

Administrative Procedure 157 - Flag Protocol

Background

Principals and appropriate Central Services personnel shall ensure the Canadian flag and the Alberta flag are displayed at schools and other Division facilities as per the Education Act.

Procedures

1. General

- 1.1. The Canadian and Alberta flags shall be shown at each school on every instructional day.
- 1.2. The Canadian and Alberta flags shall be displayed at all public functions held in the schools.
- 1.3. When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be disposed of in proper fashion.

[Rules for flying the National Flag of Canada and Disposal.](#)

- 1.4. Flags shall be displayed in accordance with the general protocol as set out by the [Government of Canada](#) and the [Government of Alberta](#).

2. The Principal shall:

- 2.1. Ensure flags are on-site, as required, for the school through the Director of Facilities.
- 2.2. Display the Canadian and Alberta flags in accordance with this procedure.
- 2.3. Principals may display flags in other areas within the school at his or her discretion.

3. If a school has just a single flag pole (which is often the case) then the Canadian flag is to be flown alone on the pole. Protocol would not support flying both the Canadian and the Alberta flags on the same pole, with the Canadian flag flown higher and the Alberta flag lower. It would be more appropriate for the Alberta flag to be placed and displayed elsewhere on the school premises.

4. At the direction of the Superintendent, flags may be flown at half-mast:

- 4.1. Upon the death of a current student, staff member or trustee.
- 4.2. Upon the death of someone who is an integral part of the school community; this could include retired staff.
- 4.3. Upon the death of a prominent citizen not associated with the Division.

- 4.4. For a period commencing from notification by the Superintendent, up to and including the day of the funeral, at the site(s) specified.
- 4.5. Upon direction to do so by the Government of Alberta. In Canada and Alberta, flags are flown at half-mast on public buildings on the death of:
 - 4.5.1. the sovereign or member of the immediate family of the sovereign
 - 4.5.2. the current or a former governor-general of Canada
 - 4.5.3. the current or a former prime minister of Canada
 - 4.5.4. a federal cabinet minister
 - 4.5.5. the lieutenant-governor or former lieutenant-governor of Alberta
 - 4.5.6. the premier, or former premier, or a cabinet minister of Alberta
 - 4.5.7. other occasions, as determined at the discretion of the premier
- 4.6. The Alberta Protocol Office is responsible for communicating with all Ministries about those occasions that require half masting and the Communications Branch in Education provides this information to school authorities.
- 4.7. Where a Principal chooses to lower the flag, the Superintendent shall be notified. The Principal may choose to advise the reason to the school community.

Reference: Section 33, 52, 53, 58, 61, 197, 222 Education Act

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