

## Niagara Catholic Flag Protocol

Adopted January 2015

Revised March 2022

Reference: [Rules for Flying the National Flag of Canada](#)

The following protocol is to be followed with respect to flags flying at Niagara Catholic schools and sites:

1. All flags are removed daily at sunset from exterior flag poles, stored respectfully inside the building and returned to full mast position at sunrise the following school day;
2. Flags are flown at half-mast position in accordance with the durations prescribed in the Government's [Rules for Half-masting the National Flag of Canada](#). This includes the following occasions:
  - The death of the Sovereign, Prime Minister or Governor General of Canada
  - The death of the spouse of the Sovereign, the heir to the throne or the heir to the heir of the throne
  - The death of a former Governor General
  - The death of a former Prime Minister
  - The death of a Chief Justice of Canada and members of the Canadian Ministry
  - The death of a Lieutenant Governor
  - The death of a member of the Privy Council or a Canadian Senator
  - The death of a member of the House of Commons
  - The death of a High Commissioner or Ambassador to Canada (while in Canada)
  - When half-masting is initiated by a province or territory

On "special" days recognized by the federal government, including:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- National Day of Remembrance for Victims of Terrorism (June 23)
- Police and Peace Officers' National Memorial Day (observed on the last Sunday in September)
- National Day for Truth and Reconciliation (September 30)
- Remembrance Day (November 11)
- National Day of Remembrance and Action for Violence Against Women (December 6)

Flags may also be flown at half mast at the discretion of the Director of Education in response to:

- The death of a current student, staff member, or trustee
- The death of an individual or any other individual with a close connection to the Board (e.g. the bishop, a retired bishop or a parish priest or a retired Director or Chair, with the prior approval of that individual's next of kin),
- A community tragedy

1. At schools with one flag pole, the flags are positioned, in accordance with the [Rules for Flying the National Flag of Canada](#), with the Canadian flag placed in the highest position on the flag pole.
2. At schools with two flag poles, the flags are positioned, in accordance with the [Rules for Flying the National Flag of Canada](#), with the Canadian flag to the left, from the point of view of the observer facing the two flag poles;
3. At schools with three flag poles, the flags are positioned, in accordance with the [Rules for Flying the National Flag of Canada](#), with the flag of Canada in the centre, the provincial flag to the left, and the board flag to the right, from the point of view of the observer facing the three flag poles;
4. The three interior presentation flag sets (federal, provincial, and board flags) are positioned in a prominent location in the main entrance of each Niagara Catholic site in accordance with the [Rules for Flying the National Flag of Canada](#);
5. When a flag becomes tattered and is no longer in a suitable condition for use, it is to be sent to Facilities Services to be destroyed in a dignified way and a new flag is to be ordered, in accordance with the [Rules for Flying the National Flag of Canada](#).
6. Any request to fly a flag other than the Canadian , Ontario or Niagara Catholic flag must be made in writing (email is acceptable) to the Director of Education, including the type of flag, the reason(s) for the request, and the duration of the request. Requests will be granted at the discretion of the Director.