

### Administrative Procedure #225 Flag Protocol

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#### General Statement

The school principal is responsible to ensure that the Canadian flag and the Alberta flag are displayed at the school.

#### Specific Procedures

1. If the school has just a single flagpole, then the Canadian flag shall be flown alone on the pole. In such a circumstance, that Alberta flag is to be placed and displayed elsewhere in the school premises.
2. Flags shall be treated with dignity and respect.
  - a. Flags on display will be in good, clean condition.
  - b. When a flag becomes tattered, torn, or faded to the extent that it is no longer suitable for use, it shall be destroyed in a dignified way.
3. In keeping with provincial protocol, the flag shall be flown at half-mast in response to the following occasions:
  - c. In response to the death of:
    - i. The sovereign or member of the immediate family of the sovereign.
    - ii. The current or a former governor-general of Canada.
    - iii. The current or a former prime minister of Canada.
    - iv. A federal cabinet minister.
    - v. The lieutenant-governor or former lieutenant-governor of Alberta.
    - vi. The premier, or former premier, or cabinet minister of Alberta.
  - d. At the direction of the premier.
  - e. At the direction or with approval of the superintendent, in response to:
    - i. The death of a person associated with the school.
    - ii. The death of a prominent local citizen.
    - iii. A tragic event.
4. Unless specified otherwise by the appropriate authority or protocol, the period of half-masting will be from the time of notification of the death until sunset on the day of the funeral.