

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 the flags are flown according to federal and provincial guidelines. This operational procedure includes guidelines for raising, lowering, storing and replacing flags, including flying the flag at half-mast.

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 Flags shall be flown at half-mast in accordance with federal and provincial government protocols.
 - 4.2 When schools are in session flags are 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 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. Flags are not to be discarded in the garbage.
6. Replacement flags will be purchased by the school principal as required. Flags can be ordered from www.dcv.gov.bc.ca.
7. Alternate versions of the official Canadian and British Columbia flags may be displayed in schools but may not be flown on flagpoles.

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: January 2023
October 2015