



POLICY COMMITTEE MEETING AGENDA

MAY 19, 2025

6:00 PM - Middle School Auditorium

1. Call to Order - Chairman Seth Cornman

1.a.

POLICY COMMITTEE MEETING AGENDA

MEETING DETAILS

Date: 05/19/2025 Time: 6:00 ☐ AM ☐ PM

Location: Big Spring Middle School Auditorium

ATTENDANCE

Attendees:

Absentees:

ITEMS & DISCUSSION

Community Comment Period after item 1 before item 2

Est. 1ST ITEM: Approval of Meeting Agenda

min A) Approval of the rules of the day to add a public comment period to be just before comments by committee members. Add School Board President as a voting member only for purpose of tie breaker. Instead of individual motions to change items under work sessions we will move to group all changes in to one motion.

DISCUSSION:

Est. 2ND ITEM: New Policy

min A) Work session SBHC (school based health centers)

DISCUSSION:

Est. 3TH ITEM: Policy 235

min A) Returned from the solicitor, work session, approval to send to the board.

DISCUSSION:

Est. 4TH ITEM: Policy New

min A) Policy for Athletic department, work session

DISCUSSION:

Est. 5TH ITEM: Policy 105.1

min A) Curriculum Review by Parents/Guardians and Students work session

DISCUSSION:

Est. 6TH ITEM: Information items

min A) Bullying Policy's review and strengthen.

B) Policy on Antibullying team.

DISCUSSION: Discussion

Est. 7TH ITEM: 2end Community Comment

min DISCUSSION: Discussion

Est. 8TH ITEM: Member Closing Statements

min A) Superintendent-

B) School Board President-

C) Administration Member-

D) Member1-

E) Member2-

F) Chair-

DISCUSSION: Discussion

Est. 9TH ITEM: Close

min

OTHER DISCUSSION

Other Discussion

2. Adjournment

Big Spring School District Policy on School-Based Health Services and Outpatient Mental Health Services

Purpose

The Big Spring School District (the “District”) recognizes the importance of addressing student health needs, including mental health. However, the District’s core mission remains academic instruction. Health-related services provided on District property must protect student welfare, uphold parental rights, minimize disruption to instructional time, and comply with all legal obligations and District policies, including Policy 818: Contracted Services Personnel.

This policy establishes the framework for the provision of outpatient mental health services by Campbell Psychological Services LC (“Campbell”) under an existing lease agreement, and formally prohibits the creation or operation of School-Based Health Centers (SBHCs) within District facilities.

Scope

This policy applies to all health and mental health services delivered by contracted providers on District property, including but not limited to those under agreements such as the current lease with Campbell.

Definitions

- **Outpatient Mental Health Services:** Services including individual counseling, group therapy, psychological assessments, crisis intervention, and case management provided by licensed mental health professionals, without inpatient care or overnight stays.
 - **School-Based Health Center (SBHC):** A physical space in a school operated by an external organization to provide primary medical or mental health care directly to students, funded through any combination of public or private sources.
 - **Direct Contact with Children:** Supervision, care, or routine interaction with children, as defined in Policy 818.
-

Policy Provisions

1. Prohibition of School-Based Health Centers (SBHCs) and Use of District Facilities

- No **School-Based Health Center (SBHC)** shall be created or operated on District property. An SBHC is defined as a permanent, dedicated facility operating as a full-time or part-time healthcare clinic within a school, regardless of funding source.
- This prohibition includes SBHCs funded by **grants, donations, insurance reimbursements, or any other financial source**.
- **The District shall not establish or support SBHCs** through the allocation of permanent or exclusive space, staffing, or financial resources.
- **However, contracted external providers, such as Campbell Psychological Services LC, may be permitted to use non-exclusive, shared space** within school buildings on a temporary or rotational basis, for the purpose of providing approved outpatient mental health services, subject to the following conditions:
 - The space must remain under the control of the District and may be reassigned or repurposed as needed.
 - The external provider shall not modify, brand, or operate the space as a standalone clinic.
 - All materials, records, and equipment used during service provision must be **removed or securely stored** after each session.
 - The provider must maintain and manage its own **HIPAA-compliant storage system for all records**, and no student records shall be stored on District servers, computers, or filing systems.

