

PROCEDURE TITLE: Student Telehealth Access		
ADOPTION/EFFECTIVE DATE April 10, 2025	MOST RECENTLY AMENDED	MOST RECENTLY REAFFIRMED
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purpose of this procedure is to set forth the position and criteria of the Board regarding student access to telehealth appointments during the school day on the premises of a public middle or high school.

II. Definitions

For the purpose of this procedure the following definitions apply:

- A. Telehealth Appointment – A mode of delivering healthcare services through the use of telecommunications technologies by a health care practitioner to a patient at a different physical location than that of the health care practitioner.
- B. Health Care Practitioner – a licensed or certificated professional who provides health care services and practices within the scope of their state laws and guidelines.
- C. Personal electronic device – An electronic device (i.e. laptop, tablet, cell phone, etc.) that is the personal property of the student or their parent/guardian and was not assigned to the student by HCPS.

III. Procedures

A. General

- 1. Middle and High School students may have access to telehealth appointments with their Health Care Practitioner during the school day, provided all essential conditions can be met.
- 2. School personnel, parents, guardians, and students will be made aware of this procedure and its accompanying policy.
- 3. A parent/guardian must be present in the school building or virtually during the telehealth appointment. Whether or not they sit in on the appointment or simply remain in a waiting area is at the discretion of the parent/guardian and student and with approval of the Health Care Practitioner.

4. School staff are not expected to monitor the student before, during, or after the appointment.
5. If the student requires assistance following the appointment, the parent/guardian shall make the administration aware so that the appropriate staff member can provide assistance.
6. The student shall be provided a private, ADA compliant physical space where they can attend the telehealth appointment. Parents should understand the limits to privacy and confidentiality, as well as Wi-Fi access, that may be available due to the nature of the school building.
7. Students shall be expected to return to class immediately following the telehealth appointment, unless a situation arises that requires crisis intervention.
8. Access to telehealth services in school may be limited or discontinued if the student becomes overly upset, disruptive, or cannot successfully transition back to class following a scheduled telehealth session.
9. Students shall not be marked absent from class during their telehealth appointment. Additionally, make-up work shall be provided, upon request made by the student or parent/guardian.
10. HCPS cannot guarantee that the platform being used by the Health Care Practitioner is supported by the school system's network. Parents/ guardians should communicate with HCPS about the Health Care Practitioner's requirements in advance of the telehealth appointment in order to confirm the network's ability to access the appointment.

B. Making Appointments

1. Parents/Guardian must complete the Access and Consent Forms, online and submit through email or in-person to the designated administrator at the student's school for approval.
2. Forms must be submitted at least 30 calendar days prior to the scheduled appointment. This requirement may be waived for urgent appointments. Students should not come in to school to attend a telehealth appointment if they have symptoms that would otherwise preclude them from attending school.
3. Approval for telehealth appointments must be authorized by the designated administrator at the student's school and will consider the availability of space, the number of appointments the student is requesting, and the academic impact on missed class time.
4. Principals, or their designee, have full discretion to approve or deny requests based on any or all of these factors.

5. Principal, or designee, will inform the parent/guardian of the decision in writing by email prior to the appointment.
6. Principal or designee will provide the student and/or parent/guardian with Guest Wi-Fi password for the purpose of the telehealth appointment.

C. Parent/Guardian Responsibilities

1. Parent/Guardian or student must provide a personal electronic device for the telehealth appointment.
2. Parent/Guardian must be present either virtually or in-person throughout the duration of the telehealth appointment. Parent/Guardian is responsible for checking in with the student prior to their return to class and will alert office staff if there is a concern that needs to be addressed as a result of the telehealth appointment.
3. Parent/Guardian must notify school staff if the appointment is cancelled.
4. If the parent/guardian is unable to attend the scheduled session as required herein, the student will not be permitted to attend the session and will need to reschedule.
5. Parent/Guardian will inform the Health Care Practitioner of their requirement to be present virtually or in-person for the duration of the appointment.

D. Student Responsibilities

1. The student is responsible for following established school procedures for requesting a hall pass to the designated location.
2. Students must leave their HCPS assigned device in their locker before reporting to the location of their telehealth appointment.
3. Students will retrieve their personal electronic device from its authorized stored location for the purpose of the scheduled appointment and must return that device to an authorized stored location following the appointment.
4. Students must use their own personal electronic device for the telehealth appointment and must adhere to the expectations set forth in the Portable Communication Device Policy immediately prior to and following the appointment.

E. HCPS staff responsibilities

1. School staff will maintain a record of all telehealth appointments that have occurred throughout the school year noting the student

PROCEDURE

name, date, and time of the appointment. Where this record is stationed and who manages it is up to each individual school's discretion.

2. After the telehealth appointment is approved, school staff will provide a confidential space for the appointment to occur and will provide a place for the parent to wait (if they are present and not in the room for the appointment).

F. Notification

1. HCPS will provide notification of this procedure to all students and parents/guardians, through the Student/Parent Handbook.
2. HCPS will provide notification to staff of this Procedure through its systemwide communication platform.

Approved By:



Sean W. Bulson, Ed.D.
Superintendent of Schools

4/10/25
Date

PROCEDURE

Harford County Public Schools

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME	DESIGNEE POSITION
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.