



## **Flag Protocol**

**Date: 2022/05/17**

### **Administrative Procedures**

Proper etiquette shall be observed for the handling and display of the National Flag of Canada, the Provincial Flag of Ontario and secondary flags, which recognize the diversity of students and families and identified communities of the St. Clair Catholic District School Board.

The St. Clair Catholic District School Board is committed to the principles of equity, diversity, and inclusion in all aspects of our organization. We believe we are stronger when we not only recognize our many differences, values, and voices, but also demonstrate our support in a public way through the flying of flags.

From time-to-time requests may come forward to the Board seeking recognition for communities, including Indigenous, Black and other racialized groups of students, students with disabilities and/or special education needs, 2SLGBTQ+ students, students from low-income households and students new to Canada; or a particular ethnic group seeking recognition due to current global or local events. These procedures set out a process to review and respond to such requests in an equitable and transparent manner, and to ensure that any such recognition aligns with the mission, vision and values of the St. Clair Catholic District School Board.

### **1. Responsibilities**

- 1.1 The Director of Education will oversee compliance with the policy.

#### **The National Flag**

- 1.2 Flags shall be treated with dignity and respect. Care should be taken when handling a flag and the flag shall not touch the ground.
- 1.3 A flag shall not be flown or displayed if it is torn, faded or damaged in any way. Tattered, worn or damaged national or provincial flags are to be returned to Corporate Services for disposal in a manner consistent with Government of Canada rules for the disposal of the national flag. It is the responsibility of the principal (or designate) to ensure that all flags are in suitable condition.
- 1.4 Flags shall be lowered to half-mast at all schools as a sign of mourning or respect at the direction of the Director of Education. Such occasions may include, but are not limited to, the death of:
  - i. The Pope;



- ii. The Sovereign or member of the immediate Royal Family;
  - iii. The current or former Governor General of Canada;
  - iv. The current or former Prime Minister of Canada;
  - v. The Lieutenant Governor or former Lieutenant Governor of Ontario;
  - vi. The Premier, or former Premier or a Cabinet Minister of Ontario;
  - vii. Specified days of remembrance or national observance, such as Remembrance Day, Indigenous Veterans' Day, National Day of Remembrance and Action on Violence Against Women, etc., at the direction of the Director of Education.
- 1.5 Flags may be lowered to half-mast at specific school sites, with the approval of the Director of Education, as a sign of mourning. Such occasions may include, but are not limited to, the death of:
- i. an individual associated with the school, parish or local community;
  - ii. the Member of Parliament or Member of the Ontario Legislative Assembly for the riding in which the school is located.
- 1.6 There may be occasions where a school may remove a flag (ie. during significant inclement weather days) to preserve the condition of the flag. This school-based decision will be made between the school custodian and principal.
- 1.7 Flags will be flown during evenings, weekends, regular school closures, extended holidays (such as Christmas) and during the summer months, except at the direction of the Director of Education.

### **Secondary Flags**

The Provincial Flag of Ontario will be flown at all schools and at the Catholic Education Centre on a secondary flagpole. The flag of the Province of Ontario shall be flown except on rare occasions when it is to be temporarily replaced by other secondary flags, with the approval of the Request for Recognition Committee.

- 1.8 All requests for recognition shall be submitted to the Office of the Director of Education, using the fillable form attached to these procedures (Appendix A).
- 1.9 Requests will be forwarded to the Request for Recognition Committee for consideration. The membership of the Request for Recognition Committee shall include, but not be limited to:
- i. Director of Education
  - ii. Superintendent of Education responsible for Equity and Inclusive Education (with additional staff, as required)
  - iii. Principal – Special Education
- 1.10 Requests may be submitted by students, staff or parents of the Board and will be considered in a timely manner; however, reasonable timelines should be considered when submitting a request.
- 1.11 The Request for Recognition Committee will consider the application using various criteria, including but not limited to:
- i. Is the submission from a marginalized community;



- ii. Does the community have rights protected under the Ontario Human Rights Commission;?
  - iii. How would the community submitting the request benefit from the recognition;
  - iv. Does the school community/Board benefit from the recognition;
  - v. Does the request align with the mission, vision and values of the Board.
- 1.12 Requests will be carefully reviewed by the Committee. Further input from the community submitting the request may be sought.
- 1.13 The Committee will reach its decision through consensus.
- 1.14 The Committee will communicate its decision directly to the applicant(s). Suggestions for recognition may include:
- i. Raising a second flag at all schools;
  - ii. Raising a second flag at selected schools;
  - iii. Raising a second flag at the CEC;
  - iv. Displaying a flag within a school
  - v. Determining the date and duration if a second flag is to be raised.
- 1.15 The dimensions of secondary flags shall be equal to or lesser than those of the National and Provincial flags.

## 2. Expectations

- 2.1 A message regarding the lowering of the National Flag to half-mast; or the raising of secondary flags will be communicated by the Director's Office to the system and to the wider community, using the Board website and social media channels, as appropriate.
- 2.2 The decision of the Committee regarding the display of secondary flags is final.

## 3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

## References

Ontario Education Act  
Policy/Program Memorandum No. 119 *Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools, 2013*  
Ontario Human Rights Code  
Government of Canada – National Flag of Canada Etiquette  
Institute for Catholic Education