2. External Health Partnerships

- External partnerships, such as the agreement with Campbell, are permitted **only if**:
 - Parents/guardians are fully informed and have **provided written consent** for any services their child receives.
 - The provider is board-approved and incurs **no financial cost to the District**.
 - The partnership adheres to this policy, the terms of the Agreement, and all applicable laws.
-

3. Parental Notification and Consent

- Parents/guardians **must be notified and give consent** for any mental health or medical service provided to their child, regardless of:
 - Student age (including age 14 and above),
 - Funding source (insurance, grants, or otherwise).
 - Exceptions apply **only in emergency situations** involving imminent danger to life or serious physical harm.
-

4. Class Time and Educational Disruption

- No health or counseling service may remove a student from instructional time without:
 - Prior written **parental/guardian consent**, and
 - Coordination with the building principal and teacher to minimize academic disruption.
 - Services must be monitored. If a student's academic performance is negatively impacted due to missed class time, services must be reevaluated and may be suspended or discontinued or another solution can be reached, any and all changes still have to be approved by the parent.
-

5. Referral Process

- Only **qualified District employees** (e.g., school counselors, psychologists, or principals) may refer students to Campbell or other external providers.
 - All referrals must:
 - Be documented in writing,
 - Include parental/guardian notice and consent,
 - Clearly outline the reason for referral and services recommended.
-

6. Confidentiality and Records

- External providers (e.g., Campbell) shall:
 - Store student records in a secure, HIPAA-compliant manner,
 - Limit access to only authorized personnel,
 - Share records with the District only with parental/guardian consent.
 - The District shall not store, maintain, or access records of services provided by external providers unless explicitly authorized by law or parent/guardian.
-

7. Credentialing and Compliance with Policy 818

- All external providers and their employees must comply with District Policy 818, including:
 - Criminal background checks,
 - Child abuse clearances,
 - Employment history reviews,
 - Arrest and conviction reporting,
 - Tuberculosis testing,
 - Mandated reporter and professional boundaries training.
- The District shall centrally maintain verification of compliance for all contractors.

- Failure to comply shall be grounds for termination of services and exclusion from District property.
-

8. Indemnification and Liability

- External providers must maintain current insurance and agree to indemnify and hold harmless the District for any services provided.
 - The District shall ensure that no employee of Campbell is mistaken for a District employee and that no agency relationship is implied.
 - Staff must receive training regarding referral boundaries and the scope of provider services.
-

9. Parental Rights and Access to Resources

- The District shall maintain a publicly available list of board-approved external providers.
 - Parents/guardians may initiate a request for services via these providers. All such services must be documented and processed through the school counseling office and administration.
 - No student shall be assigned to external services without express parental/guardian request or approval.
-

10. Review and Oversight

- The Superintendent or designee shall annually review:
 - Provider compliance with legal and policy requirements,
 - Service usage data,
 - Impact on instructional time,
 - Parental satisfaction and consent documentation.
 - Findings shall be reported to the School Board.
-

Exemptions

This policy shall not apply to:

- The duties of school nurses, athletic trainers, or internal health professionals acting within their job descriptions, so long as they notify parents of services provided.

- Emergency services provided to protect student health in life-threatening or imminent harm situations.

Effective Date

This policy shall take effect immediately upon approval by the Big Spring School District Board of Directors.

Big Spring School District Athletic Committee Charter

I. Purpose

The Athletic Committee (the "Committee") is established under the oversight of the Big Spring School District Board of Directors (the "Board") to provide guidance, recommendations, and strategic oversight for the district's athletic programs. The Committee ensures that athletic initiatives align with the district's educational goals, financial resources, and overall mission.

