
FLAG PROTOCOL

- POLICY -

The principal of a school must ensure that the Canadian flag and the British Columbia flag are displayed while school is in session. The Board recognizes the value of having schools and district buildings fly their flags at half-mast on appropriate occasions, as a sign of respect and mourning for an individual.

– REGULATION –

1. Position

The position of the flag, when flying half-mast will depend on its size, the length of the flagstaff and its location. As a general rule, the centre of the flag should be exactly halfway down the flagstaff or pole. The flag must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag that has accidentally fallen away from the top of the mast/staff owing to a loose flag rope.

2. Procedures

The flag is brought to the half-mast position by first raising it to the top of the mast/pole and then immediately lowering it slowly to the half-mast position. On occasions requiring that one flag be half-masted, all flags flown together should also be half-masted. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys.

3. Occasions for Half-Masting

The Superintendent of Schools, or designate, has the authority to determine those occasions when flags in the school district should be flown at half-mast. The following protocols will typically be followed:

- a) National (all schools and worksites)
 - i) On the death of a Sovereign
 - ii) On the death of the Governor General or Prime Minister
 - iii) On the National Day of Mourning
 - iv) On the death of the local Member of Parliament in office

3. Occasions for Half-Masting (continued)

- a) Provincial (all schools and worksites)
 - i) On the death of the Lieutenant Governor or Premier
 - ii) On the death of the local Member of the Legislative Assembly in office
- b) Regional (all schools and worksites)
 - i) On the death of a current school trustee
 - ii) On the death of the Superintendent of Schools
- c) Community (several schools or worksites)
 - i) On the death of a Mayor or former Mayor
 - ii) On the death of a current Councillor or Regional Director
- d) School (individual school or worksite)
 - i) On the death of a current staff member
 - ii) On the death of a current student

4. Period of Half-Masting

Flags would normally be half-masted upon the death of a person up to and including the day of the funeral or memorial service or for a duration as determined by the Superintendent of Schools.