



## Administrative Procedure 4020

### *Conclusion of Classes in June*

---

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

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

---

**Legal/Regulatory Reference:**

---

**Date Adopted:** February 1987

**Amended:** December 2017

---

In accordance with the requirements of Manitoba Education and the Brandon School Division's interest in providing continuous educational opportunities for its students, it is the policy of the Division that instructional activities continue through the month of June.

The following are guidelines for the conclusion of classes in June:

- Administration days in June are to be limited to:
  - one day for elementary Grades 1 to 6; two days for Kindergarten;
  - two days for junior/senior high schools (except senior highs on the traditional system); and
  - three days for senior high schools on the traditional system (i.e. non-semestered).
- Teachers of Kindergarten students are expected to provide a regular program of instruction and evaluation until two days prior to the last day of school in June. Teachers of Grades 1 to 11 students are expected to provide a regular program of instruction and evaluation until the first day of administration. Teachers of Grade 12 students are expected to provide a program of instruction and evaluation until at least five school days before the last day of June. It is the intent that a period of approximately two days is required following the last day of instruction to record credits and prepare records for graduating students. Graduation exercises are to take place as near as possible to the last day of the school year (preferably during the administration days) and in no case earlier than the fifth last school day.
- To facilitate the evaluation program at the high school level (Grades 10, 11, 12) it is expected that teachers will provide students with an evaluation plan at the commencement of each course. In no case shall the evaluation at the end of a course constitute more than forty (40) percent of the final mark.