GREATER ESSEX COUNTYDISTRICT SCHOOL BOARD

Policy: Flag Protocol

Reference No: P-AD-34

It is the policy of the Greater Essex County District School Board to display the National Flag of Canada at all schools on an external flagpole and to display the National Flag of Canada and the Provincial Flag of Ontario inside schools with dignity and respect as per Ontario Regulation 262 of the Education Act.

Additional flags may be displayed with administrative approval.

Original Effective Date: 2010 01 20
Last Revision Date: 2019 05 21
Last Review Date: 2019 05 21
Next Review Year: 2024-25

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Regulation: Flag Protocol

Reference No: R-AD-34

1. The National Flag of Canada shall be displayed on an exterior flagpole during normal hours of each school or working day. It is not contrary to etiquette to have the flag flying at night.

2. New buildings shall be equipped with an exterior flagpole at the time of construction. Existing buildings not so equipped shall be provided with an exterior flagpole.

3. The National Flag of Canada and the Provincial Flag of Ontario shall be displayed in a prominent place inside each school.

4. Principals and building supervisors are responsible for monitoring the condition of the National Flag, and are responsible for requesting the replacement of and disposal of National Flags. Replacement and disposal of National Flags should be done through Facility Services.

5. The National Flag must receive prominence at all times when displayed with other flags. The protocol should incorporate the following:
    a) The flag is not to touch the ground.
    b) The flag is to be treated with dignity and respect at all times.

6. At the discretion of the Principal, a school may also display, on the flagpole or inside the school, the flag of the local municipality or other special purpose flag. The flag should be provided by the requester and align with the board's values, support the principles and expectations of the board's Safe School Policy, equity and Indigenous Education Protocol and is consistent with the Ontario Human Rights Code and is not directly connected with any political or religious group or cause. (see Appendix A for application).

7. Exterior flags throughout the system shall be lowered half-mast on the death of:
    a) 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),
    b) The Governor-General or former Governor-General,
    c) The Prime Minister of Canada or a former Prime Minister,
    d) The Lieutenant-Governor of Ontario or a former Lieutenant-Governor,
    e) The Premier of Ontario or a former Premier,
    f) A Member of the Federal or Provincial Electoral Riding, and
    g) A Trustee of the Board.

8. Exterior flags at the Board's Administration Building shall be lowered to half-mast on the death of a present employee or student in the system when information is made available in a timely manner.

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9. The Director of Education may order the lowering of flags to half-mast throughout the system or at an individual location, on the death of a person held in special regard in the system.

10. Exterior flags at individual schools shall be lowered to half-mast on the death of a present staff member or student.

11. Principals may lower exterior flags to half-mast on the death of any non-employee such as volunteers and community persons who are held in special regard in the school or community.

12. Exterior flags shall be lowered briefly at 11:00 a.m. on Remembrance Day in memory of those who lost their lives in service for our country.

13. Exterior flags shall be lowered at the GECDSB Office on or about April 28th to observe the National Day of Mourning.

Indoor Display of Flags

14. 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.

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

16. When the National Flag 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.

17. When the National Flag is displayed in the main areas of an auditorium, gymnasium, library or general purpose room, it should be on the right side as seen by the audience.

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

19. Whether on a flagpole, standard or any other position, the National Flag must always occupy the uppermost position.

20. The National and Provincial Flags should be displayed on a flag stand in the Board room.

Flag Display Request

Principals must email this completed form to the relevant school superintendent.

Requests must be received **at least two (2) weeks prior to the flag display start date.**

Today's Date (year/ month/ day):

School: Principal:

Description/ Name of Flag:

Flag dimensions:

(*Note: no flag will be permitted which is larger than the National Flag of Canada*)

Flag Display Start Date: Flag Display End Date:

Describe below the purpose of the flag display, how it demonstrates an interest or relationship to the school, and how it aligns with the priorities of the GECDSB's Strategic Plan (*ex: promotion of well-being, equity, access, opportunity)*.

☐ Check the box to acknowledge Flag Protocol Policy and Regulation requirements under P-AD-34 and R-AD-34.

I understand the school Principal is responsible for the communication of the purpose of this flag display with the school community. Communication will include a posting on the school website regarding the flag display period and the purpose as it relates to the school.

Approved: ☐ Not Approved: ☐ Reason:

Superintendent Signature Date