**Guidelines for Virtual Teaching of Students**

All trainings must adhere to The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel.

In terms of the “virtual classroom” this means:

* All virtual meetings/accounts (zoom, google, etc.) must be set-up or created by the parish/school, and involve at least 2 teachers.
* No one-on-one teaching. There should always be 2 teachers involved in instruction, especially where there exists the possibility of there being only one student.
* All communication should involve only ministerial content, and not personal or private information being shared.

Running the Program

* For all students who are attending the **virtual training** conducted in a group by the parish/school:
	+ The parents must be sent notice of the meeting, held on a schedule in keeping with the other class instruction.
		- This notice will include the mandated letter, which provides for the parents to “opt out” their child, should they wish to do so.
		- The notice will also provide for a make-up date for the program.
* Record the number of students who are registered for your **virtual education class.**
	+ Then complete the Annual Report with the number who opt out, those who actually attend, and the “no shows.”
	+ Retain the opt out form/email from the parent and record it on your Annual Report.

Please note: It is very important that you obtain an opt out form and/or letter/email from the parent/guardian that states when a parent does not want their child to participate in the safety training.

**Guidelines for Home Schooling**

**For the purposes of this training, home schooling refers to the classes a parent will provide to their own child/children in their own home. No other children should be taught in the home by a parent without being vetted by the Diocese.**

* When you are providing the parent their religious education materials, include the prevention education link and instructions.
* Provide a form (attached) for the parent to sign, stating that they shared the information with their child, or they should sign the opt out form provided by you in your mandated letter.