

## **PROCEDURE: 9510.1**

### **HALF-MASTING OF FLAGS**

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#### **Purpose**

To ensure respectful, consistent, and timely practices for the half-masting of flags at School District facilities, in accordance with Board Policy 9510 and provincial/federal flag protocols.

#### **Scope**

This procedure applies to all school buildings in operation within School District No. 42 (Maple Ridge-Pitt Meadows). It further applies to any other school district facilities that displays the flag of Canada, the flag of British Columbia, or both.

#### **Authority and Direction**

Direction to lower or raise flags will be issued by the Superintendent of Schools or their designate.

Staff should refer to [Board Policy 9510](#) and the [BC Half-Masting Policy](#) for additional context.

#### **Site-Level Responsibility**

The Principal or their designate is responsible for ensuring that flags are lowered and raised in accordance with this procedure. This includes:

- Monitoring communications from the Superintendent or designate regarding flag protocol.
- Ensuring proper operation and security of the flagpole.
- Coordinating with Facilities or Procurement as needed for maintenance or replacement.

For any Canada and/or British Columbia flags displayed at school district facilities other than schools, these site-level responsibilities rest with the Director of Facilities or their designate.

#### **Flag Positioning**

When flags are lowered to half-mast, the center of the flag should be positioned halfway down the flagstaff or pole.

#### **Annual Observances**

Flags shall be lowered annually for:

- National Day for Truth and Reconciliation – September 30
- Remembrance Day – November 11

#### **Timing and Duration of Half-Masting**

Flags lowered due to the death of an individual shall remain at half-mast up to and including the day of the funeral or memorial service, unless otherwise directed.

For annual observances, flags are lowered in the afternoon of the preceding school day and raised in the morning of the following school day.

## **Flagpole Operation**

Flags must be lowered and raised slowly to prevent jamming of cables.

Staff should ensure they have keys to access the flagpole door, and that it is securely locked after use.

## **Maintenance and Support**

Any issues with flagpoles or requests for additional keys should be submitted via a work order to the Facilities department.

Replacement flags are the responsibility of each school and can be ordered through the Procurement department. Note that flags of Canada and of British Columbia that are flown together must be of the same size and dimension.

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