



Downtown College Prep

**Student and Family Guidebook for the
Safe Return to In-Person Instruction**

2020-2021

Preparing First Generation Students for College Success

Revised: 03/31/2021

Founded in 2000. DCP serves students in 5th-12th grade at four campuses across San José.

Our Campuses

DCP ALUM ROCK MIDDLE SCHOOL

2888 Ocala Ave.

408-942-7000

Grades 6-8

DCP EL CAMINO MIDDLE SCHOOL

1402 Monterey Hwy.

408-384-4040

Grades 5-8

DCP ALUM ROCK HIGH SCHOOL

1776 Educational Park Dr.

408-384-4554

Grades 9-12

DCP EL PRIMERO HIGH SCHOOL

1402 Monterey Hwy.

408-271-1730

Grades 9-12

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Introduction

In developing our plan for creating healthy on-campus learning environments, we are relying on the most current information and guidance from the Center for Disease Control (CDC), the California Department of Public Health (CDPH), the California Department of Education (CDE), the Santa Clara County Department of Health (SCCDH), and the Santa Clara County Office of Education (SCCOE). This guide will go into high-level statements about specific preparation for safely reopening DCP schools when the county allows.

Here are DCP's Operating Principles that guided our plan:

- Every action we take will be to put **Students First** as we ask “what’s best for kids?”
- Now, more than ever, this is more than just a job. We will need our **Passion** for the work as we learn and improve our collective efforts.
- We all must do our part to complete our work, to meet our deadlines and to reduce the work of others- this is how we demonstrate **Service** to one another.
- Every day we will need to **Trust** all of us will experience vulnerability and need to demonstrate empathetic as we find our way forward.
- As leaders we need to show **Optimism** maintaining a vision of success and results that triumphs over the fear and despair that so many of us are feeling.
- And last but not least, we must demonstrate **Humility** because this is really hard and we all are going to need to accept the help of others at some point.

COVID-19 is still an evolving pandemic, and changes in public policy as a response to increases or decreases in cases, responsiveness, or fatalities are to be expected. DCP has a responsibility to follow all protocols and guidelines released by state or county agencies. More information and guidance from the SCCOE will be forthcoming as new information is presented or new measures are enacted.

Health and Safety Procedures

Physical Distancing

All DCP staff and students will be required to socially distance while on campus and in the building. Site administrators will conduct walkthroughs to ensure that physical distancing requirements are being met.

- DCP will post signage reminding students and staff about physical distancing in prominent locations throughout each school campus
- No visitors and volunteers will be allowed on the campus unless approved by the School Operations Manager or Principal with an appointment
- All classrooms will be configured to allow physical distancing requirements according to the Santa Clara County Public Health requirements or the California Department of Health requirements, whichever is more stringent between all members
- Floors will be marked to provide easy visual for students and staff to maintain 6ft distance
- DCP administrators will conduct daily walkthroughs to check health protocols provided so that expectations continue to be met.

Arrival and Departure

Close contact between students, staff and visitors will be minimized and physical distancing will be required. Drivers will be instructed to remain in vehicles, markers will be placed on the ground to facilitate required distancing, and school staff will ensure that requirements are met.

- Designated routes for entry and exit will be assigned, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Drivers will remain in their vehicles, to the extent possible, when dropping off or picking up students.
- When a parent needs to pick up or drop off their child outside of standard arrival and departure times, only one adult or caregiver should enter the school.
- Adults entering campus for in-person pick-up or drop-off are required to wear a face covering.
- School site visual maps and visual flow of student movement will be provided

Health Screenings

All DCP staff and students will be screened for symptoms each day before entering campus.

- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff will be screened for symptoms each day before entering campus.
- Symptom screening will occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire.

Staff will ask these questions. A person who answers “Yes” to any one of these questions must not be allowed to enter the school facility.

Symptom Screening Questionnaire to ask are:

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
 3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason? Fever, Cough, Shortness of breath/trouble breathing, Chills, Night sweats, Sore throat, Muscle/body aches, Loss of taste or smell, Headache, Confusion, Vomiting, Diarrhea
- Temperature screening will be performed with contactless thermometers before entering campus.
 - Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
 - Dedicated Quarantine Space will be provided at each school site
 - If a student or a staff member is reporting Covid-19 or flu-like symptoms and is exhibiting a high temperature, students and/or staff will be moved to the Dedicated Quarantine Space.

