PRESENTATION ACADEMY’S
2020-2021 REOPENING PLAN

July 10, 2020
These guidelines will be updated as new information becomes available.
A LETTER FROM THE PRESENTATION ACADEMY LEADERSHIP TEAM

Dear Parents and Students,

Hello! We miss you seeing you and hope you are staying safe and enjoying your summer.

Since the conclusion of the 2019-2020 school year, we have been working diligently to follow all of the health and safety guidelines outlined by the Center for Disease Control, State of Kentucky and Archdiocese of Louisville to determine how we would operate in the upcoming school year and maintain our commitment to high academic standards. Our priority is always the health and well-being of our students, faculty and staff, and this remained our focus as we crafted the reopening plan. We created a committee focused on benchmarking and exploring multiple options available to meet current health and safety guidelines while still ensuring your daughter received the same high level of academic instruction whether they were learning from the academic building or from home. The committee was comprised of us, Assistant Principal Kelly Hartman, and members of the Presentation operations staff, faculty, Parent Association and Board of Trustees. The collaboration from all involved was extremely beneficial, and we are thankful for everyone’s expertise and support.

While our plans are subject to change in accordance with any new health and safety guidelines, we plan to welcome our Pres Girls back to Fourth and Breck this fall. Online options will also be available for those who need them. Freshmen will attend orientation July 27-30 and walk through the front doors for the first time August 12. Sophomores, juniors and seniors will return August 13.

Online orientation for all students will begin August 4. This training is mandatory for all students. There will be several timeslots throughout the week for students to learn about the reopening plan. We want all students to be aware of and understand the changes. Parents and students will receive an email in mid-July with a sign-up link.

While we can’t wait to see the girls in person again, there will be several new procedures in place in response to COVID-19 to make sure everyone stays healthy and safe. Those will be outlined on the proceeding pages.

Office Manager Marsha Bruder will be our Resource Officer in response to COVID-19 moving forward. If you have any questions or concerns about these guidelines, please contact Marsha at 502-601-2165 or by emailing mbruder@presentationacademy.org. She will have the most up-to-date guidelines and field all concerns and questions. She will also be the point of contact for anyone reporting exposure to COVID-19 and assisting with contact tracing in collaboration with the Louisville Public Health Office. We are committed to keeping you informed throughout this journey.

This school year may look out of the ordinary, but we are excited to jump back in and continue our mission of educating young women leaders.

Sincerely,

President Laura Dills ‘94
Principal Becca Noonan ‘00
HEALTH AND SAFETY MEASURES

The following are the new health requirements for all students, faculty, staff and visitors

To help stop the spread of COVID-19, Pres is requesting anyone with specific symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or new loss of taste or smell) to not enter the building, as those could be symptoms of COVID-19. Please call the school office (502) 583-5935 by 7 a.m. to let us know if you will be out sick or participating in online instruction until you feel better.

Temperature Checks
Everyone entering the academic building or Arts and Athletic Center (AAC) will be required to have their temperature checked and answer a short health assessment.

Students will be screened via a drive thru option (car riders) or courtyard entry (student drivers and bus riders).

Temperatures greater than 100.4 degrees F will not be allowed to enter either building.

Face Masks
Everyone entering the academic building or AAC will be required to wear a mask at all times while on campus, except while eating lunch behind the table dividers. Pres will provide one to two masks for every student, faculty and staff member for the fall semester. Students are allowed to bring their own mask as long as it covers their nose and mouth. The design on the mask must meet all other school handbook guidelines.

Social Distancing
As much as possible, students, faculty and staff will maintain a social distance of six feet apart. No physical touching of one another. All classrooms have been evaluated and new capacity limits have been established that meet social distancing guidelines. Larger spaces on campus such as the theater and dance studio will be repurposed as needed as classrooms.

Stay home if you feel sick
It’s OK to stay home if you feel sick. In fact, it’s the right thing to do to help stop the spread of COVID-19 and other illnesses with similar symptoms. There will be no penalty for students who make this choice to attend school online until they feel better. If a student is too sick to participate in online classes, then their absence will be counted as sick day on their record. All other normal school policies apply.

Contact Tracing
In the case of a positive COVID-19 diagnosis, Pres will identify individuals who may have come in contact with this individual. A plan of action will be created for each individual who could have been exposed. Due to privacy concerns, we can’t name specific individuals or share details on his or her medical circumstances. We will keep you informed of what’s happening to the best of our ability.

Cleaning
Presentation has reassigned staff members to ensure we maintain high levels of cleaning and sanitization throughout the day in both buildings.

Updated cleaning procedures have been created for common areas—including hallways and entryways—classroom, offices, cafeteria and the AAC rooms.

A cleaning log and check list will be in every bathroom indicating what was cleaned and how many times each area was sanitized during the day.

Dividers have been installed in bathrooms with more than one sink.

