

New Policy

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: draft
		Rescinds:	Issued:

1 *General*

2 This policy applies to “private pay providers”, which include licensed behavior analysts, registered
3 behavior technicians, and licensed assistant behavior analysts, who are under contract with
4 parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

5 Private pay providers shall adhere to the memorandum of understanding (“MOU”), board policies, and
6 state and federal laws while assisting students on school property and/or at school functions. This
7 includes adhering to student confidentiality laws for any student the private pay provider encounters.
8 The school district shall require a background check and fingerprinting of all private pay providers.

9 A private pay provider accompanying a student on campus shall be responsible for attending to the
10 ongoing needs of the student they are contracted to assist. The school district shall not request the
11 private pay provider to provide services to any other students, staff, or visitors.

12 The Director of Schools shall develop administrative procedures to implement this policy.

13 **IEP TEAM COORDINATION**

14 Private pay providers shall coordinate with the student’s IEP team by:

- 15 • Attending an onboarding session;
- 16
- 17 • Defining roles and communication channels;
- 18
- 19 • Conducting a review of relevant student records;
- 20
- 21 • Ensuring documentation is accurate and promptly provided to all parties; and
- 22
- 23 • Coordinating with the IEP team prior to each meeting.

24 **TERMINATION OF SERVICES**

25 Services of the private pay provider may be terminated for cause. Termination shall be based on
26 violation of the terms of the MOU. If termination is necessary, the Director of Special Programs shall
27 provide the parent/legal guardian with a letter outlining the reason for the termination.

1 APPEALS PROCESS

2 [Note: The Bord may insert an alternate appeal process.]

3 If a parent/legal guardian disagrees with the school district on the provision of services, a complaint
4 may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a
5 decision on the appeal. The panel shall be composed of three individuals: a building level
6 administrator, a special education staff member, and one other school employee. The panel shall
7 review the complaint from the parent/legal guardian along with information provided by district staff
8 and make a determination on the matter within ten (10) business days.

Legal References

1. [Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401](#)