

Status:	Active
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Responsibility:	Director of Education

Intended Purpose

This Administrative Procedure details the operational guidelines for flying and lowering the National Flag of Canada and processes and protocols for displaying other flags that align with Halton District School Board values.

The HDSB believes the lowering of the Canadian flag to the half-mast position is a symbolic gesture of condolence and respect. The HDSB supports the lowering of national flags to half-mast as a means to commemorate established and emergent occasions and dates and to support governments and public organizations as they bestow an honour and express a collective sense of sorrow shared by all citizens.

The Director of Education may also order the flying of a flag in support of community awareness initiatives which align with the HDSB's values, supports the principles and expectations of the HDSB's Safe Schools Policy, Human Rights Equity Action and Accountability Plan and are consistent with the Ontario Human Rights Code. Director's orders may be directed to all or some schools, or limited to the Board office. Similarly, the Director may request a flag to fly on an outside flagpole or to be displayed on the interior of schools and buildings.

Procedure

1. Dignity of the National Flag

The National Flag of Canada will take a position of prominence at all times when displayed with other flags. All HDSB sites will adopt the [federal government guidelines](#) for the display of the Canadian flag.

- 1.1. No flag shall be larger than the National Flag of Canada
- 1.2. No flag shall fly higher than the National Flag of Canada
- 1.3. Where there are multiple flags displayed together, the National Flag of Canada shall always be displayed in a position of prominence
 - 1.3.1. when facing the front of a building, the National Flag of Canada shall be to the left of an observer facing the flags; where there are two flags, with the secondary flag to the right, or
 - 1.3.2. above any other flag when sharing the same flagpole.

2. Exterior Flags

- 2.1. The J.W. Singleton Education Centre and every operating school shall fly the National Flag of Canada on an outside flagpole.
- 2.2. Other HDSB owned properties may fly the National Flag of Canada.
- 2.3. The J.W. Singleton Education Centre and all operating schools will fly the Progress Pride Flag during the month of June as recognition and celebration of Pride Month.
- 2.4. At the discretion of the Principal and with approval from the school's Superintendent, a school may also fly another flag which is not connected in any way with a political party or religious group, for a specified period of time. Principals are responsible for informing their communities about any additional flags that will fly below the National Flag of Canada. Such communication must include an explanation of the flag's display, including the duration it will be displayed.

3. Half-Masting for Mourning

When half-masting at HDSB sites, where it is possible, the masting period shall include the day of the death notification until sunset of the day of the memorial service.

3.1. Exterior flags shall be lowered to half-mast throughout the system on the death of:

- the Sovereign or Sovereign's family (sovereign's spouse, the heir to the throne or the heir of the heir to the throne)
- the Governor General or former Governor General
- the Prime Minister of Canada or former Prime Minister
- the Premier of Ontario
- the Lieutenant-Governor of Ontario or former Lieutenant-Governor
- the Member of the Federal or Provincial Electoral Riding within the Region of Halton
- the Director of Education

Note: Should another flag be flying beneath the National Flag of Canada, both flags should be half-masted.

3.2. Exterior flags shall be lowered to half-mast at selected sites of the HDSB in the following:

- Upon the death of a student, the HDSB lowers the flag at the school the student attends and at the J.W. Singleton Education Centre.
- Upon the death of a staff member, the HDSB lowers the flag at the staff member's work location and at the J.W. Singleton Education Centre.
- Schools may, at the discretion of the Principal, and with Superintendent approval, lower the flag in recognition of a former staff member or a community member who is closely connected to the school or the students at the school.

- Upon the death of a current trustee, the HDSB lowers the flag at the J.W. Singleton Education Centre and at the schools in the trustee's ward(s).
- Upon the death of the person for whom a school is named, the HDSB lowers the flag at J.W. Singleton Education Centre and at the school for which the school was named.

3.3. Flags at schools are lowered annually on:

- September 30 - National Day for Truth and Reconciliation
- November 11 - Remembrance Day
- December 6 - National Day of Remembrance and Action on Violence Against Women

3.4. The flag at J.W. Singleton Education Centre is lowered on the following annual occasions:

- April 28 - National Day of Mourning for Workers Killed or Injured in the Workplace
- September 30 - National Day for Truth and Reconciliation
- November 11 - Remembrance Day
- December 6 - National Day of Remembrance and Action on Violence Against Women

Note: Where these dates occur on a weekend, the flag will be lowered at the end of the day on Friday and raised on Monday morning.

3.5. Other occasions:

The lowering of national flags to half-mast is a well-established procedure whereby governments and organizations bestow an honour and express a collective sense of sorrow shared by all citizens. It is within this context that the HDSB consults the guidelines for lowering flags on other occasions posted on the [Heritage Canada website](#). Consulting this website provides the HDSB with information to make decisions about lowering

flags in a consistent, appropriate manner that does not create confusion for students and staff at the school.

4. Interior Flags

- 4.1. Every operating school shall display inside the school the National Flag of Canada and the Provincial Flag of Ontario.
- 4.2. Every operating school shall display the Mississaugas of the Credit flag inside the school on June 21 as part of National Indigenous Peoples Day (those schools with two exterior flag poles may fly the Mississaugas of the Credit flag beside the Canadian flag.)
- 4.3. At the discretion of the Principal, and with the approval of the school's Superintendent, a school may display a flag which is not connected in any way with a political party or religious group, for a specified period of time. Principals are responsible for informing their communities about any additional flags that are displayed in their schools. Such communication must include an explanation of the flag's display, including the duration.
- 4.4. An exception to section 4.3 (above) may include the display of other flags in a classroom when such flags are in support of a classroom project with specific curriculum objectives.
- 4.5. Flags that are associated with hate or bias motivated causes (e.g., Nazi flag, Confederate Flag) must never be displayed in a classroom setting.
- 4.6. A flag is to be displayed using a wall mounting, a flag stand or it may be hung flat against a wall either horizontally or vertically.

5. Flags, Flagpoles and Flag Hardware

- 5.1. Principals and custodial staff are responsible for maintaining all flags, flag standards, flagpoles and related equipment and ensuring they are kept in good condition.
- 5.2. Flags shall be regularly inspected for signs of wear and damage, and shall be replaced when tattered, noticeably faded, or otherwise no longer suitable for use.

- 5.2.1. Any National Flag of Canada that is to be discarded shall be [disposed of in a dignified manner](#).
- 5.3. All HDSB schools and other HDSB-owned sites are responsible for purchasing any replacement flags, including the National Flag of Canada, the Provincial Flag of Ontario, and any other flags that have been approved for display. No flags purchased for display shall be larger than the National Flag of Canada.
- 5.4. Principals interested in purchasing an additional flag pole must consult with their Superintendent and their Facility Services Manager.

Cross-Reference:

Legislation

[Government of Canada - National Flag of Canada](#)

[Government of Ontario - Flag Protocol](#)

[Ontario Human Rights Code](#)

Board Policies, Procedures & Protocols

[Flags Policy](#)

[Safe Schools Policy](#)

[HDSB Human Rights Equity Action and Accountability Plan](#)

Revision History

- January 2025 - Minor updates to align with current practices and updated formatting
- September 2021
- March 2021
- September 2017