

AP 104 – Protocol for Flying Flags at Schools

Purpose

Nanaimo Ladysmith Public Schools will display the Canadian and British Columbia flags, as prescribed in the *School Act*, generally following the protocol established by the federal government.

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow. The Superintendent of Schools has the authority to determine those occasions on which flags should be flown at half-mast.

Procedure

Schools in British Columbia are required by the *School Act* to display the Canadian and British Columbia flags.

The preferred method of display is to fly the flags in front of the school, on flagpoles or fixed poles. 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.

Flags should only be flown outdoors during the hours that school is in session, unless the flags are fixed in such a way that it is not possible to take them down when school is not in session.

Occasions for Half-Masting

The Superintendent of Schools has the authority to determine those occasions on which flags in the district should be flown at half-mast. The following is a general protocol to be followed.

National (all schools):

- On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister)
- On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister
- On Remembrance Day, Nov. 11, if the school is flying its flag on that day Provincial (all schools)
- On the death of the Lieutenant Governor or the Premier

School district (all schools):

- On the death of a current Trustee or Superintendent of Schools

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School (school affected only):

- On the death of a current student or staff member
- On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the school is located

Period of Half-Masting

Flags would normally be half-masted upon the death of a person listed, up to and including the day of the funeral or memorial service.

Method of Half-Masting

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

Adopted: November 26, 2003