

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 3 Academic Affairs
<b>Title</b>	AP Summer Programs
<b>Number</b>	AP 3040 Summer Programs
<b>Status</b>	Active
<b>Legal</b>	C.R.S. 22-32-118 Summer Schools
<b>Adopted</b>	August 15, 2017
<b>Last Reviewed</b>	August 15, 2017

Chávez/Huerta K-12 Preparatory Academy may provide and conduct courses in subject matters normally included in the regular school program or in demand by the students during a period of the calendar year not embraced in the regular school calendar.

Principals shall submit a Summer School Proposal by March which includes the following:

- Description of Summer Program/courses to be offered (What will the program/course look like? What curriculum recourses will be used? Facilities needed?)
- Targeted Students (How will students be identified? What criteria will be used for eligibility?)
- Objectives for Program/Measures of Student Learning
- Proposed Staffing (How many staff members will be needed? How many hours per day? At what Rate of Pay?)
- Proposed Schedule (Date/times, Duration)
- Communication Plan (How will parents/students be notified?)
- Transportation Plan

End of Summer Program/Course data should be submitted to the Executive Director within two weeks of the end of the program. Course grade changes must be submitted to the CHPA Registrar within two weeks of the end of the summer school course.

As a school, we may collect a charge for attendance at such courses in an amount not to exceed the per-capita cost of the operation.

Students participating in the summer program may be given regular school credit for satisfactory completion of such courses

<b>Last Revised</b>	August 7, 2017
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