Northeastern Catholic District School Board

DISPLAY OF FLAGS

Administrative Procedure Number: APE033

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to openly demonstrating respect for the flag and country by flying the National Flag of Canada at all schools and at the Catholic Education Centre (Board Office). The NCDSB believes a consistent approach to the displaying of flags promotes pride, respect and honour for our country.

REFERENCES

Education Act – Ontario Regulation 298
NCDSB Policy
E-33 Display of Flags

DEFINITIONS

Half-mast
The term used to describe a flag flying below the summit of a flagpole, typically at a half-way point.

PROCEDURES

1.0 GENERAL PROVISIONS

1.1 Flags shall be treated with dignity and respect, and flown or displayed properly.

1.2 All NCDSB facilities will have a National Flag of Canada displayed in a prominent place inside each school and board facility.

2.0 DISPLAY OF FLAGS

2.1 Outdoor Flags

i) Each NCDSB facility shall fly the National Flag of Canada on its main flagpole.
ii) Where a facility has two flagpoles, the National Flag of Canada must always occupy the position of prominence.
iii) The Province of Ontario flag may be flown on a second flagpole.
iv) The Principal may request approval from the Chief Executive Officer to fly an additional flag relevant to a local community, cultural event, or national issue should there be a second flagpole at the facility.

2.2 Indoor Display

i) Each school and Board facility shall display the National Flag of Canada in a prominent indoor location, such as the main office, a common area, an entrance, or a gymnasium.

3.0 CARE AND MAINTENANCE OF FLAGS

3.1 Flags shall be inspected regularly for wear, fading, or damage.

3.2 Flags that are torn, faded, or no longer suitable for display shall be removed and replaced promptly.

3.3 Flags that are no longer serviceable must be disposed of in a dignified manner, consistent with national flag etiquette.

4.0 FLAGS AT HALF-MAST

4.1 The Chief Executive Officer will determine and communicate when flags must be lowered to half-mast.

4.2 Flags will be lowered to half-mast for:

i) The death of a prominent public figure.
ii) The death of a student, staff member, or significant community member.
iii) Nationally recognized days of mourning or commemoration such as: National Day for Truth and Reconciliation; National Indigenous Veterans Day; Remembrance day.

4.3 Principals may request permission from the Chief Executive Officer to lower the flag for a special circumstance significant to the local school community.

4.4 When half-masting is directed, flags shall be lowered and remain at half-mast for the period specified by the Chief Executive Officer.

5.0 DISPLAY OF OTHER FLAGS

5.1 Only flags approved by the Chief Executive Officer may be flown outdoors on NCDSB property.

5.2 No special-purpose flag may replaced the National Flag of Canada on the main flagpole or fly on the same flagpole.

5.3 Schools may display municipal flags or special-purpose flags inside the school, at the Principals' discretion, provided they:

i) Align with the mission, vision, and values of the NCDSB;
ii) Do not represent or imply derogatory, exclusionary, or discriminatory messaging.

6.0 RESPONSIBILITIES

6.1 Principals

i) Ensure proper flag display and compliance with this procedure.

ii) Submit requests to the Chief Executive Officer for special flag displays or half-masting.

iii) Oversee the care, replacement, and indoor placement of flags.

6.2 Facilities and School Staff

i) Maintain flagpoles and outdoor flag hardware.

ii) Assist with the proper raising, lowering, and replacement of flags.

6.3 Chief Executive Officer

i) Approve request for the display of additional flags or special half-masting.

ii) Communicate system-wide directions regarding flag display.

7.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: March 2026