

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 requirements of this policy can be met.
2. School personnel, parents, guardians, and students will be made aware of this Regulation 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 shall sign a waiver stating that they 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 refuses to participate, 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 in accordance with Regulation JED-R1.
10. ACPS 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 ACPS 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. Requests for telehealth appointments shall be made in writing to the principal of the student's school by the student's parent/guardian.
2. Approval for telehealth appointments must be authorized by the principal or their designee at the student's school.
3. Principals, or their designee, have full discretion to approve or deny requests based on the following factors:
 - a. The availability of space;
 - b. The number of appointments the student is requesting; and
 - c. The academic impact of missed class time.
 - d. The parent/guardian/student's compliance with the requirements of this policy.
4. The principal, or their designee, will inform the parent/guardian of the decision in writing by email prior to the appointment.
5. The school shall provide the student/parent/guardian with guest wi-fi access for the telehealth appointment.
6. To allow equitable access for telehealth appointments, appointments will be granted on a first-come, first-served basis. Schools will offer a maximum of 20 one-hour appointment slots per month. Each student will be limited to a maximum of one appointment a week and may only schedule four appointments in advance.

C. Parent/Guardian Responsibilities

1. The parent/guardian shall be responsible for the provision of a personal electronic device to be utilized for the telehealth appointment. Students may not use any ACPS assigned devices for the telehealth appointment.
2. The student's parent/guardian must be present in-person throughout the duration of the telehealth appointment unless the parent's/guardian's absence is approved by the principal. The parent/guardian is responsible for checking in with the student and will alert the school if there is a concern that needs to be addressed as a result of the telehealth appointment.
3. The parent/guardian must notify the school if the appointment is cancelled.
4. If the parent/guardian is unable to attend the scheduled session, the student will not be permitted to attend the session.
5. It is the responsibility of the parent/guardian to inform the health care practitioner of the requirement to be present for the duration of the appointment, as applicable.
6. At least three weeks prior to the first appointment, the parent shall provide the school with a crisis plan developed by the parent and the provider to support the student in case of an emergency. The plan must be renewed annually.

D. Student Responsibilities

1. Students are responsible for following established school procedures for requesting a hall pass to the designated location.
2. Students must leave any ACPS assigned devices in their locker before reporting to the location of their telehealth appointment.
3. Students must use their own personal electronic device for the telehealth appointment and must adhere to ACPS Policy and established rules of the school immediately prior to and following the telehealth appointment.
4. Students must be able to independently operate their personal electronic device.

E. School Responsibilities

1. Schools will maintain a record of all telehealth appointments that have occurred throughout the school year, noting the student's name, date, and time of the appointment.
2. The school will provide a private space for the appointment to occur and will provide a place for the parent to wait, if necessary. The space provided must be configured to protect the student's confidentiality. The space must provide seating, a flat surface and power for the student's personal electronic personal device. The space cannot be a bathroom or a closet.
3. Schools will develop a plan for in-person support if a telehealth appointment creates a challenge to the student returning to the classroom, especially relating to mental health counseling or treatment.
4. Schools will work with the parent/guardian/student to schedule telehealth appointments to minimize classroom disruption.

Board Reviewed 06/10/25	Superintendent Approved 06/10/25
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