

**FLAGS**

**Belief**

The national, provincial and treaty flags are symbols of honor and pride, and shall be displayed in a respectful manner.

**Guidelines**

1. Flags shall be displayed in accordance with flag etiquette as outlined by the Government of Canada, Canadian Heritage Ceremony and Canadian Symbols, and in accordance with flag protocol guidelines.
2. The national flag of Canada shall be displayed only in a manner befitting the national emblem; it shall not be subjected to indignity or displayed in a position inferior to any other flag or ensign.

**Procedures**

3. Displaying flags:
  - 3.1 The Canadian flag shall be displayed in each school classroom.
  - 3.2 The Canadian, Alberta and Treaty 6 flags shall be displayed at all public functions held in division sites.
  - 3.3 The Canadian and Alberta flags shall be flown at each school.
  - 3.4 The Canadian, Alberta and Treaty 6 flags shall be flown at Division Office.
  - 3.5 All flags shall be flown for the entire school year including public holidays.
4. Principals and directors shall ensure the display of flags at division sites.
5. When a flag becomes slightly frayed or torn it shall be replaced at once by completing a Maintenance Work Order.
6. When displaying flags:
  - 6.1 flown on a flagstaff at the front of, or on a platform of an auditorium, the flag shall be placed on the right of the speaker, and when it is flown in the body of the auditorium, it shall be placed to the right of the audience.
  - 6.2 if displayed flat, the flag may be hung horizontally or vertically.
  - 6.3 hung vertically, the flag shall be placed so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.

7. If two or more flags are displayed together:
  - 7.1 the flags shall be approximately the same size and shall be flown from separate flagstuffs at the same height.
  - 7.2 the order of precedence is:
    - 7.2.1 the Canadian flag,
    - 7.2.2 the flag of Alberta,
    - 7.2.3 other flags.
8. When three flags are flown together, the Canadian flag shall occupy the central position, with the flag of Alberta to the left and the third flag to the right as seen by spectators.
9. When more than three flags are flown together, the Canadian flag is normally flown on the left of the line of flags as seen by spectators, with other flags in order of precedence on its right.
10. When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag shall be hoisted first and lowered last.
11. Flags at all Division sites shall be flown at half-mast on the death of:
  - 11.1 the sovereign or member of the immediate family of the sovereign,
  - 11.2 the current or a former governor-general of Canada,
  - 11.3 the current or a former prime minister of Canada,
  - 11.4 a federal cabinet minister,
  - 11.5 the lieutenant-governor or former lieutenant-governor of Alberta,
  - 11.6 the premier, or former premier, or a cabinet minister of Alberta.
12. Flags at all Division sites shall be flown at half-mast on the death of a trustee.
13. A flag at a Division site shall be flown at half-mast on the death of a student or staff member, and may be flown at half-mast on the death of an individual associated with the site or community.
14. Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.
15. When the flag is raised to the half-mast position or lowered from it, the flag shall be first raised to full-mast and then lowered.
16. Special instructions may be issued by the Superintendent or designate in other circumstances.

Reference: Section 26, *School Act*  
Flag Etiquette in Canada, Department of Canadian Heritage, Government of Canada