

The Director of Education provides this administrative procedure to set out the general rules for flying and displaying the Canadian Flag and other flags in Canada.

## **1.0. Special Instructions**

Subject to any specific instructions which may be issued by the Director of Education, the Canadian Flag will be flown on the flagstaff of a school or the Board office, as follows:

### **1.1. Normally**

- a) Each day during which the school is in session;
- b) On the occasion of a national holiday;
- c) On special occasions as determined by the principal or the Board;
- d) Remembrance Day;
- e) National Day of Remembrance and Action on Violence Against Women.

### **1.2. At Half-Mast**

- 1.2.1. On the death of the Sovereign or a member of the royal family related in the first degree to the sovereign, or on the death of the Governor-General of Canada, or the Prime Minister of Canada.
- 1.2.2. On the death of the Lieutenant-Governor of Ontario, the Premier of Ontario, or the Minister of Education of Ontario.
- 1.2.3. Within the riding, on the death of a member of the House of Commons or the Legislature of Ontario.
- 1.2.4. On the death of a trustee or a supervisory officer of the Board, or on the occasion of an extraordinary circumstance.



- 1.2.5. Within the municipality, on the death of the mayor or reeve or a prominent citizen in the community.
- 1.2.6. The flag of an individual school(s) or the Board office shall normally be flown at half-mast on the death of a student or member of the staff or former member of the staff.
- 1.2.7. The flag will be flown until the day after the funeral.
- 1.2.8. The flag in all Board locations will be flown at half-mast on Remembrance Day, November 11.
- 1.2.9. The flag must always be in good condition.
- 1.3.0. The flag will normally be flown on its own mast.
- 1.3.1. Notwithstanding the above, the flag may be flown at half-mast on instruction from the Director of Education.
- 1.3.2. Schools shall notify the communications department and their area superintendent, as designated by the Director, when flags are flown at half-mast.

Legal Reference:

*Ontario Regulation 298 S. 5 National Flag and Provincial Flag*  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>  
*Resource Booklet: Flag Etiquette in Canada published by Canadian Heritage.*  
*(See website [http://www.pch.gc.ca/progs/cpsc-ccsp/etiquette/index\\_e.cfm](http://www.pch.gc.ca/progs/cpsc-ccsp/etiquette/index_e.cfm))*