

## Franklin Towne Charter School

### Board of Trustees

### FAMILY TRIP POLICY

Franklin Towne students may be excused from school attendance to participate in family trips. Franklin Towne families wishing to travel during the school year must submit a written request for approval of the travel dates *at least two weeks in advance*. 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. Franklin Towne will make NO exceptions to this rule for any family requesting planned absences.

Franklin Towne will review the following before approving a trip: the length of the trip, the number of absences and late arrivals accumulated to date, the student's academic and disciplinary performance, and the standardized testing schedule. If a student should accrue additional absences after approval but prior to the planned trip, the trip request will be reviewed to ensure the trip will not put the student in jeopardy of violating the attendance policy.

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 any 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 Elementary School  
Family Trip Request Form**

This form must be turned in 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 denial.

First date absent: \_\_\_\_\_ Date returning: \_\_\_\_\_

Total number of days absent from school: \_\_\_\_\_

**Students attending trip:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room: \_\_\_\_\_

Reason for trip: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

Grades:

Current:

Math \_\_\_\_\_ ELA \_\_\_\_\_ Science \_\_\_\_\_ SS \_\_\_\_\_

Attendance to date:

Total: \_\_\_\_\_ Unexcused: \_\_\_\_\_ Late: \_\_\_\_\_ Prior Year: \_\_\_\_\_

Extends School Break: \_\_\_\_\_ Yes \_\_\_\_\_ No Number of Demerits: \_\_\_\_\_

Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signed Contract Returned: Y or N