POLICY

204.1

BOARD POLICY

Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	LAST REVIEWED
204.1	v2.2	SECOND READING	11/28/2026

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 employee/representative – a district teacher, administrator 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 the responsibility of the designated district employee/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 district's 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 employee/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 employee/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 Exemptions

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 applicable 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 a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement 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]

1. Complete the required wellness check through real-time visual interaction with the student;
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 convene 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 employee/representative who observes an indications of abuse, neglect or harm to a child during a wellness check, wellness review conference, or related contact, the district employee/representative 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 this policy and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with the 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 Footnotes

[1] **24 P.S. 1327.4**
LEGAL REFERENCE

[2] **23 Pa. C.S.A. 6301 et seq**
LEGAL REFERENCE

[3] **Pol. 806 — Child Abuse**
POLICY REFERENCE

[4] **24 P.S. 1329**
LEGAL REFERENCE

[5] **Pol. 204 — Attendance**
POLICY REFERENCE

GIRARD SCHOOL DISTRICT
HOME OF THE YELLOWJACKETS

Weekly Cyber Student Wellness Checks: *Grades K-8*

A Family Guide to State Well-Being & Participation Requirements (PA Act 14)

■ **IMPORTANT FOR GIRARD FAMILIES: Weekly wellness checks are a state mandate. To ensure all virtual students are seen and supported, wellness check procedures are formally initiated every Thursday for any student who has not already completed their check earlier in the week. Please help us keep our Yellowjackets safe and connected by completing checks promptly!**

Understanding PA Act 14 Wellness Checks

Under Pennsylvania State School Code Section 1327.4 (Act 14), school districts must conduct **weekly wellness checks** for all students enrolled in full-time virtual/cyber instruction programs. During any school week with 3 or more instructional days, the district is legally required to ensure that each cyber student is **visibly seen and communicated with in real time** by a certified teacher, administrator, or authorized representative.

What Counts as a Wellness Check?

• **Webcam Verification:** Turning on webcams so a teacher can visibly see and talk with the student in real time during synchronous online classes.

• **Educational Services:** Student participation in virtual or face-to-face tutoring, academic advising, health screenings, or standardized testing.

• **Chaperoned Events:** Attending in-person, school-sponsored activities chaperoned by an authorized district employee (includes participating in sports, band, school musicals, clubs, extracurricular events, etc.).

Approved Exceptions & Absences

• **Excused Absences:** If a student has an excused absence on the day of a wellness check, it must be completed on the next school day during that week. If a student is excused for the *entire* week, they are exempt for that week.

• **Internet & Power Outages:** If an outage prevents a check, the check is deferred to the next school day. Parents must provide documentation of the power/internet outage to the district as soon as possible.

Mandatory Missed Check Protocol (PA State Law)

Timeline	Required District Actions	Parent & Student Responsibilities
Within 1 School Day	The district must begin documented, ongoing contact efforts using at least two different communication methods (phone, email, etc.) and send a formal written notice.	Parents must immediately respond to the district's communication and coordinate a quick visual check for the student by logging in at the specified time through **Google Meet** with the code: ***GSDWellness***. The student must be seen and heard. The camera and microphone must be on during the wellness check.
Within 3 School Days	If the check remains incomplete 3 days after written notice is sent, the district is legally mandated to schedule a Wellness Review Conference to occur within 24 hours.	The student and parent must join this conference (in-person or virtually) to perform a real-time visual check and establish support plans.
Within 24 Hours of Conference	The district is legally required to conduct an in-person, face-to-face wellness check if the student does not attend the scheduled Wellness Review Conference.	The student must be made available for an in-person visual visit by an authorized school district representative.

■■ **Legal Commitment & Safety Mandate:** Under 23 Pa.C.S. Ch. 63 (Child Protective Services), if school representatives observe any indications of abuse, neglect, or harm during a wellness check, they are legally mandated reporters and must immediately file a report. Furthermore, school administrators are legally prohibited from altering wellness check attendance records after the check is performed (unless correcting a clerical error).

GIRARD SCHOOL DISTRICT
HOME OF THE YELLOWJACKETS

Weekly Cyber Student Wellness Checks: *Grades 9-12*

A Family Guide to State Well-Being & Participation Requirements (PA Act 14)

■ **IMPORTANT FOR GIRARD FAMILIES: Weekly wellness checks are a state mandate. To ensure all virtual students are seen and supported, we will be conducting virtual wellness checks every Wednesday via Google Meet with the code: *wellness.* Google Meet will be open from *8:00-9:10am for block 1, 9:20-10:20am for block 2, 11:15-12:15pm for block 3, and 1:10-2:10pm for block 4*. Students must login during one of those times to complete their weekly Wednesday wellness check. Missed wellness checks will be formally initiated every Thursday for any student who has not completed their Wednesday wellness check following the protocol below. Please help us keep our Yellowjackets safe and connected by completing checks promptly!**

Understanding PA Act 14 Wellness Checks

Under Pennsylvania State School Code Section 1327.4 (Act 14), school districts must conduct **weekly wellness checks** for all students enrolled in full-time virtual/cyber instruction programs. During any school week with 3 or more instructional days, the district is legally required to ensure that each cyber student is **visibly seen and communicated with in real time** by a certified teacher, administrator, or authorized representative.

