BOOK POLICY MANUAL
SECTION 200 PUPILS
TITLE VIRTUAL ATTENDANCE AND WELLNESS CHECKS
CODE 204.1
STATUS NEW
ADOPTED December 2026

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law. [1].

This policy shall be posted on the District's publicly accessible website. [1].

DEFINITION

District Representative – A District teacher, administer or other District representative who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law. [2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for implementing this policy.

It shall be in the responsibility of the designated District Representative to administer wellness check procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks must be conducted for each student enrolled in the Pittsburgh Online Academy, or other District provided virtual instruction program, who receives academic instruction exclusively through virtual means for the full school year. [1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a District Representative shall ensure that each student is visibly seen and communicated with in real time, either in person or through electronic means. [1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include: [1]

1. A student turning on a webcam and the District Representative visibly seeing and communicating with the student during synchronous online instruction.
2. Virtual or face-to-face participation by the student in any of the following activities:

a. Health screenings
b. Standardized testing
c. Advising sessions
d. Tutoring sessions
e. In person, school-sponsored activities chaperoned by a District Employee/Representative.

Excused Absence Exemption

A student may be exempt from a wellness check on the day a check is attempted, if the student has an excused absence pursuant to the District's attendance requirements. [1][4][5]

If this occurs, the District shall conduct the wellness check on the next school day or another school day during the same week. If the student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirements for that week. [1][4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check. [1]

If this occurs, the District shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage. [1]

The student's parent/guardian shall provide documentation of the outage to the District as soon as possible. [1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the District shall: [1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and
2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred language, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written notice, the District shall immediately schedule a wellness review conference to occur within one (1) school day. The wellness review conference may be conducted in person or through electronic means. [1]

The wellness review conference will be conducted to:

1. Complete the required wellness check through real-time visual interaction with the student; and
2. Reestablish communication with the student and the student's parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall be convened as scheduled regardless of whether the student or the student's parent/guardian participates. [1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the District must conduct an in-person wellness check within twenty-four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday. [1]

When the District has been unable to reach or obtain a response from the student or the student's parent/guardian, the Superintendent or designee shall consult with the District solicitor for guidance.

Wellness Check Records

The District shall maintain accurate records of all wellness checks, including the date, time, method and outcome of each check. [1]

District administrators are prohibited from altering attendance records for wellness checks after a wellness check has been performed, except to correct an identified error. [1]

Reporting Requirements

Any District Representative who observes an indication of abuse, neglect or harm to a child during a wellness check, wellness review conference, or related contact is required to report the concerns in accordance with law and Board Policy. [1][2][3]

The District shall maintain documentation sufficient to demonstrate compliance with the policy and applicable law. [1] Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with such requests may result in: [1]

1. A requirement to report to PDE the date, time and method of each wellness check for each student enrolled exclusively in the District's virtual instruction program.
2. Mandating District educators, administrators and staff to complete child abuse recognition, prevention, and reporting training annually.
3. Requiring the District to meet in person with each student enrolled in a virtual instruction program at least once during the school year following the school year in which the District was found to be out of compliance.
4. Prohibiting the District from being awarded a competitive state grant by PDE until the District demonstrates compliance.

Legal References:

1. 24 P.S. 1327.4
2. 23 Pa. C.S.A. 6301
3. Pol. 806 Property Records
4. 24 P.S. 1329
5. Pol. 204 Attendance