

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 3 Academic Affairs
Title	AP 3120 Field Trips and Education Excursions
Number	AP 3120 Field Trips and Education Excursions
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Legal	C.R.S. 13-22-107 C.R.S. 40-10.1-301 (4) C.R.S. 40-10.1-301 (1)(a)
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All classes may utilize field trips as learning experiences to enhance student understanding of the Colorado Academic Standards. Field Trip Request and Field Trip/Activity Bus Approval Request Forms shall be filled out and submitted to school Principals for approval 20 days prior to actual field trip/activity.

Sack Lunch Order Forms shall be submitted 15 days prior to the Cafeteria to order lunches. The cafeteria also needs to be notified 15 days prior if students will not be needing lunch on campus.

The front office shall be notified ten days prior to begin making preparations for student medication needs. A teacher with Medication Administration Certification may administer student medication during field trip/activity.

Parent letters and permission slips shall be sent home 10 days prior. A copy of the parent letter shall also be given to the front office.

On the day of the field trip, the front office shall be provided with a list of all students attending the trip, a list of all students staying on campus and location where they will be.

Last Revised June 9, 2017