



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: FLAG FLYING POLICY

POLICY NO: A.04

Date Approved:	Date of Next Review:	Dates of Amendments:
Cross References: <i>National Flag of Canada Act S.C.2012, c.12</i> <i>Education Act - Ontario Regulation 298</i> Guidelines for National Symbols – Government of Canada		

Purpose:

The purpose of this policy is to prescribe procedures for flying the National Flag of Canada and other flags on Toronto Catholic District School Board properties.

Scope and Responsibility:

The Director of Education is responsible for this policy.

Alignment with Multi Year Strategic Plan (MYSP):

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees



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Policy:

The Toronto Catholic District School Board's Flag Flying Policy will promote and maintain practices required by legislation on flying the National Flag of Canada and other flags on Toronto Catholic District School Board properties. This policy will ensure the proper protocols are followed to strengthen relationships, support organizations and activities of the Board, and to celebrate the values of Catholic education.

Regulations:

1. Ontario Regulation 298 under the *Education Act* requires that:
 - (i) S.5(1) *Every school shall fly both the National Flag of Canada and the Flag of Ontario on such occasions as the board directs.*
 - (ii) S.5(2) *Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.*
2. The National Flag of Canada shall be flown at the Catholic Education Centre, all schools and all Board facilities.
3. Where there are multiple flags flown on the same pole, the National Flag of Canada shall be flown above any other flag. The following flags will be flown below the National Flag of Canada in the following order:
 - (i) Provincial Flag of Ontario; and
 - (ii) Flags of First Nations' whose traditional territories are situated within the City of Toronto; and
 - (iii) Other Flags as approved by the Board of Trustees or the Director of Education.



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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 the shared sense of collective loss. All flags at Toronto Catholic District School Board schools and facilities shall be flown at half-mast upon the direction **of the Board of Trustees or the** Director of Education or designate. Flags are flown at half-mast in recognition of the death of prominent public figures and other individuals.
5. Individual schools, at the direction of the principal and in consultation with their supervisory officer, may fly their flag at half-mast to recognize the death of a student or staff member.
6. On Remembrance Day, flags at all Toronto Catholic District School Board schools and facilities shall be flown at half-mast from 11:00am to the end of the instructional day as a symbol of respect.
7. All flags must be treated with dignity and respect at all times.
8. Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service. When a flag is worn and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
9. When raised or lowered, a flag should be prevented from touching or falling to the ground.

Evaluation and Metrics:

The effectiveness of the policy will be evaluated on an as needed basis. The analysis and findings will be presented to the Board of Trustees on a five-year cycle to ensure compliance with current legislation and policies.