



[DeKalb County School District](#)

On March 12-15, 2017 DeKalb County School District (DCSD) engaged in an AdvancED External Review. AdvancED is the global leader in preschool through 12th grade accreditation services and is responsible for conducting five-year accreditation renewal visits for member school districts.

www.dekalbschoolsga.org

Coronavirus (COVID-19): District Closure/Telework Expectations

While there were no confirmed cases of the Coronavirus (COVID-19) in DeKalb County School District (DCSD), based on the recommendation and guidance provided by Governor Brian Kemp on Thursday, March 12, we are closing DCSD starting Monday, March 16, 2020 until further notice.

Much work has occurred today to prepare for our students to receive instruction via digital learning days and alternative assignments for Pre-K to Kindergarten students and those students who do not have access to technology or the internet. As we prepare to launch Digital Learning Days (DLD) for our students, it is imperative that we all prepare to adhere to common expectations. While the school district may be closed for an undefined time, our teachers are expected to provide quality instruction by uploading virtual learning assignments in VERGE. Teachers are to post assignments in VERGE for students who have access to the Internet and digital resources.

Starting Monday, March 16, all DCSD employees are expected to work from home, using our virtual network unless you have been identified for specific tasks related to maintaining, cleaning and sanitizing our buildings and buses. This may also include other staff related to payroll/accounting functions, meal delivery services for students, and executive/senior staff. Supervisors will determine which staff will still be required to report to work in person, as needed.

While DCSD is physically closed, we are open virtually to continue the operations of the district. Division heads, supervisors, and building leaders are expected work with their staff to continue all operational functions and use technology (i.e. electronic meetings, conference calls, virtual meetings, etc.) to continue the planning, implementation, monitoring, and completion of work. Employees should take assigned laptops, chargers and/or other electronic devices home with them on Friday, March 13, to ensure they have the tools needed to telework. Only bring home essential work documents and protect confidentiality of sensitive information. If possible, avoid taking home any documents with confidential information, such as social security numbers, health information or financial information. If confidential information must be taken home, it is required to be secured at all times.

Employees will be expected to be responsive by phone and/or email and fulfill daily expectations as assigned. Employees with DCSD issued cell phones are on-call 24/7 defined by job role and function. Please make sure that your supervisor has your best contact phone number.

We are starting to receive questions about substitute employees and we will follow back next week with definitive information.

The safety and well-being of our students and staff is our top priority as we work through the potential impact of COVID-19. We are in daily contact with the DeKalb County Board of Health and other local, state, and federal health agencies to ensure we follow all appropriate guidance. We will keep you updated on our emergency response effort, and on any actions you may need to take. Visit <https://www.dekalbschoolsga.org/> for the latest updates and information on DCSD's preparation and response to COVID-19.

Thx-RT

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