

FLAG PROTOCOL

Background

The Canadian flag and the Alberta flag shall be displayed in an appropriate manner at all school buildings in accordance with Section 61 of the *Education Act*.

Procedures

General

Section 61 of the Education Act states “A board shall ensure that the Canadian flag and the Alberta flag are displayed at each school operated by the board.” The manner in which flags are displayed in Canada is not governed by any legislation, but by established practice.

1. A flag of Canada and of Alberta will be displayed during every school day, from a flag pole, at all school buildings located in the school division. An exception is made for Hutterite colony schools where the Canadian and Alberta flags can be displayed inside the school and do not have to be displayed from a flag pole outside the building.
2. The Livingstone Range School Division office will have a supply of Canadian and Alberta flags on hand to be provided to schools on a request basis at no cost to the schools. Two sizes will be available, a larger size for flying from a flag pole, and a smaller size for display within school buildings.
3. The flags may be flown by night as well as by day. Each school will determine whether the flags will be raised and lowered each school day, or if they will be flown on a continuous basis during the school year.
4. When flown with another flag, the Canadian flag should be on the left of the observer facing the flags; both should be at the same height. If both the Canadian flag and the Alberta flag are flown from the same flag pole, the Canadian flag should occupy the position of honour and be flown at the higher level.
5. In a classroom setting or in assembly halls where flags are displayed, the Canadian flag should occupy the position on the wall to the left of the observers facing the flag, and the Alberta flag, or other flags of lesser status, should occupy positions to the right of the Canadian flag.
6. When a flag becomes tattered and is no longer in a suitable condition for use, it should be disposed of in a dignified way. The flag should be replaced through a request to the school division central office.

Flying the Flag at Half-Mast

1. When the flag is to be flown at half-mast, the flag should be raised to the peak for an instant and then lowered to the half-mast position. Before the flag is lowered for the day, it should again be raised to the peak and then lowered.
2. Flags on government buildings, airports, military bases and other establishments including schools are flown at half-mast when directed by the Department of Canadian Heritage. The following are examples of the practice:
 - a. Across Canada and abroad, on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister.
 - b. Within a province, on the death of the Lieutenant Governor, the Premier, or another person similarly honoured by that province.
 - c. Within his/her own riding, on the death of the Member of the House of Commons, or the Member of the Provincial Legislature.
3. Flags will be flown at half-mast at schools in the town where the death of a student, employee or trustee has occurred. Under normal circumstances, the flags shall be flown at half-mast the first school day following the death, up to and including the day of the funeral.
4. Under special circumstances, the Superintendent may direct that school flags be flown at half-mast in one or more communities or for all schools within the jurisdiction.

December, 2003, January 2020

References

Education Act, Section 61

Cross Reference

[Canadian Heritage: Flag Etiquette](#)