II. Authority

The Athletic Committee operates under the authority granted by the Board of Directors and adheres to the policies and regulations established by the Board. The Committee shall collaborate with the Athletic Director (AD) and district administration to ensure that all personnel decisions, budget allocations, and other operational matters within the athletic department are made in accordance with district policies, fairness, and transparency.

The Committee does not have direct authority over day-to-day operations but is empowered to make recommendations to the Board and AD regarding the strategic direction, policies, and broader oversight of athletic programs.

III. Committee Composition

The Athletic Committee shall consist of the following members:

1. **The Chair**– The Chair of the Committee, appointed by the Board President, but subject to affirmation by a majority vote of the Board.
2. **Board Members** – Two (2) members of the Board of Directors, who will volunteer for the Committee and must be affirmed by a majority vote of the Board.
3. **Community Members** – Three (3) community members, selected for their interest in and knowledge of athletics and the educational system. These members may include parents, local business leaders, or former athletes.
4. **School District Administrators** – The Superintendent (or designee) as selected by the Superintendent.
5. **Athletic Director** – The AD will be a non-voting member of the Committee but will provide input, updates, and support for the work of the Committee.

IV. Committee Responsibilities

The Athletic Committee has the following key responsibilities:

1. **Strategic Planning and Policy Development**
 - Review and provide input on the strategic direction of athletic programs, including long-term goals, facility needs, and participation standards.
 - Advise the Board on proposed policies related to athletic activities, such as eligibility criteria, student safety protocols, and the use of athletic facilities.
2. **Budgetary Oversight and Resource Allocation**

- Work with the AD and district administration to review the athletic department's budget, ensuring it is aligned with district priorities and available resources.
- Make recommendations to the Board on resource allocation for athletic programs, including funding for equipment, staffing, and facility maintenance.

3. Personnel Decisions (Hiring, Firing, and Evaluation)

3. Hiring of Athletic Staff:

The Committee will review and provide recommendations on all hiring decisions for positions within the athletic department, including coaches, trainers, administrative staff, and other support personnel. The Athletic Director (AD) will present all hiring decisions to the Committee for discussion and input prior to any offer being made.

- Committee members may attend and participate in any interviews for positions within the athletic department. Their involvement will help ensure that hiring decisions align with the district's goals and values.
- The Committee may request additional information such as candidate qualifications, background checks, interview summaries, and recommendations.
- The AD will also ensure that hiring practices are consistent with district policies and will give particular attention to ensuring that the department reflects the broader values and goals of the district.

4. Firing of Athletic Staff:

The AD must seek approval from the Committee and the Board before any athletic staff member (including coaches, trainers, and administrative personnel) is terminated, except in cases of unlawful behavior or other serious infractions (e.g., harassment, violence, fraud, etc.). In those situations, the AD must inform the Committee and the Board as soon as reasonably possible.

- The Committee will review the reasons for dismissal, ensure consistency with district policies, and assess whether the decision is fair and in the best interest of the athletic program and the broader district community.
- A formal process, including written documentation and a meeting with the staff member, will be followed to ensure transparency and procedural fairness. The AD must also ensure that any necessary due process rights of the staff member are respected.
- The Committee may also provide recommendations for a transition plan to support the staff member and ensure continuity of the athletic program during or after termination.

5. Evaluation of Athletic Staff:

The AD is responsible for conducting regular evaluations of athletic staff performance, including coaches, trainers, and support personnel. The evaluation process will be fair, transparent, and based on clear criteria such as:

- Professional development and growth
- Adherence to district policies and procedures

- Performance relative to the goals of the athletic department and student-athletes
- Contribution to the overall culture and values of the district
- The Committee will review the results of staff evaluations and provide input or recommendations to the AD regarding continued employment, potential for advancement, or areas for improvement.

6. Program Evaluation and Improvement

- Review reports and data on the performance of athletic programs, including participation rates, student outcomes, and program success.
- Provide recommendations to improve athletic programs in areas such as sportsmanship and overall program quality.

