Franklin Towne Charter School

Board of Trustees

<u>FAMILY TRIP POLICY</u>

Charter School students may be excused from school attendance to participate in family trips. The Charter School families wishing to travel during the school year must submit a written request to the CEO or Dean for approval of the travel dates. Parents will be informed, in writing, when the dates are approved or the reason(s) for the request being denied.

If it is determined that one sibling is ineligible for approval for a planned absence, the school will deny the request for all enrolled students within that family.

There will be no trip absences approved during quarterly or standardized testing. There will be no trip absences approved during the first two weeks of school or the last two weeks of school. Planned absences that shorten the school year by coinciding with either the beginning or the end of the school year or a *school break* are not permitted. Trips over five days in length will be denied. The Charter School will make NO exceptions to this rule for any family requesting planned absences.

The Charter School will review the following before approving a trip: The length of the trip, the number of absences and late arrivals accumulated prior to the scheduled trip and a student's academic and disciplinary performance as well as the Charter School's standardized testing schedule.

It is the responsibility of the parent/guardian or student to contact the student's teacher(s) a minimum of one (1) week in advance of travel to request assignments that will be missed. All missed work must be completed and submitted to the teacher(s) upon returning to the school. Forms are available in the main office for families requesting approval of travel dates. Forms for approval will not be accepted after the travel dates.

Franklin Towne Charter High School

Family Trip Request Form

This form must be turned into the CEO or Dean <u>AT LEAST TWO (2) WEEKS PRIOR</u> to the travel dates. Parents will be informed, in writing, when the dates are approved or the reason(s) for the request being denied.

Date leaving school: _____   Date returning: _____

Number of days absent from school: _____

Students attending trip:

Name: _____   Grade: _____   Advisory:_____

Name: _____   Grade: _____   Advisory:_____

Reason for trip: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Grades:
Current:

_____   _____   _____   _____

Prior:

_____   _____   _____   _____

Attendance to date:
Total: ___   Unexcused: ___   Late: ___   Prior Year: _____

Extends School Break: _____ Yes   _____ No   [*Discipline Standing:* _____]

CEO or Dean Signature: _____   Date: _____

__ Approved   __ Approved with conditions (see below)   __ Denied (see below)

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