

---

**Board Governance Policy Cross Reference:** [1, 12](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

---

**Legal/Regulatory Reference:**

[Government of Canada](#)

[Province of Manitoba's Protocol Office](#)

---

The manner in which flags may be displayed in Canada is not governed by legislation but by established practice and convention. The Interlake School Division (ISD) observes flag etiquette as outlined by the [Government of Canada](#) and by the [Province of Manitoba's Protocol Office](#). Given the important symbolism of flags, they should always be treated with respect.

On ISD property, the National Flag will always be flown on its own flagpole, with the sleeve nearest to the pole. The National Flag is not to be flown with another flag, of any type, on the same flagpole.

Decisions regarding flag(s) flown on ISD property are at the discretion of each site's Supervisor in consult with the Superintendents' Department. In the event a request is made to fly a flag other than the National, Provincial, or Municipal flag, the following protocol is to be followed:

1. The request must be submitted in writing to the school (or school division) detailing the nature of the request including the group or community represented by the flag and the rationale for consideration.
2. The request should be considered carefully in accordance with ISD's mission, vision, and value statements and for alignment with the flag etiquette outlined at the Provincial and National levels.
3. Site Supervisors are advised to consult with the Superintendents' Department as necessary.
4. The request received at the school (or school division) must receive a formal written response within ten (10) school days of receipt indicating the decision and next steps (if any).

In the event permission is granted to fly a flag other than the National, Provincial, or Municipal flag on ISD property, the following considerations are necessary:

1. If the site has only one flag pole (for the National flag), the requested flag may fly in place of the National flag for one (1) day only.
2. If the site has more than one flag pole (for the National flag as well as the Provincial and/or Municipal flag), the requested flag may fly in place of the Municipal flag (if three flagpoles exist) or the Provincial flag (if two flagpoles exist) for one (1) day only.
3. Site Supervisors should communicate with their community prior to flying the requested flag in order to respond to any questions or requests for further information.

The decision to fly a school flag at half-mast must be made only upon direction from the Board and/or the Superintendent's Department, or as directed by Manitoba Education or Manitoba's Protocol Office. Schools are not to make this decision independently.