

## Guidelines for Field Trip Etiquette



Dear Families of HSE,

We are pleased to offer a wide array of field trips this year! There are a few guidelines we would like to share with you to make each field trip a success.

- 1 Please read the Parent & Student Handbook (P&SH). All students, parents, and guests must adhere to the policies laid out in the P&SH. This includes, but is not limited to, expectations for behavior, dress code, and overall conduct. Remember to encourage your students to show gratitude, and properly thank our on-site tour guides!
- 2 All events and related sign-ups can be found on the HSE website. <https://homeschooletc.org/sign-ups> Please read and complete each sign-up carefully. Add any comments as deemed necessary.
- 3 Refer to the Sign-Up for all information regarding When, Where, What, Who, and How! Notifications will be sent via SUG regarding any changes or important information related to the field trip.  
  
\*\*\*Sign Up Genius does not interface with @msn.com and @hotmail.com domains. **Please use a different email domain.**
- 4 There are **no refunds** for field trips. Payment is due immediately upon registering for any field trip, unless stated otherwise. Failure to make payment arrangements will result in the loss of your spot. Payments for field trips may **only** be made through Sign Up Genius (SUG).
- 5 Some of our field trips will be able to accommodate guests, but many will not. You are responsible for your guest's adherence to HSE policies and procedures, and making payment to HSE on their behalf. Check in with the Field Trip Coordinator to see if Guests can be accommodated.
- 6 Unless stated otherwise, field trips are **not** drop-off events. Students will not be allowed to stay for the field trip without an accompanying responsible adult. This rule applies to teens, as well. Adults will be responsible for ensuring their student's behavior is in line with HSE Code of Conduct as well as any facility-specific rules.
- 7 Most field trips require us to check-in as a group. Please be courteous and arrive 15 minutes EARLY to help facilitate check-in. **If you are late, you may be denied entry** – this is at the discretion of the Field Trip Facility. It will be your responsibility to work that out directly with the Facility.
- 8 If you are unable to attend a field trip, please let the Field Trip Coordinator or Point-of-Contact Person know at your earliest convenience via the contact method listed on each Sign-Up Genius.

We look forward to learning, playing, and exploring with you!

♥ *The HSE Field Trip Team*