



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES FOR FLAGS ON SCHOOL PROPERTY

PROCEDURES:

Except as otherwise indicated, the *Flags on School Property Procedural Guidelines* within the Huron-Superior Catholic District School Board will be as outlined by the Government of Canada Department of Canadian Heritage.

All 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.

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, and
- no flag should be larger than the Canadian Flag;
- when the National Flag of Canada is flown alone on top or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left (to an observer facing the flag);
- when the National Flag of Canada is flown alone on top or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the center.

Exterior Flag(s)

The National Flag of Canada shall be displayed on an exterior flagpole during normal hours of each school or working day.

If a second external flagpole is available, the Provincial flag of Ontario followed by the appropriate official school or municipal flag shall be displayed.

This applies to schools that have exterior flag poles. Many schools within the board have portable flags which are placed near the front door of the school each morning.

Interior Flag (s)

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

If internal flagpoles are available, they shall be reserved for the National Flag of Canada in priority, the Provincial Flag of Ontario, and the appropriate municipal flag.

HALF-MAST System-wide Lowering of Flags

The director will notify principals and site administrators when system wide lowering of the flag is required. The National Flag of Canada is flown at half-mast at all Huron-Superior 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 HSCDSB dioceses;
- 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 schools and board facilities upon the direction of the Director of Education or his/her designate. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some schools fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

Site-specific Lowering of Flags

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 and obtain approval from their Superintendent.

Schools that use portable exterior flags are unable to lower flags during times of mourning.

Replacement/Destruction of Flags

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.

A flag is considered to be tattered or worn when the colour has faded, it has developed a hole, or the outermost seam (fly) of the flag has become frayed. When a flag is no longer in a suitable condition for use, it should be disposed of in a dignified manner.

Disposal of such flags may be handled in the following manner:

- Return Flag(s) to participating retail stores who will dispose of them;
- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner; privately without a ceremony or public attention being drawn to the destruction of the material;
- Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal – the shreds of fabric should not be re-used or fashioned into anything.