Hand sanitizing stations will be at every entry and bathroom and in strategic locations in both buildings.
**CHANGES TO THE SCHOOL DAY**

**Drop off**
Everyone entering the academic building or Arts and Athletic Center (AAC) will be required to have their temperature checked and answer a short health assessment. More details will be shared during student training.

**Before school club meetings**
Designated rooms will be identified for club activities. Listen for announcements or watch your email for details.

**Before school**
Students arriving before 7:30 a.m. will meet in the cafeteria. At 7:30 a.m., students will go to their lockers and then immediately to 1st period class. Students arriving between 7:30-7:45 a.m. will meet in the cafeteria and be dismissed to their lockers at 7:45 a.m. Students arriving after 7:45 a.m. will go directly to their lockers and then to 1st period.

**Walking to class**
Signage will outline new traffic flows for hallways, stairwells, entries and exits – including one-way signs. Students will be assigned new lockers so there is additional space between them. Students may also carry their backpacks to reduce locker visits and hall congestion.

**During the day**
Everyone will be required to have their own clear water bottle for use. Pres water bottles can be purchased in the bookstore. Bottle refilling stations will be available, but water fountains will not be in use. Students will only be able to visit their lockers during lunch.

**After each class**
During the last few minutes of each class period, students will use cleaning supplies located in their classrooms to wipe down their desks and chairs and sanitize their hands before going to their next class.

**Lunch**
Boxed lunches will be available for pre-order by students, faculty and staff. Microwaves will be available for use. The hot food line and salad bar will be closed. All cafeteria tables have been modified by the facilities team with clear plastic dividers, so girls can take off their masks and eat. Students will be required to clean their cafeteria station once they are finished with lunch.

**After school activities and sports practices**
Designated rooms will be identified for club activities and waiting for rides. Students should listen for announcements and watch their email for details.

**End of the day**
Dismissal times will be slightly staggered. The academic building will close daily at 4 p.m. to give the facilities team time to clean for the next school day. If students are participating in a school-sponsored practice, game or rehearsal that begins after 4 p.m., they may go to the AAC at 4 p.m. to wait for that meeting.

**In case of illness**
If a student becomes sick during the day, there will be a special room for the student to wait in.
**FREQUENTLY ASKED QUESTIONS**

If my daughter has a health condition or I have concerns about her attending classes in person, can she take her classes online? What if a member of my family is sick?

Yes. Our faculty will be posting assignments and streaming their classes online for students who are unable to attend in person. If the student is not sick but is staying home due to a preexisting health condition, is unable to use the stairs or a family member is sick, she will be expected to attend every class throughout the day, and attendance will be taken. If the student is sick, classes will be recorded and the student will be able to watch them at a later date if they need additional assistance catching up on what was missed. Please contact Principal Becca Noonan at (502) 583-5935 or by emailing bnoonan@presentationacademy.org to discuss any special circumstances or needs.

What is the technology that Presentation will use for online streaming of classes?

Faculty will use Zoom and Microsoft Teams to live stream classes.

If my daughter doesn’t have a device, what are the options for her?

Pres has a supply of laptops and other technology that students can borrow. Please contact Ms. Samuels at psamuels@presentationacademy.org for additional information.

How will COVID-19 impact school events like Walkathon, retreats and field trips?

All events will be considered on a case-by-case basis to see if they can be adapted to meet current health and safety guidelines. Our goal is to keep the school year as normal as possible with modifications to ensure health and safety. All retreats have been scheduled for the spring.

Will there still be club meetings before and after school?

Yes. Club meetings and activities will continue, but social distancing and other safety measures must always be followed.

How will Pres communicate changes to its protocols?

Communication with parents and students is very important. Communications on Presentation’s COVID-19 response will continue to evolve as new information becomes available and be shared with parents and students through email and other normal school communication channels. There will be mandatory Online Orientation classes beginning August 4. Parents and students will receive a link in mid-July to sign up.

What will happen if the Kentucky Department of Education or Louisville Public Health Office asks Jefferson County Public Schools to close because of the pandemic?

Presentation Academy is a private, Catholic school and can make decisions independently from other public school districts and other Catholic high schools in the Archdiocese. If necessary, Presentation will consult with public health officials.

Will Presentation Academy pivot back to online-only instruction?

If needed, faculty members are prepared to pivot to online instruction, and we are confident in their ability to provide high-quality instruction just like they did in the spring, with a full schedule of classes and teacher interactions.

Will there be fall sports this year?

We hope so, but that will largely be determined by the Kentucky High School Athletic Association (KHSAA) and other agencies on what is in the best interest of student athletes. Guidelines such as wearing masks will also vary depending on whether the sport is considered low or high touch, indoor or outdoor. We continue to watch this closely.

Will Pres provide masks for my daughter to wear?

Yes. Presentation will provide one to two cloth masks for students, faculty and staff. Students may also wear face masks from home. Masks should be washed daily.