

School Board Executive Summary

Topic: Board Policy for Approval: #6400

Date: January 12, 2026

Presented by: Nick Lesiak, In-House Legal Counsel



Recommended Action: ☐ Information Only
☐ Presentation/Discussion
☒ Discussion/Action by Board of Education
☐ Presentation/Action Next Meeting

Recommendation: Approval of revisions to one existing policy, previously presented for board consideration and discussion at the Board of Education Meeting on November 17, 2025

Background: The Board of Education and the District adhere to a regular policy review process to ensure: timely and appropriate updates to existing policies; the implementation of new policies as warranted; the elimination of outdated / conflicting policies; and grammatical / language revisions as needed.

Policy being presented for approval:

#6400 - Student Trips (Instruction) - These (minor) revisions are mostly intended to clarify existing language and fix defined terms.

Attachment(s): Policy 6400

TOPIC CATEGORY: INSTRUCTION
NUMBER CATEGORY: 6000
TITLE: STUDENT TRIPS
NUMBER: 6400

School-Sponsored Trips

The Board of Education, recognizing that the community can serve as a laboratory for learning, encourages the use of community resources and student trips which support and help to achieve educational objectives.

Prior written parent/guardian permission is required for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

Staff members must receive such advanced approval as required by the Regulation to this Policy and other applicable guidance documents prior to taking students on school-sponsored trips.

Staff members remain subject to Board Policies and District rules during school-sponsored trips, and staff members are responsible for supervision of students.

Students remain subject to all Board Policies, Regulations and rules including, without limitation, Board Policy 5300 "Code of Conduct" and any applicable extracurricular conduct codes during school-sponsored trips. Students must also comply with all directives by trip chaperones.

Curricular/Extra-Curricular School-Sponsored Trips

School-sponsored trips are either "curricular" or "extracurricular" trips. Transportation and costs for school-sponsored *curricular* field trips is provided free of cost to students.

Fees or expenses for *extracurricular* activity trips may be charged as set forth in Board Policy 6340 "Student Fees. "Extra-curricular activities" are activities for students that are sponsored or administered by the school-District, but which do not count toward graduation or advancement between grades and in which participation is not required by the District. Examples of extra-curricular trips include show choir, DECA, debate, and journalism competitions.

Non-School-Sponsored Trips

Students are sometimes given the opportunity to participate in trips that may seem to have a connection to the school but which, in fact, are not organized, sponsored, or supervised by the District. This includes trips such as: 1) travel with a non-school sponsored club sport or activity team, where the team is coached by a person employed by the District; 2) travel to an out-of-town contest arranged by a parent group or booster club; or 3) a travel organized or led by a District staff member on behalf of a travel company.

Staff members, parents or others who agree to organize and lead non-school-sponsored trips are not acting on behalf of the District. All arrangements, including costs, travel arrangements, supervision, conduct rules for students, safety, and insurance coverage, are solely the responsibility of the travel company or person organizing the trip, and the District has no involvement.

Staff members who participate in non-school-sponsored trips must follow the procedures set forth in the **r**Regulation to this **p**Policy.

Cross-Reference: Policy 5300 "Code of Conduct"
Policy 6340 "Student Fees"

POLICY ADOPTED: April 3, 1973

POLICY REVIEWED AND ADOPTED: June 1, 1987

POLICY AMENDED: May 2, 1994

POLICY AMENDED: April 7, 1997

POLICY AMENDED: April 29, 2019

POLICY AMENDED: January __, 2026