



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Display of Flags	<i>Administrative Procedure Number</i> 1106
<i>Directional Policy</i> 1100 Communications	

Title of Administrative Procedure:

Display of Flags

Date Approved:

November, 2022

Projected Review Date:

2027

Directional Policy Alignment:

The Display of Flags Administrative Procedure aligns with Directional Policy 1100 – Communications by setting appropriate protocols for displaying the National Flag of Canada and other flags on Peterborough Victoria Northumberland and Clarington Catholic District School Board properties.

Alignment with Multi-Year Strategic Plan:

The Display of Flags Administrative Procedure supports the Board's Multi-Year Strategic Plan to inspire faith, ensure equity, value relationships, and maximize resources.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

- 1) The National Flag of Canada shall be flown at the Catholic Education Centre, all schools, and all Board facilities.
- 2) Each Board facility shall display inside the school or Board facility the National Flag of Canada, the Provincial Flag of Ontario, and the Vatican (Papal) Flag. The Vatican (Papal) Flag should always be displayed horizontally.
- 3) The Director of Education may approve and direct the display of other flags as deemed appropriate to further the Board's mission, vision and strategic priorities outlined in the Board's Multi-Year Strategic Plan.
 - a) All schools and Board facilities shall fly the Pride Flag from June 1 to June 30 in recognition of Pride Month to further the promotion of an environment of inclusion, diversity and equity in our community.
- 4) Where there are multiple flags displayed together, the National Flag of Canada shall be displayed above any other flag and should always receive precedence.
- 5) As Canada's paramount symbol of national identity, the act of flying the National Flag of Canada at half-mast is a dramatic visual statement that speaks to the shared sense of collective loss. Flags at Peterborough Victoria Northumberland and Clarington Catholic District School Board schools and facilities shall be flown at half-mast upon the direction of the Director of Education or designate.
 - a) Flags are flown at half-mast in recognition of the death of prominent public figures and other individuals.
 - b) On Remembrance Day, flags at all schools and Board facilities shall be flown at half-mast from 11 a.m. to the end of the instructional day.
 - c) On National Truth and Reconciliation Day, flags at all schools and Board facilities shall be flown at half-mast from sunrise to sunset.
- 6) Individual schools, at the direction of the principal and in consultation with their supervisory officer, may fly their flag at half-mast to recognize the death of a student or staff member or an individual whose death has a significant impact on the school community.

- 7) Proper etiquette should be maintained when displaying flags on board property, and staff, students and visitors must always treat all flags with dignity and respect. (See resource section for rules for flying and displaying the National Flag of Canada).
- 8) Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service. When a flag is worn and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
- 9) When raised or lowered, a flag should be prevented from touching or falling to the ground.
- 10) Flags should never be used as a table or seat cover; be used as a barrier; drape the front of a dais or podium; or be allowed to touch the floor or ground under any circumstances.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of this administrative procedure with the Communications Directional Policy.
- Reviewing this Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Approving and directing the display of other flags on Board property as deemed appropriate to further the Board's mission, vision and strategic priorities outlined in the Board's Multi-Year Strategic Plan.
- Directing the flying of Board flags at half-mast as appropriate or designating this duty to an appropriate staff person.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring school principals are consistent with the application of this Administrative Procedure.

- Ensuring that any employee for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.
- Assist the school principal with responsibilities and duties as assigned.

Principals are responsible for:

- Ensuring the lowering of flags to half-mast is performed on school property as directed by the Director or designate.
- Informing their supervisory officer and Communication Services of a local circumstance that may necessitate the lowering of the school's flag to half-mast.
- Maintaining proper etiquette when displaying flags on school property, and ensuring staff, students and visitors 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 at school.

Students are responsible for:

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

Communication Services is responsible for:

- Communicating and providing appropriate context to the public when flags are to be flown at half-mast.

Progress Indicators:

- The effectiveness of the policy will be evaluated on an as needed basis.

Resources:

[Rules for flying the National Flag of Canada](#)

[Rules for half-masting the National Flag of Canada](#)

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.