



## Flag Protocol

### Background

KTCEA will prominently display Canada and Alberta flags at schools and other administrative locations.

### Guidelines

KTCEA may recognize the loss of a member of its student and stakeholder communities through half-masting of flags.

KTCEA will adhere to half-masting directives of the Canada and Alberta governments.

#	Procedure	Roles & Responsibilities
1.	The Canadian and Alberta flags shall be flown at each school on every instructional day.	Superintendent, Principals
2.	The Canadian and Alberta flags shall be displayed at all public functions held in the schools.	Superintendent
3.	When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the Operation and Maintenance Manager for proper disposal.	Principals, Operation and Maintenance Manager
4.	Flags shall be flown at half-mast in response to the deaths of persons associated with the KTCEA stakeholder community and prominent citizens.	Superintendent, Principals
5.	Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.	Superintendent, Principals
6.	The Principal is responsible for 6.1 Purchasing flags as required for the school, 6.2 Displaying the flags in accordance with this Administrative Procedure, 6.3 Displaying flags in other areas within the school at his/her/their discretion.	Principals
7.	Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.	Superintendent, Principals

8.	<p>Flags shall be flown at half-mast:</p> <ul style="list-style-type: none"> <li>8.1 when directed by the Federal or Provincial government;</li> <li>8.2 at all Division/school sites upon the death of a current student, staff member or trustee;</li> <li>8.3 at the local school site upon the death of someone who is an integral part of the school community (this could include retired staff);</li> <li>8.4 at the discretion of the Superintendent upon the death of a prominent citizen not associated with the Division;</li> <li>8.5 for a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected.</li> </ul>	Superintendent, Principals
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**Definitions:**

Not Applicable

**References:**

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

General Rules for Flying and Displaying Flags in Canada and Alberta, found on Government of Canada and Alberta Websites

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.