVE:	Feb. 1, 2017
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2025-2026

1.0 OBJECTIVE:

- 1.1 To establish a flag protocol, including a "half-mast" procedure for schools and board facilities.

2.0 DEFINITIONS:

- 2.1 **Half-Mast:** Historically, half-mast was reserved for nautical use; half-staff for flags flown on land. The *Education Act* and the Government of Canada – *Rules for flying the National Flag of Canada*, use half-mast. For consistency, the Board will also apply the term half-mast when positioning the flag as a sign of mourning.
- 2.2 **Flag:** A flag is hereby defined to be a symbol or emblem of a country or institution. It is something that all citizens hold in common and is meant to transcend regional, cultural and ideological differences.

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board adheres to the guidelines regarding the flying of flags in accordance with Regulation 298 of the *Education Act* and the Government of Canada Department of Canadian Heritage – *Rules for flying the National Flag of Canada*.

R.R. O. 1990, Regulation 298 , s. 5(1)(2) – Education Act
Flag

s. 5 (1) Every school shall fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the Board directs.

s. 5 (2) Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.

- 3.2 The National Flag of Canada as well as the flags of the provinces and territories are symbols of honour and pride for all Canadians. They should be treated with respect.
- 3.3 The half-mast of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

4.0 SPECIFIC DIRECTIVES:

- 4.1 All Windsor-Essex Catholic District School Board schools and board facilities will follow the procedures for displaying the National Flag of Canada provided by the Government of Canada Department of Canadian Heritage.

External

- 4.2 Each school/facility of the Windsor-Essex Catholic District School Board shall fly on an external flagpole the National Flag of Canada. New schools/facilities will be equipped with an exterior flagpole at the time of construction. Any existing schools/facilities not so equipped, shall be provided with an exterior flagpole.
- 4.3 The National Flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other).
- 4.4 A second external flagpole, if available, shall be reserved for the Provincial Flag of Ontario or the appropriate municipal flag or the Papal flag.

Internal

- 4.5 Each school/facility of the Windsor-Essex Catholic District School Board shall display the National Flag of Canada inside the school/facility.
- 4.6 If internal flagpoles are available, they shall be reserved for the National Flag of Canada in priority, the Provincial Flag of Ontario, the appropriate municipal flag and the Papal flag.

5.0 RESPONSIBILITY:

- 5.1 The Director shall ensure operational procedures are implemented to support this policy.
- 5.2 The school Principal or the immediate supervisor is responsible for implementing local procedures in compliance of this policy at their respective school and administrative sites.

6.0 REVIEW AND EVALUATION:

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2025-2026 policy review cycle.

7.0 REFERENCES:

Education Act, Regulation 298, s. 5(1) and 5 (2).
Bill 180 - Workers Day of Mourning Act (2016)

POLICY A: 34 Flag Protocol

B:05 Property Damage/Vandalism/Theft

B:06 Facility Maintenance

Web sites:

Government of Canada – Rules for flying the National Flag of Canada:

<http://canada.pch.gc.ca/eng/1444133232495>

Government of Canada – National Flag of Canada Etiquette:

<http://canada.pch.gc.ca/eng/1444133232507>

Government of Canada - Position of honour of the National Flag of Canada:

<http://canada.pch.gc.ca/eng/1444133232532>

Department of Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>.