



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY

## 6115

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### FLAG PROTOCOL

APPROVED: 2013.01.15

### ***POLICY***

The flags of Canada and British Columbia will be displayed, in accordance with the appropriate protocols and regulations, at all schools in the district and at the central administration office.

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Responsibility Centre: Secretary Treasurer

References: Government of Canada – Canadian Heritage: Rules for Flying the Flag  
Government of British Columbia – Protocol and Events Branch  
Ministry of Education – School Regulation 265/89



FLAG PROTOCOL

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**PREAMBLE**

The purpose of this policy is to ensure that the flags of Canada and British Columbia are displayed, stored and disposed of in accordance with federal and provincial protocols and the requirements of the *School Act* .

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Approved: 2013.01.15



## FLAG PROTOCOL

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### **REGULATIONS:**

1. The flags of Canada and British Columbia will be displayed, stored and disposed of in accordance with the following:
  - 1.1. Federal protocols as published by the Government of Canada – Canadian Heritage (<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm>).
  - 1.2. Provincial protocols as published by the Government of British Columbia – Protocol and Events Branch (<http://www.protocol.gov.bc.ca/protocol/prgs/FAQs/FAQ1.htm>).
  - 1.3. Ministry of Education, School Regulation 265/89 ([http://www.bced.gov.bc.ca/legislation/schoollaw/d/bcreg\\_265-89.pdf](http://www.bced.gov.bc.ca/legislation/schoollaw/d/bcreg_265-89.pdf)).
2. The flag of Canada will be flown on a flagpole at each school and at the central administration office.
3. The flag of British Columbia will be either flown on its own flagpole or prominently displayed inside each school and the central administration office using one of the following methods:
  - 3.1. Attached flat to a wall with fasteners penetrating the hem area only,
  - 3.2. Hung from a beam in the gymnasium, or
  - 3.3. With the flag of Canada, on upright or crossed flagpoles against a wall.
4. Flags will be treated with dignity and respect.
  - 4.1. Flags on display will be in good, clean condition.
  - 4.2. Flags that have become worn, faded or otherwise unfit for service will be destroyed in a dignified way, preferably by private burning.
5. All flagpoles purchased by the district will be fitted with halyards and pulleys such that school personnel may raise and lower the flag.



FLAG PROTOCOL

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7. Half-Masting of Flags

- 7.1. In accordance with Canadian flag etiquette, flags in the district will be flown at half-mast on these occasions:
  - 7.1.1. Upon the death of the Sovereign, the Heir to the Throne, the Heir of the Heir to the Throne, the Governor General, the Prime Minister, the Lieutenant-Governor, the Premier of British Columbia, or a former Governor General, Prime Minister, Lieutenant-Governor or Premier.
  - 7.1.2. As directed by the Ministry of Education.
  - 7.1.3. As directed by the Board of Education or the Secretary Treasurer.
- 7.2. With the approval of the Secretary Treasurer or designate, flags at individual sites may be flown at half-mast upon the death of a member of the school community or other tragic event.
- 7.3. Unless specified otherwise by the appropriate authority or protocol, the period of half-masting will be from the time of notification of the death until sunset on the day of the funeral.
- 7.4. Flags will be half-masted only on flagpoles fitted with halyards and pulleys such that school personnel may raise and lower the flag.

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Approved: 2013.01.15



FLAG PROTOCOL

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**ADMINISTRATIVE PROCEDURES:**

1. Principals should contact the office of the Secretary Treasurer for guidance regarding flag protocol and for approval of the half-masting of flags in situations affecting their individual schools or communities.
2. Where possible, schools are encouraged to take flags down from outside flagpoles over the summer or during other extended times when school is not in session.
3. The purchasing department will order, and the maintenance department will keep on hand, an inventory of flags of a suitable quality, to be available to schools for purchase as needed.
4. Maintenance department staff will replace a worn flag at the request of a school and charge the school for the cost of the new flag.
5. The principal of the school, or the maintenance department upon the request of the school, will destroy flags in a dignified manner, preferably by burning.

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Approved: 2013.01.15

