
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	JAB
Policy Title:	Flag Protocol
Cross Reference:	
Legal Reference:	Education Act S.61, Holiday Act, provincial and federal flag protocols
Adoption Date:	February 20, 2001
Amendment or Re-affirmation Date:	March 25, 2024

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS EACH SCHOOL TO DISPLAY A CANADIAN FLAG AND ALBERTA FLAG AT THEIR SCHOOL DURING THE SCHOOL DAY.

GUIDELINES

1. The National Flag of Canada always takes precedence over all other national flags when flown on Canadian soil. Therefore, it should always be placed in the position of honour.
 - 1.1. The location of the position of honour depends on the number of flags flown and the type of configuration.
 - 1.1.1. When 2 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.
 - 1.1.2. When 3 flags are flown, the position of honour is in the centre.
 - 1.1.3. When more than 3 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.
2. When hung vertically, the flag should be placed so that the upper part of the leaf points to the left, from the point of view of the observer facing the flag.
3. Normally a flag will be lowered to half-mast from the notice of death to sunset on the day of the funeral on the death of:
 - 3.1. the Sovereign;
 - 3.2. immediate members of the royal family;
 - 3.3. current and former Governor Generals;
 - 3.4. current and former Prime Ministers;
 - 3.5. current and former Lieutenant Governors of Alberta; and
 - 3.6. current and former Premiers of Alberta.
4. Flags shall be lowered to half-mast on the National Day of Truth and Reconciliation (September 30) and Remembrance Day (November 11), and upon the occurrence of an event approved by the Prime Minister and/or Premier.

Policy JAB – *Flag Protocol*, Cont’d.

5. Flags may be appropriately lowered upon Superintendent approval for the death of:
 - 5.1. local school division trustee;
 - 5.2. Member of Parliament;
 - 5.3. Member of the Legislative Assembly;
 - 5.4. a community Mayor, Reeve, or other person holding a prominent civic position;
 - 5.5. current or recent student or staff member; or
 - 5.6. any local person deemed worthy to honor.

REGULATIONS

1. It shall be the responsibility of the principal/site supervisor to ensure flags are lowered and raised.
2. It shall be the responsibility of the principal/site supervisor to ensure that flags are in good condition.
3. It shall be the responsibility of the principal/site supervisor to encourage flags are respected.