



Flag Protocol

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The National Flag of Canada -- in addition to being one of the most iconic and recognizable national symbols in the world -- is a symbol of honour and pride for all Canadians, and must be treated with utmost respect at all times.

REFERENCES:

- Government of Canada – “Rules for Flying the National Flag of Canada”: <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

1. The national flag of Canada shall be flown at all Waterloo Catholic District School Board schools and board administrative facilities.
2. Torn, faded or otherwise damaged flags must be replaced immediately.
3. Unless otherwise directed by the Director of Education - based advice from the Government of Canada - all Waterloo Catholic District School Board schools and board administrative facilities shall follow the procedures for displaying the National Flag of Canada (including half-masting), provided by the Government of Canada at: <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
4. As Canada’s paramount symbol of national identity, the act of half-masting of the National Flag of Canada is a dramatic visual statement that speaks to a shared sense of collective loss. Recognizing the solemnity of half-



masting the National Flag of Canada, the following procedures are provided for WCDSB school and board administrative site administrators.

System-wide Lowering of Flags

The National Flag of Canada shall be flown at half-mast at all Waterloo Catholic District School Board schools and board administrative facilities as a symbol of mourning, following the passing of the following persons:

1. The Pope;
2. The Bishop or Auxiliary Bishop of Hamilton;
3. A member of the Royal Family in the first degree;
4. The Governor General of Canada;
5. The Prime Minister of Canada;
6. The Lieutenant Governor of Ontario;
7. The Premier of Ontario.

Additionally, the National Flag of Canada shall be flown at half-mast at all Waterloo Catholic District School Board schools and board administrative facilities as follows:

1. April 28 -- Workers' Day of Mourning;
2. June 23 -- National Day of Remembrance for Victims of Terrorism;
3. November 11 -- Remembrance Day;
4. December 6 -- National Day of Remembrance and Action on Violence Against Women;
5. Upon the direction of the Director of Education or his/her designate.

During periods of half-masting for the purposes of mourning, the National Flag of Canada shall nevertheless be flown at full-mast on Victoria Day and Canada Day.

Site-specific Lowering of Flags

Separate from the mandatory system-wide lowering of flags, WCDSB school and board administrative site administrators may choose to lower the flag at their school or board administrative facility at their discretion as a sign of mourning commemorating:

1. The death of a current student;
2. The death of a current staff member;
3. The death of the school's parish priest;
4. The death of a significant contributor to the life of the school community.

Prior to lowering the flag for any of the site specific reasons noted above, the school administrator will consult with their School Superintendent and the Chief Managing Officer of the WCDSB.