

## Administrative Procedures 628

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# FLAG PROTOCOL AND PROCEDURES

## Background

The Community views schools as institutions that assist in maintaining tradition. As the hosts of numerous formal community events, schools require knowledge of the etiquette of the national and provincial flag display. The following procedures will ensure schools follow a uniform practice with regards to displaying both federal and provincial flags.

## Procedures

1. The principal of each school is responsible for ensuring that:
  - 1.1 The school flies (outdoors) the Canadian flag each school day
  - 1.2 The school displays (indoors) the Provincial Flag, the Treaty Six Flag, and the Metis Nation Flag.
  - 1.3 Only one flag will be flown on each pole, but if a school has more than one flagpole, the principal will consult appropriate resources to determine protocol for flying additional flags.
  - 1.4 Flags are flown or displayed according to appropriate protocols outlined by the National Flag of Canada Etiquette office and Saskatchewan's Flagging Policy and Procedures.
  - 1.5 Flags flown or displayed are in good condition.
2. The Superintendent of Facilities is responsible for ensuring that:
  - 2.1 The Education Centre flies the Treaty 6 Flag and the Métis Nation Flag on behalf of all Division schools and buildings.
    - 2.1.1 The initial raising of the Treaty 6 Flag and the Métis Nation Flag at the Education Centre will be preceded by an official flag raising ceremony guided by the SRPSD Elders Council, the Office of the Treaty Commissioner, and appropriate local indigenous leaders.
  - 2.2 Flags flown or displayed at the Education Centre or other non-school buildings will be in good condition and displayed according to appropriate protocols.
3. Flag protocols outlined below shall guide the display of all flags in the division. Further flag protocol details are available online from the Government of Canada and Government of Saskatchewan.
  - 3.1 Flags shall be flown or displayed only in a respectful manner.
  - 3.2 The Canadian flag will always be flown in the most senior position, except when a special flag is flown during a visit of the Monarch, a member of the Royal Family, the Governor General or the Lieutenant Governor.
  - 3.3 A flag may be flown on a flagpole or displayed flat.
  - 3.4 It is improper to fly more than one flag on the same flagpole.
  - 3.5 If three flags are flown/displayed, the Canadian Flag is in the center.
  - 3.6 If more or less than three flags are flown/displayed, the Canadian Flag will be flown on the left as seen by observers facing the display. Other flags will be flown to the right of the Canadian flag in order of precedence.
  - 3.7 If a flag or group of flags is flown on a staff at the front of a room or auditorium, the flag(s) shall be placed to the right of the speaker.
  - 3.8 If displayed flat, the flag or group of flags may be hung horizontally or vertically. If hung vertically, the flags shall be placed in order of precedence so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.

3.9 The order of precedence for the order of display of multiple flags is

- The National Flag of Canada;
- The flags of other sovereign nations, in alphabetical order;
- The flags of the provinces of Canada, in order in which they joined Confederation;
- The flags of the territories of Canada, in order in which they joined Confederation;
- The flags of municipalities/cities;
- The flags and banners of organizations;
- Historical flags.

The Division recognizes the Treaty 6 Flag and the Métis Flag as representing sovereign nations so the order of precedence for the four flags typically displayed in SRPSD facilities is: Canada, Metis, Treaty 6, Saskatchewan. On occasions when other flags are flown, they will be flown in order of precedence.

4. Half-mast flags will be flown as a sign of respect on official days of mourning. Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.

- 4.1 When the flag is raised to the half-mast position or lowered from it, it is first raised to full-mast and then lowered.
- 4.2 A flag shall be flown at half-mast on the death of a student or staff member, and may be flown at half-mast on the death of an individual associated with the school or community.
- 4.3 Flags may be flown at half-mast on any occasion when the flag is being flown at half-mast on local government buildings. The Chief of Protocol from the Saskatchewan Protocol office provides notification for when flags are flown at half-mast on public buildings.
- 4.4 Special instructions may be issued by the Director on other occasions where flags are flown at half-mast.

5. Special event flags are not flown but may be displayed indoors only upon approval of Division Administration

- 5.1 Approved special event flags will not replace the Canadian flag but may be flown at the school or division facility, if the building has more than one flagpole.
- 5.2 An application to request the display of special event flags must be submitted and approved prior to displaying a special event flag – Appendix A.
  - 5.2.1 Applications must be submitted to the school superintendent at least three weeks in advance of the special event flag being displayed. Applications will be assessed by Administrative Council and decisions will be communicated to applicant and school administration.
  - 5.2.2 Decisions to approve the of displaying special event flags will consider the following criteria:
    - 5.2.2.1 Alignment with the division's Core Values and other division policy
    - 5.2.2.2 The intent of raising the special event flag is in recognition of:
      - Indigenous peoples of Canada;
      - Federal, provincial, or municipal government supported initiative or organization;
      - Division initiatives;
      - Curricular outcomes.

- 5.3 The displaying of special event flags can be requested by:
  - 5.3.1 Students;
  - 5.3.2 Staff;
  - 5.3.3 School Administration;
  - 5.3.4 Division Administration;
  - 5.3.5 School Community Councils; or
  - 5.3.6 Board of Education Trustees.
- 5.4 Approved special event flags will only be displayed for one week after the initial raising.

Reference: Section 47 (1), *The Education Act, 1995*  
Government of Canada, National Flag of Canada Etiquette  
(<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>)  
Government of Saskatchewan, Flagging Policy and Procedures  
(<https://www.saskatchewan.ca/government/visual-identity-and-protocol/protocol-guidelines/flagging-policy-and-procedures#:~:text=Precedence%20and%20Etiquette&text=In%20principle%2C%20the%20flag%20is,18%2000%20hours%2C%20weekdays%20only>)  
Office of the Treaty Commissioner of Saskatchewan Communication Guide  
([http://www.otc.ca/resource/purchase/ayisnowak\\_a\\_communications\\_guide.html?page=1](http://www.otc.ca/resource/purchase/ayisnowak_a_communications_guide.html?page=1))

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