

# *Archdiocese of Anchorage-Juneau*

## OFFICE OF SAFE ENVIRONMENT

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### ***Safe Environment Guidelines for Distance and Online Learning, in consultation with the Office of Catholic Schools:***

*Due to the World Health Organization declaring COVID-19/Coronavirus as a global pandemic and Governor Dunleavy's emergency mandates, the Archdiocese of Anchorage-Juneau Office of Safe Environment in conjunction with the Office of Catholic Schools has the following guidelines for distance learning. These guidelines will be updated as necessary.*

*Even when not in physical presence with our students, we want to maintain appropriate Safe Environment boundaries and ensure standards of conduct are being followed. Therefore, when conducting distance learning and when one on one teaching, the following procedures must be followed:*

- Notify a parent or guardian of all scheduled distance learning sessions prior to any meetings being held. Notification must be done in writing (i.e. email) and parents or guardians should be copied in all email correspondence with students regarding distance learning.
- To maintain the student's sense of privacy and the teacher's comfort level, ask the student to remain in an acceptable open area of the home and the parents/guardians are to be informed of where these meetings will take place.\*
- All distance learning sessions are to be conducted during usual or standard teaching hours and solely initiated by approved school personnel who have met Safe Environment Compliance.
- If your school's procedure is to record distance learning sessions, the teacher is to obtain written acknowledgment and agreement (i.e. email response) from the parent/guardian for all students prior to any recordings. If one or more parent or guardian objects to recording the online learning session, school personnel are not to record the session. Any and all school and/or Archdiocesan policies and standards of conduct must be strictly followed.
- Keep a written record of any and all distance learning sessions to include, date, time, attendees and purpose to ensure transparency and accountability.
- Whenever possible, such as when using Zoom or other web conferencing platforms, use appropriate levels of security, such as passwords for meeting access.
- If conduct occurs during any online meeting/communication that violates the law or safe environment policies, all Archdiocesan procedures must be strictly followed, such as reporting to Law Enforcement, followed by your supervisor and/or The Archdiocesan Office of Safe Environment at 907-297-7736 or by email [jmichaelson@caa-ak.org](mailto:jmichaelson@caa-ak.org).

Any violations, questions or concerns about these guidelines are to be referred to the Office of Safe Environment as soon as reasonably possible.

\*Please be aware that when conducting online meetings in and from private homes and locations, you need to exercise good judgement. For example, ensure that what is visible and audible in the backgrounds is appropriate and all parties are comfortable.