
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: JAB
Policy Title: Flag Protocol
Cross Reference:
Legal Reference:
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS EACH SCHOOL TO FLY A CANADIAN FLAG OUTSIDE THEIR SCHOOL DURING THE SCHOOL DAY AND TO SHOW CARE AND RESPECT TOWARDS THE CANADIAN FLAG.

HORIZON SCHOOL DIVISION DESIRES TO SHOW RESPECT FOR PROMINENT NATIONAL, PROVINCIAL, OR COMMUNITY CITIZENS BY LOWERING SCHOOL FLAGS TO HALF- MAST UPON THE DEATH OF THESE INDIVIDUALS.

GUIDELINES

1. The National Flag of Canada shall never be displayed in a position inferior to any other flag and must always be flown on its own mast (pole). If more than one flag is flown, the National Flag of Canada has the position of honour furthest left to an observer facing the display except when three flags are flown; the position of honour is the middle.
2. Normally a flag will be lowered to half-mast for a period not exceeding three (3) days or until funeral services are concluded. At half-mast, the center of the flag should be half-way down the mast.
3. Flags may be appropriately lowered for individuals of national prominence, including the Sovereign, current and former Prime Ministers, Governor Generals and cabinet ministers.
4. Flags may be appropriately lowered for individuals of provincial prominence, including current and former Premiers and Lieutenant Governor Generals.
5. Flags may be appropriately lowered for death during the term of office of a local Member of Parliament or Member of the Legislative Assembly; a community Mayor, Reeve, or other person holding a prominent civic or school governance position; or any other local person deemed worthy to honor.
6. Flags may be appropriately lowered for the death of a current or recent student or staff member.
7. The decision to lower the flag to half-mast shall be the responsibility of the Principal. In cases where the Principal is unsure regarding protocol, the Principal shall consult with staff and School Council or the Superintendent of Schools.

Policy JAB – *Flag Protocol, Cont’d.*

REGULATIONS

1. Each school in Horizon School Division shall fly a Canadian flag outside of the school during the school day.
2. It shall be the responsibility of the site to raise and lower the flag.
3. It shall be the responsibility of the Principal to ensure that a flag in good condition.
4. It shall be the responsibility of the Principal to encourage proper respect for the flag by students and staff.