

Mark Keppel High School In-Person Learning Manual



For the most current updates, please visit www.mkhs.org

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Campus Entry

All persons entering campus, including staff and students, must complete the Qualtrics screener and meet requirements before entering.

Please complete the Qualtrics screener before arriving on campus (no sooner than 5am of that morning you will be on campus). If you are approved after the screening process, you will see a green check mark. If you are not approved, please stay home.

Examples:

Based on your responses, you are eligible to come to campus today.



Robby Jung (Testing)

Status: **APPROVED**

Date/Time: Monday, March 22nd 9:37 PM

Based on your responses, you are not eligible to come to campus today.

We recommend you "quarantine" and seek medical care for an evaluation and get tested for COVID-19. For resources go to <https://covid19.lacounty.gov/testing>.



Robby Jung (Testing)

Status: **PLEASE STAY HOME**

Date/Time: Monday, March 22nd 9:38 PM

To access the Qualtrics screener please scan the QR code with your phone camera OR click the link to access it directly. If you do not have a phone, a device will be provided on campus.

QR:



Link: www.mkhs.org/screener/

Qualtrics Instructions:

1. Enter AUSD student email
2. Enter first and last name
3. Select school site from the drop down “Mark Keppel High School”
4. Answer screening questions

Qualtrics screener will ask about:

- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea
- New headache

Temperature Check:

After the person has completed the Qualtrics screener, their temperature will be taken with a touch free thermometer. Anyone with a temperature above 100.4°F will not be allowed to enter the campus.

School Bus:

For those students who will be using a **school bus** as transportation, you must have completed the Qualtrics screener. Face coverings will be required the entire time you are inside of the bus.



Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance, all persons, including students and employees are required to wear face coverings at ALL times on campus.

- Face coverings must cover the mouth and nose.
- Cloth face coverings or surgical masks are preferred and masks with exhaust valves are **NOT** permitted.



If an individual is NOT wearing a face covering, our staff will:

- Provide a reminder to wear their face covering (or wear it properly).
- Provide a disposable mask in the event a student or staff member needs one.
- If problems with wearing or properly wearing a face covering persists, parents/guardians will be notified.
- Administration may remove the student from the immediate area and contact parents/guardians to pick up the child from school.
- If a student has a medical issue that precludes them from wearing a face covering, parents should consult with the health office before sending their child to school.

**Personal Protective Equipment (PPE) will be made available to employees and students, but it is highly encouraged for employees and students to bring their own face coverings. Personal face coverings will be allowed in compliance with dress code policies.

Arrival and Exit

Entrances: When arriving on campus, students will use one of two designated entrances based on the building location of their classroom.

- **Main Entrance:** If you have class in the **A** or **B** building, you will enter through the **main entrance**.
- **East Gate:** If you have class in building **C, D** or **Dance Studio**, you will enter through the **east gate**.
- **West Gate:** If you arrive more than 10 minutes late after 1:30pm, you must use the **west gate** entrance.
- When you are inside the building, please follow the direction of the arrows → on the ground for correct traffic flow.



When you have entered the campus, you must go directly to your assigned classroom. Do not wait for friends or hang out in the common areas of the campus. Remember that you must always maintain a 6 foot distance from other individuals at all times.

Exits: Exit the campus at the same location as your point of entry based on the building location of your assigned classroom.

- **Main Entrance:** If you have class in the **A** or **B** building, you will exit through the front of the schools **main entrance**.
- **East Gate:** If you have class in building **C, D** or **Dance Studio**, you will exit through the **east gate**.

As you leave the classroom, please head straight to your assigned exit. There should be no hanging out on campus to wait for friends. Remember that you must always maintain a 6 foot distance.

Day to Day Processes

Inside the Classroom:

- Seats will be assigned to ensure students are limiting their interactions with others, as well as to help with contact tracing.
- 6 feet of distance will be maintained between students at all times.
- Each student will be assigned their own materials, supplies, textbooks, and technology.
- Classroom doors will be open, if possible, to increase airflow.
- Eating in the classrooms is prohibited.
- Small group instruction may occur if 6 feet of distance between each participant is maintained.

Attendance:

- All students must have their ID Cards with them daily or know their student ID number when entering school.
- ID Cards will be scanned at the designated entry points, to keep a record of each person on campus in case of an emergency.

Restrooms:

- Restroom use will be limited to **one** student at one time. Specific stalls and urinals will be locked/covered for distancing.
- Teachers should only send **one** student at a time to the restroom.

Hallways:

- Directional markers have been placed in the hallways. Hallways will look like roads, with students spaced as far apart as possible. Students and staff will travel in the direction of the posted arrows.
- Teachers will educate students on the importance of following directional arrows in the hallways, as well as keeping distance between students while in line.

Code of Conduct

To ensure the safety of all students and staff on campus, the face covering policy will be strictly enforced at all times. In the event that a student refuses to wear a face covering, they will be asked to leave the classroom and the parents will be contacted to pick up the student immediately.

Please click on this link for a list of the [school policies](#) students must adhere to while on campus.

Please click on this link for the district [student handbook](#) and its policies.

We trust that everyone will follow the school policies to create a safe space for all students and staff and we thank you in advance.

List of Contacts

For Additional Information

Instruction Office:

Assistant Principal: Jocelyn Castro
castro_jocelyn@ausd.us

Office Manager: Jackie Talley
talley_jacquelyn@ausd.us
626-943-6740

Other Offices

Principal's Office:

Principal: Jeannie Gutierrez
gutierrez_jeannie@ausd.us

Office Manager: Rose Anzardo
anzardo_rose@ausd.us
626-943-6710

Counseling Office:

Assistant Principal: Marisol Sanders
sanders_marisol@ausd.us

Office Manager: Consuelo Arechiga
arechiga_consuleo@ausd.us
626-943-6730

Business & Activities Office:

Assistant Principal: Nicolas Nguyen
nguyen_nicolas@ausd.us

Office Manager: Patty Welch
welch_patty@ausd.us
626-943-6720

Student/Employee Welfare Office:

Assistant Principal: Isaac Alvarado
alvarado_isaac@ausd.us

Office Manager: Veronica Granados
granados_veronica@ausd.us
626-943-6750

Attendance Office:

(English & Spanish)
Attendance Clerk: Yvonne Gonzales
gonzales_yvonne@ausd.us
626-943-6716

(English & Mandarin)
Attendance Clerk: Tran Giang
giang_tran@ausd.us
626-943-6717

Nurse Office:

School Nurse: Sophie Wang
wang_sophie@ausd.us
626-943-6754