

FLAG PROTOCOL

Background

Schools in British Columbia are required by the School Act to display the Canadian and British Columbia flags while schools are in session. The purpose of this procedure is to ensure that flags are flown according to federal and provincial guidelines.

Procedure

1. The Canadian and British Columbia flags shall be displayed at all schools while in session.
2. The Canadian flag is always flown in the position of honour:
 - 2.1 The Canadian flag is to always be flown on its own mast.
 - 2.2 When there are three flags poles, the Canadian flag is flown in the centre.
 - 2.3 When there are two flags or more than three flag poles, the Canadian flag is flown furthest left (to an observer facing the display).
 - 2.4 In situations where the school has only one flagpole, the Canadian flag should be flown, with the Canadian and British Columbia flags on display together in a prominent location inside the school.
3. Principals and appropriate district office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed in accordance with a general protocol as set out by the Secretary of State for Canada. Rules for flying the Canadian flag can be found at [Flag rules](#).
4. **Half-Masting**
 - 4.1 Canadian and British Columbia flags shall be flown at half-mast in accordance with federal and provincial government protocols.
 - 4.2 When schools are in session the Canadian flag is to be lowered to half-mast on the following days. If the day to be observed falls when schools are not in session, flags should be lowered on the last school day preceding the date of observation and raised on the first day following the date of observation:
 - **April 28** - Workers' Day of Mourning
 - **September 30** – National Day for Truth and Reconciliation
 - **November 11** - Remembrance Day
 - 4.3 Flags shall also be flown at half-mast in other instances as notified by the British Columbia Office of Protocol.
 - 4.4 When notified by the superintendent's office to fly the flag at half-mast, the flag should be lowered at least to a position recognizably "half-mast" for the full duration outlined.
5. When a Canadian or British Columbia flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal. Federal and provincial flags are not to be discarded in the garbage.

6. Replacement federal and provincial flags will be purchased by the school principal as required. Federal and provincial flags can be ordered from www.dcv.gov.bc.ca.
7. **Building Mounted Flag Poles**
 - 7.1 Where schools and district offices have a building mounted flagpole in addition to free-standing federal and provincial flagpoles, the building flagpole can be used to honour educational recognition days in accordance with this approved flag list established by the superintendent's office. These include:
 - a) National Day for Truth & Reconciliation (Every Child Matters Orange Flag) - September
 - b) Black History Month (Red, Yellow & Green Maple Leaf Surrounded by a Heart) - February
 - c) Pride Month - June
 - d) National Indigenous Peoples Day (Indigenous Canadian Flag by Curtis Wilson) – June 21
 - 7.2 Requests to fly a flag outside of this approved flag list in 7.1 must be submitted to the superintendent for approval before the flag is hung.
 - 7.3 Replacement special events flags can be requested through the district's operations department.

Reference: Sections 20, 22, 65, 85 School Act
School Regulation #265/90, sections 5 (10) and 5 (11)
Canadian Heritage Rules for Flying the National Flag
Policy Manual Office of Protocol Government of British Columbia

Revised: June 2024
January 2023
October 2015