March 13, 2020

Dear Carrollton Community,

**Please read this letter thoroughly.** I am writing to inform you that beginning Monday, March 16th, our campus will be closed to students and all Carrollton instruction shall move to remote learning. Please rest assured that as of this time, Carrollton has no cases of COVID-19. However, it has become clear that closing schools or moving to remote learning is one of the best ways to lower the rate of infection as children congregating in groups can spread the virus and become unknowing carriers. It is with an abundance of caution that we have come to this challenging decision.

We realize that parents, especially those of younger children, may be especially challenged to find care for their daughters. I urge those of us who can stay home to consider assisting in this matter by offering care to a child or two whose parents may not have that ability. **It is important to note; however, that the effectiveness of school closures is based on the premise that children stay home with their families and limit other contacts.** If parents re-group children to meet for events such as birthday parties or if teens congregate freely outside school, the closure will not be effective. I expect your cooperation in enforcing the principles and guidelines of [social-distancing](#).

I count on your assistance to work together with courage and confidence to combat the spread of this disease in our community by following the same recommended guidelines for hand washing and personal hygiene, eating well, staying hydrated, and being well rested. You can count on our assistance to offer your daughters a strong curriculum and support system from our faculty and staff through remote learning.

We are asking students to take home all necessary books and materials home today so they are prepared to begin working from home on Monday. Any student who is currently absent can stop by the school or have a parent come by the school between the hours of 8:00 am and 2:00 pm on Monday to pick up her materials. Please confirm your intention to do so and when you expect to stop by with your daughter’s School Head or their assistant.

At this time, we do not know how long we will remain in a remote learning environment. I remind you and ask that you remind your daughters that this is not a vacation. Our faculty has been preparing their lessons and activities and our expectations for learning remain the same. More detailed information will continue to come from your School Heads.

We will continue to pray for all those currently affected by the coronavirus and for one another during this difficult and challenging time. Thank you for your continued understanding and support.

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