

ADMINISTRATIVE PROCEDURE 162	
SECTION: GENERAL ADMINISTRATION	
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Contact	Executive Council

## FLAGS

### BACKGROUND

The lowering of flags is a well-established custom demonstrating collective respect and sorrow in the event of death. Flags are normally flown at half-mast for a prescribed length of time. The Renfrew County District School Board (RCDSB) is a caring organization that practices this protocol to show support to the community in which it works. The guidelines set out below govern when the Board Office flag and the flags of schools are to be lowered to half-mast.

### DEFINITIONS

**Site Supervisor:** The site supervisor is the person deemed to be in charge of that particular building. The Director of Education is the supervisor of the main Board Office; the Superintendent of Education in charge of curriculum is the site supervisor for Mary Street Education Centre; the Principal in each school is the site supervisor of that building.

**Half-mast:** The halfway point between the top of the mast and the ground.

### PROCEDURE

#### 1. LOWERING A FLAG TO HALF-MAST

Flags at schools and the Board Office will be lowered to half-mast on the following occasions.

##### 1.1. Special Commemorative Days

- 1.1.1. The flag will be lowered to half-mast at the beginning of the school or business day and remain at this position until the end of the school or business day.
- 1.1.2. The Board Office and all schools in the District will lower the flag to half-mast on the following days:
  - a) April 28<sup>th</sup> - Day of Mourning for Persons Killed or Injured in the Workplace
  - b) November 8th - Indigenous Veterans Day

- c) November 11th - Remembrance Day
- d) December 6<sup>th</sup> - National Day of Remembrance of Action on Violence against Women.

- 1.2. **Death of a Student Currently Attending an RCDSB School:** The Principal where the student attended will have the discretion to lower the flag at that site. If the decision is made to lower the flag, it may be lowered for at least the day of the funeral. The flag may be lowered from the beginning to the end of the school day. If the funeral is scheduled on the weekend, the flag may be lowered to half-mast on the Friday preceding the service.
- 1.3. **Death of a Recently Graduated Student or Student who has Recently Left the School:** The flag will not be lowered to half-mast under these circumstances. The Principal of the school has the discretion to make public, through newsletters, or an announcement regarding the death of the former student.
- 1.4. **Death of a Board Member:** The flag at the Board Office will be lowered to half-mast on the day of the funeral. The flag remains at half-mast from the start of the business day to the end of the business day. If the funeral is scheduled on the weekend, the flag will be lowered on the Friday preceding the service. The flag may be placed at half-mast prior to the day of the funeral at the discretion of the Director of Education.
- 1.5. **Death of an Employee:** The site supervisor where the employee worked will have the discretion to lower the flag at that site. If the site supervisor decides to lower the flag, it will be lowered on the day of the funeral from the start of the school or business day to the end of the school or business day. If the funeral is scheduled on the weekend, the flag will be lowered on the Friday preceding the service.
- 1.6. **Death of Military Members:** Schools located in Petawawa and the Board Office will follow the protocol of CFB Petawawa. If the flag on the base is lowered all schools in the town will lower their flags as well. Communication between the Base Commander's office and the K-12 school will occur to ensure that schools are well-informed about when the flag will be lowered. Other schools may choose to lower the flag, at the Principal's discretion, where the death impacts that community.

## 2. COMMUNICATION OF FLAG AT HALF-MAST

- 2.1. The site supervisor of each building will inform the chief custodian when and for how long the flag will be lowered to half-mast.
- 2.2. The chief custodian will be responsible for ensuring that the flag has been lowered for the specified amount of time.

- 2.3. Principals will include in their newsletters information regarding when flags will be lowered to half-mast. Reminders in the months that contain commemorative days will also be included in that month’s newsletter.
- 2.4. Upon the death of a student, the Principal will be responsible for informing their Superintendent of Education regarding any and all commemorations to take place including the lowering of the flag and for how long the flag will remain at half-mast if different from the stated protocol.

**LEGAL REFERENCES**

*Education Act Regulation 298 R.R.O. 1990, am O.Reg. 95/96*

**RCDSB REFERENCES**

**PROCEDURE HISTORY**

Approved:	2004; February 2011; January 2017; October 2023
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