



Downtown College Prep

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

2021-2022

Preparing First Generation Students for College Success

Revised: 08/09/2021

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

Table of Contents

Introduction	3
Health and Safety Procedures	4
Face Coverings	4
Physical Distancing	5
Ventilation	5
Staying Home When Sick	5
Arrival and Departure	6
Symptom Screening	6
Hygiene Measures	6
Cleaning and Maintenance	7
Food Service	8
Bus Transportation *Alum Rock High School and Athletics	8
Technology	8
COVID-19 Testing	8
Monitoring & Response	9
COVID-19 Reporting	9
COVID-19 Response	9
Quarantine Recommendations	10
Wellness	12
Instruction	13
Athletics	14
Advisory/CCR	14
Post-Secondary	15
Additional Resources	15

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

Face Coverings

- All students and staff are required to [wear face coverings](#) while on school campus, indoors and outdoors (except when actively eating or drinking or actively engaged in school assigned physical activity, i.e. PE).
 - No *solid or predominantly* red or blue face covering.
 - No face covering that is gang-related or inappropriate for school (profanity, drug related, violence, etc).
- Students must use face coverings when in the classroom even if they are fully vaccinated.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
 - Students who may be excluded from face covering requirements include:
 - Those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance and students with special needs who are unable to tolerate a face covering.
 - 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
 - Determinations will be made on a case by case basis by the school principal or designee in compliance with local, state and federal laws and requirements.
- DCP will provide disposable face coverings for students and staff if they need one.
- If a student refuses to wear a face covering, they may be offered an alternative educational opportunity, i.e. Independent Study. If a student refuses to wear a face covering and declines an offer of Independent Study, DCP will apply disciplinary protocols as appropriate.

Physical Distancing

- Per CDC and CDPH guidance, in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

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 will follow [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

Staying Home When Sick

- DCP recommends staying home when sick and getting tested:
 - Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
 - Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
 - Staff members and students with symptoms of COVID-19 infection should not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
 - All students and staff who test positive for COVID-19 shall be subject to quarantine for 10 days.
 - Students who may need to quarantine due to COVID-19 exposure may request independent study.

Arrival and Departure

- 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

Symptom Screening

- All DCP staff and students should self screen for symptoms each day before entering campus. Staff will self screen using the questionnaire below. Students will respond to a verbal questionnaire at the door.
 - Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 - 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.
 - 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
- 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.
- 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

- 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.

- 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

- DCP 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:
 - Classrooms
 - Teachers will wipe down their own desk and chair at the start and end of each day.
 - The teacher will direct students to wipe down their desk and chair at the beginning of each period.
 - Shared Spaces
 - DCP staff will wipe down daily any surfaces or handrails located in common areas such as stairwells, lobbies, or hallways.
 - Teachers or staff using the work area are responsible for wiping down their work area before they start work and after they finish
 - 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

Food Service

- DCP staff will follow requirements issued by local government agencies to prevent transmission of COVID-19 in school sites food facilities.
- DCP will maximize physical distance as much as possible while eating (especially indoors). DCP will arrange for eating outdoors as much as feasible and students will eat meals in designated outdoor areas.
- DCP will develop routines to ensure students wash their hands before and after meal service and clean/sanitize frequently touched surfaces before and after meals.

Bus Transportation *Alum Rock High School and Athletics

- Bus drivers and students are required to wear face coverings at all times while awaiting and riding on buses.
- 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 technology tools for all students including those in Independent Study and In-Person Instruction.
- Contact your school front office if your family needs technology support
- DCP has the following equipment or resources available:
 - Chromebook and power supply
 - Support for families that need internet access
 - Resources for reduced or zero cost internet access
 - Internet hotspot
 - Headset will be provided if your student needs one
- 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.

COVID-19 Testing

- DCP will provide a voluntary COVID-19 Surveillance Testing Program at each school/site for staff and students per [CDPH guidance](#) for specific school settings to effectively support a safe and successful school year.

Monitoring & Response

Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.

COVID-19 Reporting

Parents/guardians and staff MUST immediately notify the Principal or school designated contact 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.
 - close off areas used by any sick person and ensure that they are not used before cleaning and disinfection.
 - 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 be quarantined.
 - 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.
 - 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.
 - 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.

Quarantine Recommendations

- Quarantine recommendations for vaccinated close contacts. For those who are vaccinated, DCP will follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
- All students and staff who test positive for COVID-19 shall be subject to quarantine for 10 days.
- Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).
 - When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
 - Are asymptomatic;
 - Continue to appropriately mask, as required;
 - Undergo at least twice weekly testing during the 10-day quarantine; and
 - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in (b) above.
 - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - Quarantine can end after Day 10 from the date of last exposure without testing; OR

- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
 - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
 - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Isolation recommendations
 - For both vaccinated and unvaccinated persons, DCP will follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.
- Any student who must quarantine may request independent study to continue their learning from home.

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 be offered Independent Study or may face disciplinary procedures.

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 maintain a full course schedule for the 2021-22 school year.

Independent Study

Independent Study is conducted solely for the educational benefit of the students attending DCP School as a means to encourage daily engagement in school work during times of absence.

- Independent Study requires approval from the Principal or other member of the site Administrative Team in writing.

Athletics

- **Re-opening** of sports based on state and [local guidance](#) will be followed
- **Team travel** will be dependent on state and local guidelines
- **Continuation of academic requirements** for participation will be enforced

Advisory/CCR

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

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 \(CDC\)](#)

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

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

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

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

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

[Student & Family Guidebook for the Safe Return Acknowledgement Form 21-22](#)