

#1032290

**HALF-MASTING OF THE FLAG**

The half-masting of National Flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. It is in this context that the St. James-Assiniboia School Division has developed the following protocols that determine the half-masting of our National Flag in the Division in a consistent and appropriate manner. Therefore, the St. James-Assiniboia School Division, in addition to the rules for mandatory half-masting as set out by the Government of Canada and the Province of Manitoba, has adopted the following protocols/procedures for the half-masting of the Flag at the Division Board Office and schools in our community.

**Former or Current School Trustee**

Upon the death of a former or current elected official of the St. James-Assiniboia School Division, the Flag is flown at half-mast on all Division Buildings on the day of the funeral or the memorial service.

**Former or Current Superintendent/CEO, Assistant Superintendent, Secretary Treasurer/CFO**

Upon the death of a former or current Superintendent/CEO, Assistant Superintendent or Secretary Treasurer/CFO, the Flag is flown at half-mast on all Division buildings on the day of the funeral or the memorial service.

**Former Staff Member/Trustee**

On the Thursday of Education Week each year, the flag will be flown at half-mast at all buildings in the Division to celebrate the former staff members and Trustees who have passed during the year.

**Current Staff Member**

Upon the death of any staff member currently employed by, or on leave from, the St. James-Assiniboia School Division, the Flag is flown at half-mast at the school(s) the staff member is currently employed, in addition to the Division Board Office on the day of the funeral or the memorial service. The Principal of the school(s) is/are responsible for ensuring the Superintendent/CEO or designate is informed prior to this day to ensure that the appropriate arrangements and communication of the related arrangements are in place.

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**Current Student at a St. James-Assiniboia School**

Upon the death of any student currently attending a St. James-Assiniboia School, the Flag is flown at half-mast at the school the student attended on the day of the funeral or the memorial service. The Principal of the school is responsible for ensuring the Superintendent/CEO or designate is informed prior to this day in order to ensure that the appropriate arrangements for half-masting and communication of the related arrangements are in place.

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