

**1. Rationale**

The Simcoe County District School Board (SCDSB) approves the establishment of a flag protocol in accordance with Ontario Regulation 298 made under the *Education Act*.

The SCDSB is committed to educating and bringing awareness to dates of significance through partnership with community groups and agencies. Schools communicate with the broader community in many ways and recognize these dates through websites, newsletters and social media.

**2. Policy**

Policy 2199 – Flag Protocol is aligned with, and supports the principles and expectations of Ontario Regulation 298 under the *Education Act*.

- (1) *Every school shall fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the board directs.*
- (2) *Every school shall display in the school, the National Flag of Canada and the Provincial Flag of Ontario.*

**3. Guidelines**

- 3.1 Schools shall fly only the flags listed in Regulation 298, unless otherwise authorized by the Director of Education, or designate.
- 3.2 Upon the direction of the Director of Education, or designate, a single flag, other than the National Flag of Canada may be raised for a specific time to recognize an event, occasion or period of significance.
- 3.3 Flags to be flown at SCDSB schools or facilities are to be approved on an annual basis by the Director of Education, or designate. Communication to all SCDSB schools regarding flags to be flown during the school year is to be distributed prior to the commencement of the school year.
- 3.4 Schools may, in addition to the flags mandated by Regulation 298, display in the school the Flags of the Provinces and Territories of Canada.
- 3.5 The national and provincial flags will be on display at all official ceremonies.
- 3.6 Community groups who permit school facilities, in accordance with SCDSB Policy 2340 - Community Use of Facilities, may display the flag of their country of origin inside the room rented for the duration of their permit.
- 3.7 Flags are flown at half-mast in recognition of the death of prominent public figures, prominent community members, and other individuals. All flags at SCDSB locations shall be flown at half-mast upon the direction of the Director of Education, or designate.

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- 3.8 Individual schools will fly their flag at half-mast to recognize the death of a current student or current staff member.
- 3.9 On Remembrance Day, flags at all SCDSB schools and locations shall be flown at half-mast from sunrise until sunset as a sign of remembrance. Schools and locations that typically display their flag on weekends will ensure the flag is flown at half-mast should Remembrance Day fall on a weekend.
- 3.10 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 over 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:
- 3.10.1 Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service.
- 3.10.2 When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of according to Federal protocol.
- 3.10.3 When being raised or lowered, a flag should be prevented from touching or falling to the ground.
- 3.10.4 No flags, banners or pennants should be flown together on the same pole.
- 3.10.5 Where possible the Canadian flag should be flown from the highest pole.
- 3.10.6 No flag should be larger than the Canadian flag.
- 3.11 If schools choose to display flags inside the building (for example, in the entrance or at an assembly or other special event) the Canadian flag must take precedence. When three flags are displayed, the Canadian flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right. A common combination of flags is that of the Canadian flag with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a case, the Canadian flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre.

The order of precedence for flags is:

National Flag of Canada;

flags of other sovereign nations in alphabetical order (if applicable);

flags of the provinces of Canada;

flags of the territories of Canada;

flags of municipalities/cities; and,

banners of organizations.

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**4. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

[\*\*APM 7240\*\*](#)

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