**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.”

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.

* + Retain the opt out form/email from the parent and record it on your Annual Report.

**Guidelines for Home Schooling**

* 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 chose to opt out of the program.