

**Administrative Procedures for Policy #3905.1 (Students) of the Board of Education Policy
Regarding Student Access to Telehealth Appointments in Schools**

I. Purpose

- A. To enhance student health and wellbeing by increasing access to behavioral healthcare services within the middle and high school environments during the school day
- B. To integrate telehealth services in the school that foster a healthy environment, support students' educational and emotional wellbeing, and minimize students' time away from academic instruction and school activities.
- C. To establish and communicate to Calvert County Public Schools (CCPS) students, parents, and employees the procedures and guidelines for supporting student participation in telehealth appointments in middle and high schools.

II. Definitions

- A. Confidentiality – assurance that school system officials protect personally identifiable information (PII) and do not disclose or transmit records related to students or the PII contained therein to unauthorized parties
- B. Informed Consent – The process by which a parent/guardian is given all necessary information about a proposed activity, program, or service involving their child, such as medical treatment, educational assessments, or participation in research, and voluntarily agrees to it.
- C. Parent/Student-Initiated Telehealth - These are telehealth services between a student and a health care practitioner external to the school, where the LEA has no formal agreement with the health care provider.
- D. Telehealth – a mode of delivering health care services through the use of telecommunications technologies by a health care practitioner to a patient at a different physical location than the health care practitioner.

III. Telehealth Procedures Manual

- A. The Telehealth Procedures Manual will include procedures and guidelines that must be followed for telehealth appointments and will be made available to CCPS students, families, employees, and healthcare providers. The manual will include consent forms and required documentation for telehealth appointments.
 - 1. Parent Participation
 - a. The parent must be present at the school and supervise their child for the duration of telehealth appointment.
 - 2. Release of Records

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- a. The parent is required to provide permission for CCPS school-based employees to communicate with outside providers who are engaging in telehealth with a student during the school day.
 3. Communication with CCPS School-based Employees
 - a. School-based employees will be made aware of the recommendations of the telehealth providers on an as-needed basis and only when related to the students' educational program or supports.
 - b. School Health Services employees may consider integrating telehealth into a student health plan to enhance access to care and improve health outcomes.
 4. The Telehealth Procedures Manual will be reviewed by the Department of Student Services, at least annually.
- IV. Informed Consent
 - A. Parents must provide written informed consent for student participation in telehealth appointments at school.
 - B. Parents should consider the need for telehealth versus missing instructional time to have their child's needs met.
 - C. Parents must agree to collaborate with CCPS school-based employees to help ensure that students keep up with missed instruction.
 - D. The consent form will be included in the students' cumulative record.
- V. Confidentiality
 - A. CCPS school-based administrators will choose a location that ensures privacy of telehealth appointments.
 - B. CCPS school-based employees supporting telehealth appointments will ensure confidentiality and that students' information is kept private in accordance with Policy 1925 Regarding Student Data Governance and Privacy.
 - C. Students and their parents who participate in telehealth appointments in schools will be made aware of the limits of privacy. Private information may be disclosed in order for CCPS school-based employees to facilitate a student's participation in a telehealth appointment and ensure student safety.
 - D. Schools will ensure records from telehealth appointments, including schedule of appointments, consent forms, and CCPS Release of Information Document, are confidential, in accordance with Policy 1920 Regarding Records Retention and Disposition.
- VI. Access to Telehealth Appointments
 - A. Schools will assess the student's medical condition, the context and environment in which the student interacts, the student's comfort using technology, and the nature and

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complexity of the service and/or intervention required and/or requested by the parent/guardian.

- B. Schools will develop plans to address students' reasons for telehealth, specifically students who may have chronic needs and/or disabilities. The school must offer the same access to telehealth appointments for all students regardless of disability status.
- C. Schools will ensure that telehealth services support both the health and educational outcomes of students with special needs (e.g., Individualized Education Program (IEP) or Section 504 Plan). Access to telehealth services may be provided to complement their accommodations or services, if appropriate, to the extent that those services fall within the allowable student telehealth services guidelines.
- D. Reasonable modifications may be required to ensure students with disabilities have the same access to telehealth appointments.

VII. Scheduling

- A. Each school-based administrator will identify a CCPS school-based employee as the point of contact for facilitating telehealth appointment scheduling procedures.
- B. Appointments must be scheduled in advance. Middle and high schools will determine designated periods of time weekly to provide access to telehealth appointments. Once established, the schedule will be shared with families proactively to inform them of their telehealth access availability. Appointments will take place within a private location in the building for parent/student-initiated telehealth appointments. Students may not access school-based telehealth appointments outside of the school building (i.e., in a vehicle or parking lot).
 - 1. A school will offer a minimum of five (5) appointment slots per week as available based on student's needs, school schedules, and space. School administrators may determine a weekly schedule with specific time slots to accommodate telehealth appointments. The school principal has the authority to increase the number of available telehealth appointments during specific weeks if school schedules and space is available to accommodate additional requests.
 - 2. The telehealth appointment schedule will allow for transition time and/or align with a natural transition during the school day.
- C. Telehealth appointments will be available to families at a maximum of one (1) per quarter per child. School-based administrators will monitor the scheduling of appointments to ensure equity.
- D. Each middle and high school will establish a protocol for scheduling and canceling appointments, including who is managing the telehealth appointment schedule.

VIII. In-Person Support Protocols

A. Parent Participation

- 1. The parent is responsible for supervision and ensuring student safety during the telehealth appointment. CCPS school-based employees will provide

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resources (e.g. hotline numbers, referral to Crisis Intervention Center) as needed, in the event of a crisis during the telehealth appointment.

B. Transition from Telehealth Appointment

1. School-based administrators will develop clear expectations and parameters for transitions to and from telehealth appointments during the school day to support student safety and privacy while navigating the school building. Transitions should be planned to limit missed instructional time.
2. Designated CCPS school-based employees will monitor the start and end times of telehealth appointments to ensure that the student transitions back to class at the conclusion of the appointment.
3. If transitions are challenging for a student, school staff will discuss with parents/guardians the feasibility and appropriateness of telehealth for students who are unable to transition independently.

C. Missed Instruction

1. Missed instruction due to a telehealth appointment will be made up in accordance with Policy 3005 Regarding Student Attendance. Missing class instruction due to a telehealth appointment would be considered a lawful absence for that portion of the day.

IX. Provision of Services

A. Location for Telehealth Appointments

1. The school-based administrator/designee will identify a private space that includes:
 - a. Internet access
 - b. Seating option(s)
 - c. Flat surface to hold device (laptop, tablet)
 - d. A nearby electrical outlet to accommodate the placement of the device
 - e. Is not a bathroom or a closet
2. Other considerations for the selected location include:
 - a. Quiet and private for a confidential telehealth appointment
 - b. Accessible to all students, including those with disabilities
 - c. Elements that help create a calm and welcoming environment

B. Technology for Telehealth Appointments:

1. The school will provide a designated device for telehealth appointments. Parents may provide a personal device upon arrival for the telehealth appointment.

2. CCPS school-based employees will ensure that a charger is available for the students' device.
3. Students will comply with Policy 2718 Regarding Responsible and Appropriate Use of Computer Systems during telehealth appointments.

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