Hygiene Measures

All DCP staff and students will be required to wear a face covering at all times while on campus unless they have health reasons.

Face Coverings for Students. [Read CDC Guidance on Face Masks.](#)

- All students are required to wear face coverings: while arriving and departing from school campus; in any area outside of the classroom (except when eating, drinking)
- Students must use face coverings when in the classroom even if they are in a stable classroom cohort.
- Students who may be excluded from face covering requirements include:
 1. those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance and
 2. students with special needs who are unable to tolerate a face covering.
 3. Parents/Guardians of students who believe they fit the above criteria must reach out to the school to get confirmation of an exemption and discuss and agree to alternate health and safety protocols for their student
 4. Determinations will be made on a case by case basis in compliance with local, state and federal laws and requirements.
- DCP will provide disposable face coverings for students and staff who lose their face coverings or forget to bring them to school.
- If a student arrives and refuses face covering, students must be excluded if they refuse to wear face covering- unless they have an exemption. Parents will be notified.

Handwashing and Other Hygiene Measures

- DCP will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- DCP will post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- DCP will ensure that adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students.
- DCP will minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, DCP will ensure that these supplies are cleaned and disinfected between uses.
- DCP will minimize staff's and students' contact with high-touch surfaces
- DCP will develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- DCP will provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.

Cleaning and Maintenance

All DCP staff will clean and disinfect frequently touched hard surfaces and shared objects pursuant to CDC guidance. Daily cleaning protocols will be followed and adhered to by all employees of DCP.

Daily Cleaning Protocols

- **Classrooms**
 1. Each teacher will wipe down their own desk and chair at the start of each day and after each period.
 2. The teacher will direct students to wipe down their desk and chair at the start and end of each period
 3. Doors are wiped down by DCP staff every hour night
 4. Doors are wiped down each night

- **Shared Spaces**
 1. DCP staff will wipe down any surfaces or handrails located in common areas such as stairwells, lobbies, or hallways.
 2. Teachers or staff using the work area are responsible for wiping down their work area before they start work and after they finish
 3. Doors and high touch surface areas are wiped down and sanitized each night

Classrooms Emergency and Cleaning Supplies

All classrooms will be prepared and supplied with the following emergency and cleaning supplies.

- First Aid and Emergency Response backpacks
- Disposable sterile gloves
- Disposable face masks
- Hand sanitizer
- Spray disinfectant
- Disposable towels
- Signage to reinforce daily hygiene practices – i.e. social distancing, keeping hands clean, not touching face, not sharing is caring, covering mouth when coughing or sneezing, and the recommended use of a face mask

Ventilation

DCP is committed to the safety and health of all constituents. DCP has taken steps to improve ventilation. As every system is unique, DCP has consulted with ICOM Mechanical Inc. to test our current ventilation systems compliant with American Society of Heating, Refrigerating, and AirConditioning Engineers (ASHRAE) guidance and [CDC guidelines](#).

Ventilation improvements and measures taken at DCP:

- increased outdoor air by increasing total airflow supplied to occupied places

- disabled demand-control ventilation (DCV) controls to allow manual override of our systems which will allow manually override ensure that the buildings have constant airflow
- use of natural ventilation, i.e opening windows, doors, etc. if possible to do so to increase outdoor air
- improved air filtration by replacing filters and utilizing filter rating of MERV 15 which is above the recommended filter rating that is advised of MERV 13
- thorough inspection and deep clean of all HVAC units
- ensured that exhaust fans in restrooms are working at full capacity
- each room will have a portable high-efficiency air purifier

Food Service

DCP staff will follow requirements issued by the County’s Department of Environmental Health to prevent transmission of COVID-19 in school sites food facilities. DCP will develop routines to ensure students wash their hands before and after meal service, serve individually bagged meals and avoid sharing of foods and utensils.

- DCP will serve meals in classrooms or outdoors instead of in cafeterias or group dining rooms where practicable
- DCP will serve individually plated or bagged meals
- Students will eat meals in designated outdoor areas

Bus Transportation *Alum Rock High School and Athletics:

DCP will ensure at least six feet of distance between the bus driver and students when seated and ensure bus drivers and students wear face coverings at all times while awaiting and riding on buses.

