CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

1204 Display of Flags

DIRECTIONAL POLICY

1200 Nurturing Community Partnerships

Title of Administrative Procedure:

Flag Protocol

Date Approved:

November 2025

Projected Review Date:

November 2030

Directional Policy Alignment:

The ***Display of Flags*** administrative procedure aligns with the Directional Policy ***Nurturing Community Partnerships*** by setting appropriate protocols for displaying the National Flag of Canada and other flags across the CDSBEO community.

Alignment with Multi-Year Strategic Plan:

The ***Display of Flags*** administrative procedure supports the four key priorities of the CDSBEO Multi-Year Strategic Plan: To Belong, To Believe, To Nurture, To Learn by proclaiming our Catholic faith and co-creating the conditions for belonging, believing, and nurturing our students and staff so that they may learn, thrive, and express God's vision for us all, blessed and beloved.

CDSBEO Strategic Plan

Purpose

The CDSBEO supports the establishment of this procedure for the displaying and flying of flags in accordance with Regulation 298 made under the Education Act and in accordance with the Rules for flying the National Flag of Canada. The manner in which flags may be displayed in Canada is not governed by legislation but by established practice and convention. The etiquette outlined in this procedure is an adaptation of international usage and customs that the federal

government has observed for many years. Given the important symbolism of flags, they should always be treated with respect.

Action Required

1) Each CDSBEO school and board office shall fly on an external pole the National Flag of Canada each day which the school is in session.

2) All schools may display inside the school the National Flag of Canada, the Provincial Flag of Ontario, and the Papal Flag.

3) A secondary flagpole located outside CDSBEO board offices will be used to display flags that reflect the diversity of staff, students, and community partners. The Faith and Equity Advisory Committee will develop a list of flags to be flown, which must be approved by the Director of Education and reviewed every three years. Each school will display the same flag on a bracket flagpole outside their building, positioned less prominently than the National Flagpole.

4) All flags are flown at half-mast in recognition of the death of prominent public figures and other individuals upon the direction of the Director of Education or designate. The Director's Office will recognize the deaths of the following:

a. The Pope
b. The Bishop/Archbishop
c. The Sovereign or member of the Royal Family
d. The Governor General
e. The Prime Minister of Canada
f. The Lieutenant Governor of Ontario
g. The Premier of Ontario / Education Minister of Ontario
h. The local member of the House of Commons or Legislature of Ontario
i. School Board Trustee
j. A municipal Mayor, Reeve, or prominent citizen in the community.

5) Individual schools may make a request to the Director to fly their flag at half-mast to recognize a special circumstance in their area.

6) On Remembrance Day, flags at all CDSBEO schools and board offices shall be flown at half-mast until the end of the school day as a sign of mourning. If a service is held at the flagpole, however, the flag would be lowered from the 11:00 a.m. service until the end of the school day.

7) 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 of 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:

a. Flags should be regularly inspected for signs of wear and damage and should be replaced when worn, noticeably faded or otherwise unfit for service.
b. When being raised or lowered, a flag should be prevented from touching or falling to the ground.
c. No flags, banners or pennants shall be flown together on the same pole except at single pole locations and even at these the Canadian Flag must fly alone.
d. Where possible, the Canadian Flag should be flown from the highest pole.
e. No flag should be larger than the Canadian Flag.

8) 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 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.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment of this administrative procedure with the ***Nurturing Community Partnerships*** Directional Policy.
- Reviewing this administrative procedure as part of its regular policy and administrative procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this administrative procedure.
- Approving and directing the display of other flags on Board property, as suggested by the Faith and Equity Advisory Committee, and as deemed appropriate to support the CDSBEO Multi-Year Strategic Plan.

- Directing the flying of flags at half-mast as appropriate or designating this duty to an appropriate staff member.

Superintendents of Schools are responsible for:

- Supporting implementation of this administrative procedure.
- Ensuring that school principals are consistent with the application of this administrative procedure.

Principals and Vice-Principals are responsible for:

- Ensuring the lowering of flags to half-mast is performed on school property, as directed by the Director or designate.
- Sending a request to the Director to fly their flag at half-mast to recognize a special circumstance in their area.
- Maintaining proper etiquette when displaying flags on school property, and ensuring staff, and students, treat all flags with dignity and respect.

Staff are responsible for:

- Treating all flags with dignity and respect.
- Familiarizing themselves with flag etiquette and protocol when arranging flag displays on school property.

Progress Indicators

- All CDSBEO schools and board offices display and fly flags in accordance with this administrative procedure.

Definitions

Half-mast: the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

References

- R.R.O. 1990, Reg. 298 OPERATION OF SCHOOLS - GENERAL | ontario.ca
- Rules for flying the National Flag of Canada - Canada.ca