

NEW HOPE-SOLEBURY VIRTUAL ACADEMY

Weekly Virtual Wellness Check: Internal Guidelines & Protocol

Purpose: To comply with Pennsylvania Act 20 of 2026 (Section 1327.4 of the Public School Code) requiring weekly real-time visual wellness checks for full-year virtual instruction students to verify student well-being and program participation.

1. Session Logistics & Staff Roles

- **Schedule:** Every Tuesday from 1:00 PM – 1:30 PM (during any instructional week consisting of at least 3 full or partial days).
- **Platform:** District Zoom (Standing link provided to virtual families).
- **Designated Host Staff:** Director of Education and/or Education Office Administrative Assistant
- **Student Check-in Expectation:** Students must log on at any point between 1:00 PM and 1:30 PM, enable camera and microphone, verbally say hello, and confirm visual identity in real time.
- **Support Services:** Host staff will provide real-time assistance for technical difficulties or program concerns raised during the window.

2. Attendance & Tracking

- Host staff must log student attendance in real time.

3. Exemptions & Adjustments

- **Excused Absence (Sec. 1329):** If a student has an excused absence on Tuesday, a check-in must be attempted on the next school day in that same week. If absent all week, the student is exempt for that week.
- **Outages:** Documented household internet or power outages exempt the student for that specific window, provided parents submit documentation promptly. A makeup check must occur later that week.

4. Non-Attendance Escalation Protocol (Statutory Timeline)

Timeline	Action Required	Responsible Party
Within 1 School Day (Wednesday)	1. Initiate ongoing efforts using at least 2 different communication methods (e.g., phone, email, SMS). 2. Send written notice to parent/guardian in their preferred language detailing the missed check.	Director of Education and/or Education Office Administrative Assistant

Within 3 School Days of Notice (Monday)	If the check remains incomplete, schedule a Wellness Review Conference to take place within 1 school day.	Director of Education and/or Education Office Administrative Assistant
Next School Day (Tuesday)	Convene Wellness Review Conference (in-person or virtual) to establish real-time visual contact, re-establish communication, and create an intervention plan. <i>Convene regardless of parent/student attendance.</i>	Director of Education
Within 24 Hours (If Conference Missed)	If the student misses the conference, conduct an in-person wellness check within 24 hours (including weekends/holidays).	Social Worker
Unresponsive / Unreachable	Consult School Solicitor. Consider contacting emergency contacts or local law enforcement / child welfare agencies for safety checks.	Director of Education & Solicitor

5. Mandated Reporting Requirements

Staff conducting checks are subject to 23 Pa.C.S. Ch. 63. Any visual or verbal indicators of abuse, neglect, or harm observed during a Zoom check or conference must be reported immediately per Child Protective Services procedures.