- Bus drivers and students are required to wear face coverings at all times while awaiting and riding on buses.
- DCP will maximize physical distance between students on the bus by limiting available seats to the extent practicable (e.g., every other row available for seating).
- Students from the same family should be instructed to sit together whenever possible to minimize exposure to new contacts.
- Buses will be thoroughly cleaned and disinfected daily and after transporting an individual who is exhibiting COVID-19 symptoms.

Technology

DCP is committed to providing the tools for Distance Learning and In-Person Instruction.

- Contact your school front office if your family needs technology support
- DCP has the following equipment or resources available:
 1. Chromebook and power supply
 2. Support for families that need internet access
 3. Resources for reduced or zero cost internet access
 4. Internet hotspot

5. In order for students to be allowed to take their devices home, a student and their parent/guardian must affirm the STUDENT USE OF TECHNOLOGY POLICY (AT HOME USE) is signed and submitted.
6. Headset will be provided if your student needs one

Dress Code: Spring Hybrid In-person dress code

DCP has made a decision to allow Spring Hybrid In-Person Dress Code for hybrid in-person instruction. This decision is not permanent and will only remain a privilege while we transition from distance learning to in-person instruction. If you have any questions or concerns please reach out to your site principal.

Guidelines for Spring Hybrid In-Person Dress Code.DCP prefers uniform and college dress but will also accept:

- Pants/skirts: Size appropriate khakis, slacks, skirts, dresses, or blue jeans are allowed.
- Shirts: All shirts and blouses must have a back, no spaghetti straps or tank tops; no shirts that expose the midriff, no strapless shirts or dresses (cannot be seen through).
- Shoes:
 - MS: Shoes that allow for full participation in physical education activities
 - HS: no restrictions except no slippers

Not Allowed:

- No athletic logos (unless spirit day)
- No solid or predominantly red or blue items of clothing, shoes, or accessories
- No clothing that is gang-related or inappropriate for school (profanity, drug related, violence, etc)

Monitoring & Response

COVID-19 Reporting

Parents/guardians and staff **MUST** immediately notify the designated contact or Principal at their school site if they or someone in their household or someone they have been in close contact with tests for COVID-19.

COVID-19 Response

Upon receiving notification that a staff member or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case:

- The Principal or designee will:
 - ensure that Students or staff with COVID-19 symptoms are immediately required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. **For serious illness, call 9-1-1 without delay.**
 - Please note that the DCP designee must report cases within 4 hours of DCP learning about it to the Santa Clara County Department of Health.
 - instruct the affected staff or student, if they are already at home, to stay home and not go on campus.
 - will close off areas used by any sick person and ensure that they are not used before cleaning and disinfection.
 - will identify all close contacts
 - A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person. In addition, while face coverings do reduce the likelihood of COVID-19 transmission, they have no impact on the determination of whether someone is a close contact and should quarantine.)
 - will arrange for cleaning with DCP's janitorial service vendor. To reduce risk of exposure, they should wait 24 hours before cleaning and disinfection. If it is not possible to wait 24 hours, they should wait as long as practicable.
 - will ensure that students in quarantine continue to receive education through distance learning.
 - DCP will ensure that there is a catch up process for students who are too ill to receive distance learning when they are able to return to school.
 - will monitor cases at DCP
 - Monitor quarantine periods and return to school/work dates.

- Monitor number of cases at DCP in case it becomes necessary to close in accordance with State guidance: *“Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.” A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.”* Schools and school districts that close may typically reopen after 14 days, in consultation with the local public health department.

Wellness

Student COVID-19 Physical Wellness Training

DCP will ensure students understand and have information about the need for and best practices of physical distancing, mask-wearing and hand-washing before returning to in-person instruction.

Staff Training on Student Mental/Social Wellness Best Practices

DCP has provided professional development for teachers, counselors and Assistant Principals to appropriately support the mental health needs of students within their varied scopes of practice.

Mental Health Wellness Engagement with Families

DCP has and will continue to engage families through communication, workshops and other avenues in order to provide preventative support options related to mental health wellness for their students.

Tier 1 Mental Health Wellness Support

DCP is providing Tier 1 Mental Health Wellness support through classroom and universal support options for all students both virtually and once in-person instruction begins.

