

Each school will fly a Canadian flag outside of their school during the school day to show allegiance towards Canada.

It shall be the responsibility of the school administrator to ensure that a flag is in good condition.

It shall be the responsibility of the school administrator to encourage proper respect for the flag by students and staff.

If a school has just a single flag pole, then the Canadian flag should be flown alone on the pole. Protocol would not support flying both the Canadian and the Alberta flags on the same pole, with the Canadian flag flown high and the Alberta flag lower. It would be more appropriate for the Alberta flag to be placed and displayed elsewhere on the school premises.

Pembina Hills Public Schools desires to show respect for prominent national, provincial, or community citizens by lowering school flags to half-mast upon the death of these individuals:

- Flags are flown at the half-mast position as a sign of mourning. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys.
- Normally a flag will be lowered to half-mast for a period not exceeding three (3) days or until funeral services are concluded.
- Flags at a school may be appropriately lowered for the death of a current or recent student, employee or trustee. The Superintendent of Schools must be notified if the flag is lowered.

The following are examples of the Practice:

- across Canada and abroad, on the death of the Sovereign or a Member of the royal family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a Former Prime Minister, or a federal Cabinet Minister;
- within a province, on the death of the Lieutenant Governor, the Premier or another person similarly honoured by that province;
- within his/her own riding, on the death of the member of the House of Commons, or the member of the Provincial/Territorial Legislature.

Excerpt from the Canadian Heritage website, Rules for Flying the Flag

*“The National Flag of Canada should always be flown on its own mast - flag protocol dictating that it is improper to fly two or more flags on the same mast (e.g. one beneath the other). Further, the following points should be kept in mind:*

- *The National Flag of Canada should not be used as table/seat cover, as a masking for boxes or as a barrier on a dais or platform.*
- *While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.*

- *The National Flag of Canada should not be signed or marked in any way (A border could be attached to the outside edge of the Flag on which it would be acceptable to have signatures leaving the Flag itself untouched).*

### **Flag Do's and Don'ts**

- **DO** – The National Flag of Canada should always fly alone on its own mast or flagpole.
- **DON'T** – The dimensions/proportions of the National Flag of Canada have an exact ratio of 2 to 1 (twice as long as it is wide), and must not be modified.
- **DO** – The National Flag of Canada can be flown at night without being lit.
- **DON'T** – The National Flag of Canada should not be written on or marked in any way, nor be covered by other objects.
- **DO** – When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, people should face the flag, men should remove their hats, and all should remain silent. Those in uniform should salute.
- **DON'T** – Nothing should be pinned or sewn on the National Flag of Canada.
- **DO** – Half-mast the National Flag of Canada on occasions when a public demonstration of sorrow is called for.
- **DON'T** – The National Flag of Canada should never be dipped or lowered to the ground as a means of paying a salute or compliment to any person or thing.
- **DO** – Replace a faded or torn flag with a new one. The correct form of disposing of an old flag is by burning it in private.

### **Reference**

[Rules for Flying the Flag – Government of Canada](#)  
[Rules for Half-Masting the National Flag of Canada](#)  
[Half-masting of the Flag Notices](#)  
[School Act, Section 26](#)  
[AP 20-04 Condolences](#)