Franklin Towne Charter School  
Board of Trustees  

FAMILY TRIP POLICY

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 AT LEAST TWO (2) WEEKS PRIOR 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:

Unexcused: ___ Late: ___ Prior Year: ________________

Attendance to date:

Extends School Break: ____ Yes ____ No [Discipline Standing: _______]

CEO or Dean Signature: __________________________ Date: ____________

____ Approved _______ Approved with conditions (see below) ______ Denied (see below)

____________________________________________________________________

____________________________________________________________________