



PROCEDURE

Title: **DISPLAY OF FLAGS**

Procedure No.: 2033a

Effective Date: 2020 June 1

Department: Director's Services

Reference(s): Display of Flags Policy
Equity and Inclusive Education Policy 2022
Safe Schools Policy 4008
Advertising and Distribution of Political/Religious/Sectarian/Commercial and Non-Commercial Material in Schools Policy and Procedure 2001 / 2001a
Political Activity on Board Property Policy and Procedure 2006 / 2006a
Community Use of Buildings, Facilities and Equipment Policy and Procedure 4007 / 4007a
Expressions of Sympathy Independent Procedure 9057
[Education Act, Regulation 298](#)
[Government of Canada National Flag of Canada Etiquette](#)

1.0 Rationale

1.1 This Procedure governs the display and lowering to half-mast of flags at TVDSB schools and administrative buildings.

1.2 The National Flag of Canada as well as the flags of the provinces and territories have considerable significance as symbols of honour and pride for Canadians. In accordance with the TVDSB Display of Flags Policy, the display of all flags shall reflect this significance while supporting the Board's commitment to learning and working environments that are equitable and inclusive of the diverse TVDSB community.

1.3 Consistent with its commitment to equity and inclusion, TVDSB will support education and awareness regarding dates of remembrance and significance for TVDSB students, staff, and school communities. Schools may recognize these dates through a variety of means outside the scope of this Procedure, such as websites, newsletters, and social media.

2.0 Definitions

Half-mast: The positioning of a flag half-way down the mast as an act to bestow an honour and express a collective sense of sorrow. Its use in this Procedure is consistent with the *Education Act* and the Government of Canada's Rules for Flying the National Flag of Canada.

Flagpole: A cylindrical piece of wood or metal to which a flag is attached or from which it is hoisted. A flagpole may be independent of, affixed to, or mounted on a building.

Administered By: Director's Services
Amendment Date(s):

3.0 Flags and poles

3.1 All TVDSB buildings shall be equipped with an exterior flagpole.

3.2 All flags displayed at TVDSB sites shall be treated with dignity and respect at all times. Facility Services staff will ensure flags are in suitable condition, and that they are replaced when noticeably worn or damaged. Any National Flag to be discarded shall be returned to Corporate Services to be disposed of in a dignified manner.

3.3 Administration at each TVDSB site is responsible for purchasing any replacements of flags that have been approved for display in accordance with this Procedure.

4.0 National and Provincial Flags

4.1 Regulation 298 under the *Education Act* states as follows:

FLAG

5. (1) Every school shall fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the board directs. R.R.O. 1990, Reg. 298, s. 5 (1).

(2) Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario

4.2 The National Flag of Canada shall be displayed on an exterior flagpole at all TVDSB buildings.

4.3 The National Flag of Canada is an important national symbol and when displayed with other flags, shall take precedence. The manner in which the National Flag of Canada is displayed is not governed by any legislation but by internationally established practice, as observed by the Government of Canada. The rules applied by the federal government are not mandatory, but rather serve as guidelines for individuals and organizations.

4.3.1 Another flag may be displayed on the same flagpole as the National Flag of Canada, in accordance with this Procedure.

4.4 The National Flag of Canada shall be flown in accordance with the Government of Canada's Rules for Flying the National Flag of Canada, in particular:

- No flag shall be larger than the National Flag of Canada.
- No flag shall fly higher than the National Flag of Canada.
- The National Flag of Canada should never be removed in order to fly another flag, banner, or pennant.
- When the National Flag of Canada is flown at a building with two flagpoles, it shall be flown on the flagpole to the left of an observer facing the Flag. Where three flagpoles are present, the National Flag of Canada shall be flown in the centre.

5.0 Display of Exterior Flags

5.1 With the approval of the Director of Education or designate, a principal may fly another

flag at their school in accordance with this Procedure, for a specified period.

5.2 Flag display requests shall be made electronically to the Director of Education or designate using the Flag Display Application Form, and must be received by the Director's Office at least 10 operational days prior to the requested flag display start date. The Director of Education or designate shall be responsible for determining an application in accordance with this Procedure, within five operational days.

5.2.1 In requesting to display a flag, principals must explain how the display aligns with the Board's commitment to ensuring equitable and inclusive learning and working environments, consistent with TVDSB's Display of Flags Policy and Equity and Inclusive Education Policy.

5.2.2 The Director or designate shall provide the rationale for approving or denying a request in writing. Questions or concerns regarding the outcome of a request shall be directed to the Director's office for a response.

5.2.3 School principals are responsible for communicating to their school communities the reason for displaying a flag and the duration of the display.

5.2.4 The Director's office shall notify the Communications Department of any approved flag display request.

5.3 The Director of Education or designate may direct the display of a flag at schools or administrative buildings, where such display aligns with the Board's mission, vision and values, and supports the principles and expectations of the TVDSB Safe Schools Policy and Equity and Inclusive Education Policy. In directing the display of any flag, the Director or designate shall specify the duration.

5.3.1 Communication to the system of the reason for displaying a flag in accordance with 5.3, and the duration of the display, shall be the responsibility of the Communications Department.

6.0 Half-Masting of Flags

6.1 A flag is flown at half-mast by raising it to the top of the flagpole and immediately lowering it slowly to half-mast. When one flag on a flagpole is flown at half-mast, all flags flown together shall also be at half-mast.

6.2 With the approval of the Director of Education or designate, a principal may lower flags at their school to half-mast in recognition of the death of a person, including an active student or staff member at their school.

6.3 The Director of Education or designate may direct that flags at all TVDSB schools and administrative buildings be flown at half-mast in recognition of the death of an active TVDSB staff member or student, or of another prominent individual recognized as having made significant contributions to the TVDSB community.

6.4 Flags at all TVDSB buildings shall be lowered to half-mast upon the death of a currently sitting Trustee or the Director of Education.

6.5 Flags at all TVDSB buildings in the relevant municipality or riding shall be lowered to half-mast on the death of:

- The Member of the House of Commons,
- The Member of the Legislature of Ontario,
- The Mayor or Warden.

6.6 The Director of Education or designate may direct that flags at schools and administrative buildings be flown at half-mast in recognition of other occasions of mourning or solemn recognition at the request or direction of the federal government or Government of Ontario, or as otherwise deemed consistent with the Board's mission, vision and values.

6.7 Flags flown at half-mast in recognition of the death of any person may remain at half-mast up to and including the day of the person's memorial service, where applicable, or in the alternative for a period of one week. Where a memorial service or other end date for a period of half-masting under this section falls on a non-operational day, the period will be considered to end on the next operational day.

6.8 Communication to the system of the reason for displaying a flag at half-mast in accordance with 6.3-6.6 shall be the responsibility of the Communications Department.