


Windsor-Essex Catholic District School Board



Section: ADMINISTRATION

**ADMINISTRATIVE PROCEDURE
PR A: 34 Flag Protocol**

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

1.0 PROCEDURES:

Except as otherwise indicated, the Flag Protocol within the Windsor-Essex Catholic District School Board will be as outlined by the Government of Canada Department of Canadian Heritage.

- 1.1 All Windsor-Essex Catholic District School Board schools and board facilities shall follow the procedures for displaying the National Flag of Canada provided by the Government of Canada Department of Canadian Heritage.
- 1.2 As a general rule, the National Flag of Canada should be displayed only 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 always takes precedence of all other national flags when flown in Canada and should always fly on its own mast. All flags must be treated with dignity and respect at all times, in accordance with the following:
 - Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service.
 - When being raised or lowered, a flag should be prevented from touching or falling to the ground.
 - No flags, banner, or pennant shall be flown together on the same pole except at single pole locations and even at those the Canadian Flag must fly alone.
 - Where possible, the Canadian Flag should be flown from the highest pole.
 - No flag should be larger than the Canadian Flag.

External

- 1.3 The National Flag of Canada shall be displayed on an exterior flagpole during normal hours of each school or working day.
- 1.4 If a second external flagpole is available, the Provincial flag of Ontario, the appropriate municipal flag, or the Papal flag shall be displayed.

Internal

- 1.5 The National Flag of Canada shall be displayed in a prominent place inside each school and board facility.
- 1.6 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.

During Catholic Education Week, each school or board facility shall display the Papal flag inside the school.

- 1.7 The Board will consider requests from members of the school community to display special purpose flags or banners within schools and board facilities. Those requests will be considered by the Director. Permission will be granted based on acceptable community standards and be consistent with existing board policies and procedures.

HALF-MAST

System-wide Lowering of Flags

- 1.8 The Director's office will notify Principals and Site Administrators when system-wide lowering of the flag is required.

Traditionally the National Flag of Canada is flown at half-mast at all Windsor-Essex Catholic District School Board schools and board facilities as a symbol of mourning subsequent to the passing of the following persons:

- a) The Pope;
- b) The Bishop or Auxiliary Bishop of London;
- c) The Sovereign or member of the Royal Family related in the first degree to the Sovereign (husband, wife, son, daughter, father, mother, brother or sister);
- d) The Governor-General or former Governor-General;
- e) The Prime Minister of Canada or former Prime Minister;
- f) The Lieutenant-Governor of Ontario or a former Lieutenant-Governor;
- g) The Premier of Ontario or a former Premier;
- h) A Member of Federal or Provincial Riding; and
- i) A Trustee of the Board.

Additionally, the National Flag of Canada shall be flown at half-mast at all Windsor-Essex Catholic District School Board schools and board facilities on the following days:

- a) November 11th, Remembrance Day;
- b) December 6th, National Day of Remembrance and Action on Violence Against Women;
- c) April 28th, Workers' Day of Mourning;
- d) June 23rd, National Day of Remembrance for Victims of Terrorism; and
- e) Upon the direction of the Director of Education or his/her designate.

Site-specific Lowering of Flags

- 1.9 Separate from the mandatory system-wide lowering of flags, Principals and Site Administrators may choose to lower the flag at their school or board facility at their discretion as a sign of mourning commemorating:
- a) The death of a current student;
 - b) The death of a current staff member;
 - c) The death of the school's parish priest; and
 - d) The death of a significant contributor to the life of the school community.

Prior to lowering the flag for any of the reasons noted above the Principal will

consult with their Superintendent and will notify nearby WECDSB schools that the flag will be lowered and the reasons why.

Replacement/Destruction of Flags

- 1.10 When a flag becomes worn, noticeably faded or otherwise unfit for service, the Principal or Site Administrator should replace the Canadian Flag through the Board's purchasing department, commodities list.

In accordance with Canadian Heritage Flag Protocol when a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way, in a private setting.