



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2016	<i>Replacing</i> Replacing all previous procedures
<i>Review Date</i> 2021	<i>Page</i> 1 of 2
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2106

FLAG PROTOCOL

1.0 PURPOSE

TLDSB believes that the National Flag of Canada is a symbol of honour and pride for all Canadians. The Canadian flag shall be flown at full mast at every Trillium Lakelands District School Board school and board office.

2.0 REFERENCES AND RELATED DOCUMENTS

3.0 TERMS AND DEFINITIONS

4.0 ADMINISTRATIVE PROCEDURE

4.1 FLAG PROTOCOL:

- 4.1.1 The Canadian flag shall be flown at full-mast at every school and board office.
- 4.1.2 The provincial flag of Ontario and the appropriate municipal flag may also be flown if there is more than one flag pole at the school.

4.2 HALF-MAST

- 4.2.1 Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together shall also be at half-mast.
- 4.2.2 The flag may be flown at half-mast for the following reasons:
 - a) The death of a child enrolled in the school;
 - b) The death of a staff member employed at the school or school board;
 - c) The death of a Trustee;
 - d) On Remembrance Day;

- e) On occasions when the Ontario government lowers flags at government buildings;
- f) On other occasions as directed by the Director of Education.

4.2.3 On the occasion of a death as specified above, the flag shall be flown at half-mast from the time of notification of the death up to and including the day of the funeral.

4.2.4 Individual schools may fly their flag at half-mast on other occasions at the discretion of the principal in consultation with the school superintendent.

4.3 CARE OF FLAGS

4.3.1 Flags must be treated with respect

- a) Flags should be regularly inspected for signs of dirt, wear, and damage and are to be replaced when worn, noticeably faded, or otherwise unfit for use;
- b) New Canadian or provincial flags are ordered by the school or building head custodian from the plant operations supervisor;
- c) When raised or lowered, a flag is to be prevented from touching or falling to the ground;
- d) No banners or pennants should be flown together on the same pole except at single pole locations.