Tier 2 Mental Health Wellness Support

DCP is committed to providing in-person Tier 2 group counseling to identified students on-site so long as social distancing and other health and safety measures are available. Students must comply with all in-person health and safety measures to engage in group counseling.

Tier 3 Mental Health Wellness Support

DCP has connected students with Tier 3/individual counseling resources in the community as needed and possible and offered virtual counseling based on referrals and caseload availability. DCP will continue to provide telecounseling services to students based on referrals and caseload availability. DCP is committed to providing in-person Tier 3 Individual counseling to identified students on-site so long as social distancing and other health and safety measures are available. Students must comply with all in-person health and safety measures to engage in individual counseling.

Crisis Response

DCP will ensure that mental health crisis response protocols are updated for distance learning and for response to death in the school community (staff or student) related to COVID-19

Managing Student Compliance with Masks, Social Distancing, etc.

DCP will ensure that policies and procedures are updated based on best practices in relation to physical wellness protocol violations (e.g. mask wearing, physical distancing, hand-washing).

Students who routinely refuse to follow required safety protocols will lose the privilege of in-person instruction.

Discipline

DCP will update discipline procedures, protocols and response to be relevant to distance learning, including, but not limited to, alternative to suspension options, etc

Special Populations Support

DCP will ensure that students within special populations (e.g. Students with Disabilities, pregnant and parenting students, Foster and Homeless Youth, etc.) receive additional and appropriate support for distance learning directly related to their particular need.

Instruction

Course Schedule

Students will continue their current course schedule for the remainder of the 2020-21 school year. Bell schedules may be modified but the live/in-person instructional time will remain consistent.

In-Person Teaching

Students will be assigned to one of their teachers for their in-person support. While they are with the teacher, they will continue to complete distance learning activities with their peers and currently scheduled teachers.

In-Person Support

Teachers will redirect students as needed. Teachers will not be able to provide significant learning support while they are teaching their distance learning students.

Athletics

- Tiered re-opening of sports based on state and local guidelines will be followed
- Return to Physical Activity/Training guidelines (from CIF) will be followed
- Remote training opportunities or conditioning may be made available for students
- Team travel will be dependent on state and local guidelines
- Continuation of academic requirements for participation will be enforced

Advisory/CCR

Distance Learning Well-Being

DCP will utilize Advisory to collect regular information on the well-being of students and to meet AB 77 requirements.

Advisory/CCR Logistics

DCP will follow best practices in Advisory/CCR logistical systems to comprehensively support the holistic development of students and to increase both non-cognitive and cognitive skills related to scholarly success.

Professional Development

DCP will provide Advisory/CCR teachers with professional development opportunities in key curricular areas of College Knowledge, Self Knowledge and Interpersonal Knowledge in order to provide a robust Advisory/CCR experience for all students.

Advisory/CCR Curriculum and Instruction

DCP will provide teachers with guidance and support related to curriculum and instruction including, but not limited to, in areas of social-emotional learning and development for students.

Advisory/CCR Caseload

DCP will provide every student with an advisor who supports their engagement and learning through case management support and regularly scheduled, synchronous class time.

Post-Secondary

Post-Secondary College and Career Exploration: Due to COVID, DCP will not have overnight college-based trips, and likely fewer pre-college enrichment activities, but we will continue to build student and parent understanding of college and career opportunities through Advisory/CCR and workshops.

College Readiness:

DCP will continue existing practices related to promotion and graduation requirements, AP and Dual Enrollment, monitoring the “prepared” status for seniors, and increasing student and parent communication about academic progress, but will reduce programming for SAT/PSAT/ACT due to COVID.

College Admissions and Enrollment

DCP's college success team will continue to provide individualized support for seniors and parents preparing for the college admissions and financial aid process to keep them on track for college decision day and enrollment.

Alumni Counseling Services

DCP will continue to provide Alumni mentors to graduating seniors, college and career support to alumni and the DCP Scholarship.

Additional Resources

Center for Disease Control (CDC) [Link](#)

Occupational Safety and Health Administration (OSHA) [Link](#)

California Department of Public Health (CDPH) [Link](#)

California Department of Education (CDE) [Link](#)

Santa Clara County Department of Health (SCCDH) [Link](#)

Santa Clara County Office of Education (SCCOE) [Link](#)

Student & Family Guidebook for the Safe Return to In-Person Instruction Acknowledgement Form 20-21

[Link](#)