



## AP 364 – CANADIAN FLAG PROCEDURES AND PROTOCOL

### BACKGROUND

Schools reflect national traditions and host formal events requiring consistent flag display. The following procedures establishes consistent, respectful and compliant practices for the display of the Canadian flag on Saskatoon Public Schools property and at school or school division sponsored events.

### PROCEDURES

1. General Requirements
  - 1.1. All schools must fly the Canadian and Saskatchewan flag during the entire school year.
  - 1.2. Flags displayed on Saskatoon Public Schools property must comply with federal rules as established by the government of Canada.
  - 1.3. The Canadian flag must be displayed in a manner befitting the national emblem and shall not be subjected to indignity or displayed in a position inferior to any other flag.
2. Display and Placement
  - 2.1. The Canadian flag may be flown on a flagstaff or displayed flat.
  - 2.2. When displayed on a flagstaff
    - 2.2.1. If positioned at the front of, or on a platform in a gym or auditorium, the flag shall be placed to the right of the speaker.
    - 2.2.2. If positioned within the body of an auditorium, the flag shall be placed to the right of the audience.
  - 2.3. When displayed flat against a surface
    - 2.3.1. The flag may be displayed horizontally or vertically.
    - 2.3.2. When displayed vertically, the upper part of the flat, as it would appear when displayed horizontally shall be positioned to the left of a person facing the flag.
3. Display of Multiple Flags and Order of Precedence
  - 3.1. When two or more flags are flown or displayed together
    - 3.1.1. All flags shall be approximately the same size
    - 3.1.2. Flags shall be flown from separate flagstaffs at the same height. The exception is the provincial directive to fly the Saskatchewan flag at all schools and may be included on the same flagstaff as the Canadian flag if necessary.
  - 3.2. The order of precedence shall be the Canadian flag, the Saskatchewan flag and then all other flags.
  - 3.3. When three flags are flown together, the Canadian flag shall occupy the central position, with the flag of Saskatchewan to the left and the third flag to the right as viewed by people in the audience.



- 3.4. When more than one flag is flown and it is not possible to hoist or lower them simultaneously, the Canadian flag shall be hoisted first and lowered last.
4. Half-Masting of the Canadian flag
  - 4.1. The Canadian flag shall be flown at half-mast on official days of mourning, in accordance with federal, provincial or municipal direction.
  - 4.2. When flown at half-mast
    - 4.2.1. The centre of the flag shall be positioned halfway down the flagstaff
    - 4.2.2. The flag shall be raised to full mast before being lowered to half-mast and raised to full mast again before being lowered completely.
  - 4.3. Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral, unless otherwise directed.
  - 4.4. Flags are flown at half-mast on public buildings upon the death of:
    - 4.4.1. The Sovereign or a member of the immediate family of the Sovereign
    - 4.4.2. The current or former governor general of Canada
    - 4.4.3. The current or former prime minister of Canada
    - 4.4.4. A federal cabinet minister
    - 4.4.5. The lieutenant-governor or a former lieutenant-governor of Saskatchewan
    - 4.4.6. The premier or a former premier of Saskatchewan, or a cabinet minister of Saskatchewan
    - 4.4.7. A member of Parliament or the provincial legislature representing a Saskatoon constituency
    - 4.4.8. A senator representing a Saskatoon constituency; or
    - 4.4.9. The mayor or former mayor of Saskatoon.
  - 4.5. A flag may be flown at half-mast following the death of a student, staff member or an individual closely associated with the school community. In such cases, the flag shall be flown at half-mast on the first school day following the notification of death, up to and including the day of the funeral, unless otherwise directed. Requests of this nature will be approved by the director's office through the appropriate superintendent of education.
  - 4.6. The director of education may issue special instructions regarding half-masting on other occasions.

Reference: The Education Regulations, 2019 41(1)  
[Flag Etiquette in Canada](#) from the Department of Canadian Heritage, Government of Canada

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