What Counts as a Wellness Check?

• **Webcam Verification:** Turning on webcams so a teacher can visibly see and talk with the student in real time during synchronous online classes.

• **Educational Services:** Student participation in virtual or face-to-face tutoring, academic advising, health screenings, or standardized testing.

• **Chaperoned Events:** Attending in-person, school-sponsored activities chaperoned by an authorized district employee (includes participating in sports, band, school musicals, clubs, extracurricular events, etc.).

Approved Exceptions & Absences

• **Excused Absences:** If a student has an excused absence on the day of a wellness check, it must be completed on the next school day during that week. If a student is excused for the *entire* week, they are exempt for that week.

• **Internet & Power Outages:** If an outage prevents a check, the check is deferred to the next school day. Parents must provide documentation of the power/internet outage to the district as soon as possible

Mandatory Missed Check Protocol (PA State Law)

Timeline	Required District Actions	Parent & Student Responsibilities
Within 1 School Day	The district must begin documented, ongoing contact efforts using at least two different communication methods (phone, email, etc.) and send a formal written notice.	Students must immediately respond to the district's communication and coordinate a quick visual check by logging in at the specified time through **Google Meet** with the code: ***wellness***. The student must be seen and heard. The camera and microphone must be on during the wellness check.
Within 3 School Days	If the check remains incomplete 3 days after written notice is sent, the district is legally mandated to schedule a Wellness Review Conference to occur within 24 hours.	The student and parent must join this conference (in-person or virtually) to perform a real-time visual check and establish support plans.
Within 24 Hours of Conference	The district is legally required to conduct an in-person, face-to-face wellness check if the student does not attend the scheduled Wellness Review Conference.	The student must be made available for an in-person visual visit by an authorized school district representative.

■■ **Legal Commitment & Safety Mandate:** Under 23 Pa.C.S. Ch. 63 (Child Protective Services), if school representatives observe any indications of abuse, neglect, or harm during a wellness check, they are legally mandated reporters and must immediately file a report. Furthermore, school administrators are legally prohibited from altering wellness check attendance records after the check is performed (unless correcting a clerical error).

Girard School District

1203 Lake Street, Girard, Pennsylvania 16417 • 814-774-5666 • www.girardsd.org

FORMAL WRITTEN NOTICE

Required Weekly Wellness Check Not Completed

Issued in accordance with Section 1327.4(a)(5)(ii) of the Public-School Code (Act 14 of 2026)

Date of Notice: _____

Sent To (Parent/Guardian Name): _____

Student Name: _____

Student ID / Grade: _____ / *Grade* _____

School Week of Missed Check (Mon–Fri): _____

Date Wellness Check Was Attempted: _____

Preferred Language for Notice: _____

Notice to Parent/Guardian

This letter is to inform you that the required weekly wellness check for the above-named student, enrolled in **Girard School District's** full-time virtual/cyber instruction program, was not completed as required by Pennsylvania law (24 P.S. § 13-1327.4). Under state law, a wellness check must occur at least once during any school week that includes three or more full or partial days of academic instruction, so that the student is visibly seen and communicated with in real time by a teacher, administrator, or other authorized district representative.

Documented Contact Efforts

State law requires the school district to make documented, ongoing efforts to complete the wellness check and to contact the parent/guardian using at least two different methods of communication. The following contact attempts have been made:

- ☐ **Phone call** — Date/Time: _____ Outcome: _____
- ☐ **Email** — Date/Time: _____ Outcome: _____
- ☐ **Text message** — Date/Time: _____ Outcome: _____
- ☐ **Mailed letter** — Date/Time: _____ Outcome: _____
- ☐ **Other** (specify): _____

Action Required

Please contact the school district immediately to schedule and complete the wellness check. You may:

- ☐ Enable your student's webcam during their next scheduled synchronous class so a teacher or administrator can visibly see and speak with them in real time; or
- ☐ Contact the district representative listed below to arrange an alternative real-time wellness check by phone/video conferencing or Google Meet at a mutually convenient time.

IMPORTANT: If this wellness check is not completed within three (3) school days of the date of this notice, the district is required by law to immediately schedule a Wellness Review Conference, to occur within one (1) school day of that deadline. The conference will take place regardless of whether the parent/guardian or student participates. If the student does not participate in the Wellness Review Conference, the District is required to conduct an in-person wellness check within 24 hours of the scheduled conference.

Girard School District
1203 Lake Street, Girard, Pennsylvania 16417 • 814-774-5666 • www.girardsd.org

District Representative Contact Information

Contact Name: _____

Title: _____

Phone: _____

Email: _____

Office Hours: _____

Legal Notice

Pennsylvania law (23 Pa.C.S. Ch. 63) requires school district representatives to report any indication of abuse, neglect, or harm to a child observed in the course of a wellness check. Attendance records for wellness checks may not be altered by a school district administrator after the check is performed, except to correct an error.

_____ _____

Signature — School District Representative Date

_____

Printed Name and Title of School District Representative

For office use only: A copy of this notice and all documented contact efforts must be retained in the student's file in accordance with the District's Act 14 wellness check policy.