

<b>Procedure Title</b>	<b>Flags - Use and Display</b>		
<b>Date of Issue</b>	April 26, 2000	<b>Related Policy</b>	
<b>Revision Dates</b>	February 29, 2012; November 26, 2014; April 11, 2018; January 5, 2022; October 19, 2022; November 14, 2022	<b>Related Forms</b>	AF 2803
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Government of Canada resource pages 'National Flag of Canada Etiquette' ( <a href="https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html">https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html</a> ); BP 6820-D "Safe and Accepting Schools"; BP 6303-D "Equity and Inclusive Education"; BP 7520-D "Human Rights"; Ontario Human Rights Code			

**1.0 RATIONALE**

1.1 Bluewater District School Board believes that the National Flag of Canada is a symbol of honour and pride for all Canadians and shall be flown at all Bluewater District School Board facilities in accordance with Ontario Regulation 298 "Operation of Schools – General", the Government of Canada resource pages 'National Flag of Canada Etiquette', and all additional expectations outlined in BP 2803-D "Flags – Use and Display" and this administrative procedure.

**2.0 PROCEDURE**

- 2.1 In all matters relating to the use and display of flags, Ontario Regulation 298 "Operation of Schools – General" and the Government of Canada resource pages 'National Flag of Canada Etiquette' will be used as the standard.
- 2.2 All Bluewater District School Board facilities will have a flagpole of at least 5.5 m in height for the daily flying of the National Flag of Canada. This flag should have a minimum size of 180 cm by 90 cm.
  - 2.2.1 All new school builds will include two flagpoles.
  - 2.2.2 Schools that undergo significant renovations, and do not currently have a second flagpole, will have a second flagpole installed as part of the renovation.
- 2.3 No flag, banner, or pennant should be flown or displayed on the same mast as the National Flag of Canada. The National Flag of Canada must always be flown on its own mast.
- 2.4 For locations with two flag poles, the National Flag of Canada will be flown on the leftmost pole when viewed from the main approach. For locations with three flag poles, the National Flag of Canada will be flown on the centre pole.
- 2.5 The National Flag of Canada is not to touch the ground.
- 2.6 The National Flag of Canada is to be treated with dignity and respect at all times.
- 2.7 Each principal will designate students, teachers, or custodial personnel to be responsible for the raising and lowering of the flag.

2.8 The National Flag of Canada is to be flown on school days from the first day of school in September to the last day of school in June, unless directed otherwise by the director of education, or designate.

**2.9 Additional Flags**

2.9.1 A Bluewater District School Board flag will be flown on a second flagpole, if available, unless otherwise defined below, or notified by the director of education.

2.9.2 At the discretion of the principal, with approval from their area superintendent of education, a school may apply to fly a flag on the school's second flagpole for a period of time, given that it aligns with Bluewater District School Board values, and also supports the principal and expectations of BP 6820-D "Safe and Accepting Schools", BP 6303-D "Equity and Inclusive Education", BP 7520-D "Human Rights", and the Ontario Human Rights Code.

2.9.2.1 Administrative form AF 2803 "Flag Display Request" will be used for all such requests and must be submitted at least two weeks in advance of the flag display start date.

2.9.2.2 If approved, the area superintendent of education will notify the director of education and communications officer well in advance of the flag being displayed.

2.9.2.3 The principal will be responsible for informing their school community about any additional flags (approved using AF 2803) that will be displayed prominently, either outside or inside the school. When displayed in a prominent location, such communications must include an explanation of the flag's display, including the duration, on the school website.

2.9.3 The director of education may also order the flying of a flag (on a second flag pole) in support of community initiatives that align with Bluewater District School Board values, and also support the principals and expectations of BP 6820-D "Safe and Accepting Schools", BP 6303-D "Equity and Inclusive Education", BP 7520-D "Human Rights", and the Ontario Human Rights Code.

2.9.4 The Pride Flag will be flown on a second flagpole, if available, at all Bluewater District School Board schools during the month of June.

2.9.4.1 If a second flagpole is not available, schools are directed to post the Pride Flag in a visible location in their school.

2.9.5 Flags of political parties or religious groups, or flags supporting political or religious causes, may not be flown, or displayed on Bluewater District School Board property.

**2.10 Half-Mast**

2.10.1 The flag is raised to the top of the pole and then lowered to the halfway position. Similarly, it is raised to the top of the mast before being lowered at the end of the day.

2.10.2 The flag may be flown at half-mast for:

2.10.2.1 the death of the sovereign or a member of the royal family related to the sovereign in the first degree;

2.10.2.2 the death of the Governor General, Lieutenant-Governor, the Prime Minister, Provincial Premier or a Federal or Provincial Cabinet Minister;

2.10.2.3 the death of a member of either the Federal or Provincial government if the member represents the riding where the school is located;

- 2.10.2.4 the death of a student enrolled in the school;
- 2.10.2.5 the death of a staff member employed at the school;
- 2.10.2.6 Remembrance Day; and
- 2.10.2.7 other occasions, as directed by the director of education or the principal.

**2.10.3** In the event of item 2.10.2.4 or 2.10.2.5, the National Flag of Canada at the Bluewater District School Board Education Centre will be flown at half-mast until after the funeral.

**2.10.4** The director of education will consider notifications provided by the Ministry of Education for the lowering of flags to half-mast on days or for events of special significance in the province or country.

## **2.11 Indoor Display**

**2.11.1** A flag is to be displayed on a wall mounting, a flag standard or may be hung flat against a wall either horizontally or vertically.

**2.11.2** Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.

**2.11.3** When the National Flag of Canada is displayed on a flag standard at the main entrance or foyer it should be on the left side as seen by a person coming into the school.

**2.11.4** When the National Flag of Canada is displayed in the main area of an auditorium, gymnasium, library or general- purpose room, it should be seen on the right by the audience.

**2.11.5** When displayed in close conjunction to a speaker's table or platform on a floor standard it should be to the speaker's right.

**2.11.6** Whether on a flagpole, standard or any other position, the National Flag of Canada must always be flown on its own mast.

**2.11.7** The national and provincial flag may be displayed on flag stands in the board room.

## **2.12 Disposal**

**2.12.1** Flags unfit for service or worn and faded are to be disposed of in an appropriate manner.