Policy Committee

Tuesday, September 22, 2026 5:00 PM
This meeting will be held in a virtual format.

1.	**Opening**	**Speaker(s):** Mr. Al Roesch
1.A.	Call to Order	**Speaker(s):** Mr. Al Roesch
1.B.	Pledge of Allegiance	**Speaker(s):** Mr. Al Roesch
2.	**Minutes**	
2.A.	Approval of Minutes	**Speaker(s):** Mr. Al Roesch
3.	**Items Recommended for Worksession/Action Meeting**	**Speaker(s):** Mr. Al Roesch
3.A.	Policy #204.1 - Virtual Attendance and Wellness Checks	**Speaker(s):** Dr. D'Ana Waters, Mr. Kyle Somers
3.B.	Policy #235.1 - Surveys	**Speaker(s):** Dr. D'Ana Waters, Mr. Kyle Somers
3.C.	Repeal of Policy	**Speaker(s):** Dr. D'Ana Waters, Mr. Kyle Somers
4.	**Informational Items**	**Speaker(s):** Mr. Al Roesch
4.A.	Student Representative Update	
5.	**Other Business**	
6.	**Public Comments**	
6.A.	Guidelines for Addressing the Committee	
7.	**Summary of Items Recommended for Board Worksession and/or Action Meeting.**	
8.	**Next Meeting Date**	**Speaker(s):** Mr. Al Roesch
9.	**Adjournment**	

BOARD POLICY

204.1 Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
204.1	v2.1	DRAFT	9/18/2026

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 notify the applicable Children and Youth Agency.

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**
LEGAL REFERENCE

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

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

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

Legal References

No additional references listed.

BOARD POLICY

235.1 Surveys

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
235.1	8/20/2020	v2.2	UNDER-REVIEW
WORKFLOW	**PRINTED**		
Committee Review	9/21/2026		

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[1]

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[1]

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students. The Board shall be notified if any such survey involves the sale or marketing of personal information collected from students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.[2]

No student shall be required to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[1]

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation , shall be made available for inspection by the parent(s)/guardian(s) of the student.[1] **[3]**

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.[1] [2]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[1] [2] [4]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[1]

Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[1] [2] [4]

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians and students of:[1]

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee may establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Legal Footnotes

[1] **20 U.S.C. 1232h**
LEGAL REFERENCE

[2] **22 PA Code 12.41**
LEGAL REFERENCE

[3] **Pol. 105.1 — Review of Instructional Materials by Parents/Guardians and Students**
POLICY REFERENCE

[4] **22 PA Code 4.4**
LEGAL REFERENCE

Legal References

Additional References

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

NORTH PENN SCHOOL DISTRICT
School Board Policy

4132

PERSONNEL

Professional

Professional Research

The board recognizes the value of educational research conducted by staff members and encourages professional growth and development as exemplified in the pursuit of advanced degrees. Members of the board hope and expect that all professional staff members and administrators will seek to advance their knowledge and experience through additional course work and schooling. In addition, the board understands that the attainment of advanced degrees most often necessitates the completion of unique, individual research.

However, any and all graduate/undergraduate research studies carried out by members of the professional and/or administrative staff using district or school data of any kind, and/or staff or students as subjects, must be approved in advance by the superintendent or designee. The superintendent will inform the board of any research projects.

When human subjects are involved in research, there will be adequate protection of their rights and welfare. Parents of children who are subjects of research, or adults if they are subjects, will be provided:

1. an explanation of procedures and their purposes.
2. a description of any possible risks and benefits.
3. an offer to respond to inquiries on procedures.
4. a permission form allowing for participation in and the right to discontinue participation at any time without prejudice.

The superintendent or designee will maintain records and the final document on any and all research projects conducted by staff as part of academic or professional research and shall be subject to all of the above mentioned requirements, state and federal laws, and regulations.

Any research project proposed by an outside organization or agency to be conducted concerning the district must have the prior approval of the board.

Policy:
Adopted: January 16, 1997
Amended: October 23, 2008