7. Community and Stakeholder Engagement

- Foster communication and collaboration with parents, coaches, student-athletes, and other stakeholders to ensure that athletic programs meet the needs of the community.
- Encourage community involvement in supporting athletic programs, including fundraising and volunteer opportunities.

8. Compliance and Safety

- Ensure that all athletic programs comply with relevant laws, district policies, and governing organizations (such as PIAA or other athletic associations).
- Advise on safety practices and the implementation of risk management strategies to safeguard student-athletes.

9. Regular Reporting to the Board

- Report regularly to the Board of Directors regarding the status of athletic programs, highlighting accomplishments, challenges, and financial needs.

V. Meetings

The Athletic Committee shall meet at least quarterly, or as needed, to fulfill its responsibilities. The Committee may schedule additional meetings as necessary to address specific issues or concerns.

Meetings will be open to the public, and minutes will be taken and made available for review in accordance with applicable public meeting laws.

VI. Term of Service

Committee members shall serve terms of one (1) year, with the possibility of reappointment. Members may be removed by the Board for failure to perform their duties or for other reasons deemed appropriate by the Board.

VII. Amendment of the charter

The Committee can amend this charter through two thirds vote of the committee and then ratification by the Board.

VIII. Conclusion

The Athletic Committee is a critical component of the Big Spring School District's commitment to ensuring that athletic programs are managed in a fair, transparent, and strategic manner. By providing oversight of personnel decisions the Committee will help foster a culture of fairness and consistency within the athletic department, while supporting the district's broader educational goals.

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Definition

Personal information: means individually identifiable information including a student or parent/guardian name, address, telephone number, or social security number. [20 U.S.C. § 1232h\(c\)\(6\)](#).

Exams/ Assessments: shall be strictly defined as assessments designed to evaluate a student's understanding of previously taught material. Any test or assessment that introduces new content or solicits personal or sensitive information, or functions as a survey by seeking information beyond academic knowledge, must adhere to this policy, and cannot be labeled as an exam.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

Surveys conducted by outside agencies and or provided by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. [\[6\]\[3\]](#)

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians. [\[3\]\[7\]](#)

A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by a parent/guardian.

Instructional Materials

The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.[8]

Surveys/Evaluations

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

The parent/guardian shall be informed of the detailed nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/ guardian's right to inspect, upon request, a survey prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal. A survey, analysis, or evaluation involving the 8 areas of protected information requires express written parental consent before a student may participate.

[\[9\]\[10\]](#)

Protected Information

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning: [\[9\]\[11\]](#)

1. Political affiliations or beliefs of student or parent/guardian.
2. Mental and psychological problems of the student or family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The default procedure mandates active consent, Any surveys, analyses, or evaluations may only proceed on a voluntary basis. Prior to participation, both the student and parent/guardian must be informed of

their entitlement to review all associated materials and to opt the student out of involvement. If any of the eight protected areas of information is included, it must be listed as such on any permission request or informational item.

The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

Collection of Information for Marketing

Active parental permission is mandatory for any activity involving the collection, disclosure, or utilization of personal information for marketing or commercial purposes. Parents/guardians retain the authority to review the material and have the option to allow their child to participate in such activities. Active parental permission is not required where the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products for, or to, students or the District, such as the following: (1) college or other postsecondary education recruitment, or military recruitment; (2) book clubs, magazines and programs providing access to low-cost literary products; (3) curriculum and instructional materials used by elementary schools and secondary schools; (4) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; (5) the sale by students of products or services to raise funds for school-related or education-related activities; or (6) student recognition programs.[\[9\]](#) 20 U.S.C. § 1232h (4)(A)(i-vi).

Delegation of Responsibility

The Superintendent or designee shall annually notify the parent/guardian concerning:[\[9\]](#)

1. Contents of this policy and its availability.
2. Contents of the Code of Student Conduct.[\[3\]](#)
3. Approximate dates that any surveys requesting personal information may be scheduled.
4. Procedures to request access to survey instruments prior to administration.
5. Procedures for opting students into participation in surveys.