

Topic:	Flags
Effective:	September 2012
Cross-Reference:	Heritage Canada website
Review/Revision Date:	September 2017
Responsibility:	Associate Director of Education Communications Manager

INTENDED PURPOSE:

In support of the Halton District School Board Policy regarding the lowering of flags as a symbolic gesture of condolence and respect and a method of commemorating established occasions and dates, the following procedure will define the criteria and process for displaying and lowering flags to half-mast at schools and administrative buildings in the Halton District School Board.

PROCEDURE:*Displaying flags*

All schools and board buildings shall fly a Canadian flag. The Canadian flag must always be flown at the centre or highest point if more than one flag is flown. When two flags are flown, the Canadian flag should be to the left of an observer facing the flags.

All flags flown at schools and board buildings must be in good order and repair. When a flag becomes tattered and is no longer in suitable condition for use, it should be destroyed in a dignified way. Facilities staff will ensure all flags are in suitable condition.

Lowering of flags to half-mast

- **Upon the death of a student**, the Halton District School Board 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 Halton District School Board lowers the flag at the staff member's work location and at the J.W. Singleton Education Centre. The flag remains lowered until the end of the day of the funeral service.
- Schools may, at the discretion of the principal, 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 Halton District School Board 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 the school is named.**

Flags at schools are lowered annually on:

- November 11 - Remembrance Day

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
- November 11 – Remembrance Day

(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.)

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 Halton District School Board consults the guidelines for lowering flags on other occasions posted on the Heritage Canada website (www.pch.gc.ca).

Consulting this website provides the Halton District School Board 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.

Communication:

- The Director's Office will determine when flags will be lowered at Halton District School Board facilities in accordance with this administrative procedure.
- The Director's Office will notify the Facilities Services Department, who will direct the appropriate staff in each facility to lower flags to half-mast.
- The Communications Department will post a public notice explaining the reason for lowering the flag, on the Board's website.