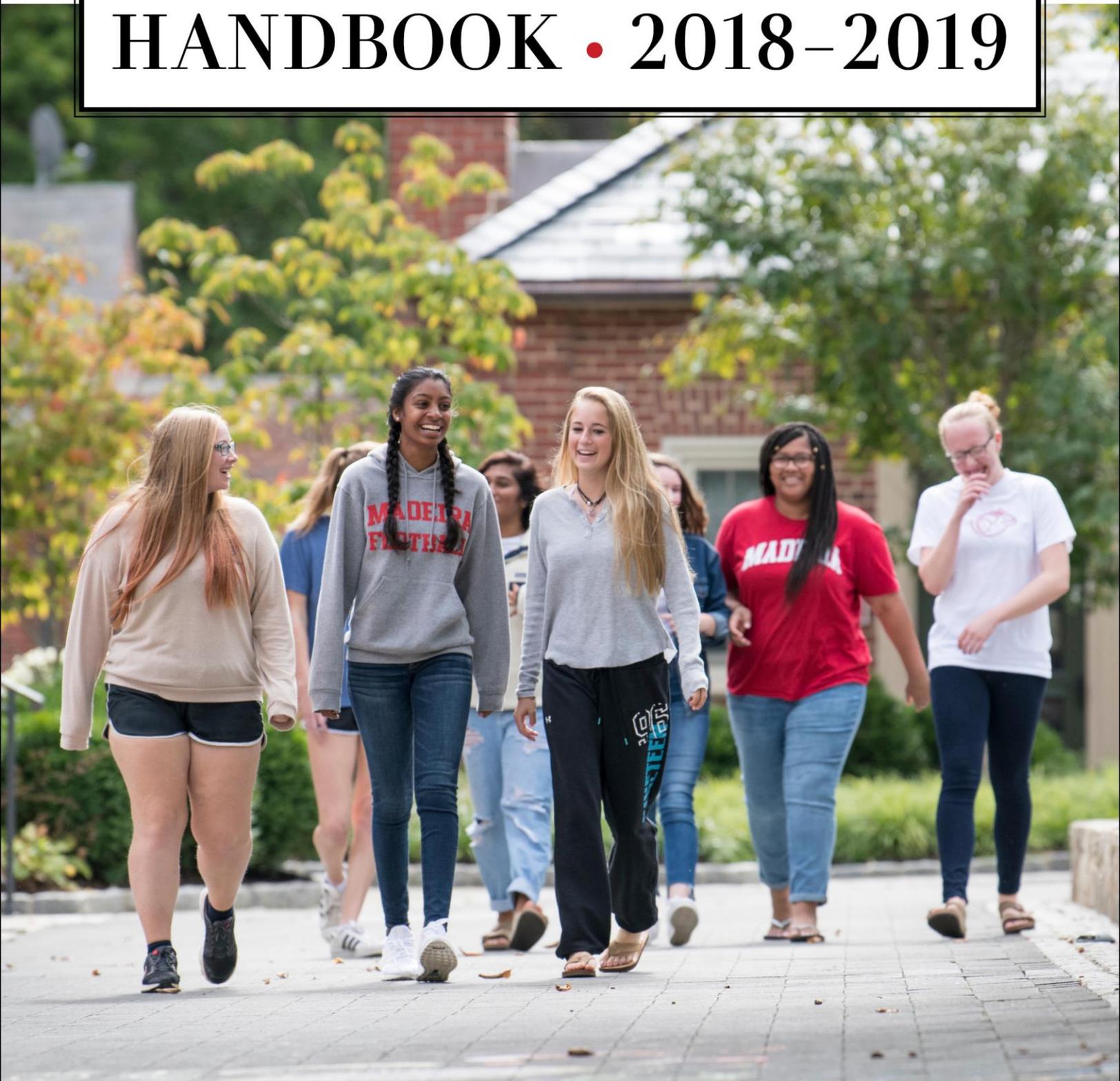


# Madeira Student/Parent HANDBOOK • 2018–2019





# MADEIRA

## MISSION

Launching women who change the world

## VISION

Leading innovation in girls' education

## VALUES

Awareness of self and others

Compassion

Creativity

Intellectual curiosity

Integrity

Resilience

# The Madeira Student & Parent Handbook

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# Community Values and Expectations

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Dean of Students	Kim Newsome	703 556-8296
Assistant Head of School	Andre Withers	703 556-8212
Academic Dean	MA Mahoney	703 556-8249

## You are expected to read this section with particular care



Independent school life is both exciting and demanding. At Madeira, your daughter will be challenged. We expect students to advocate for themselves, take initiative, try new experiences, and engage with the community. At Madeira, students are responsible for their experiences. Failures and successes, disappointments and joys, are all part of learning and we can't imagine a more supportive environment for growth.

Our community is based on a set of core values. Some of these, values like intellectual curiosity, and creativity are most often demonstrated in the classroom. Others like integrity, awareness of self and others, resilience, and compassion pervade every aspect of life in a school community, and we rely on faculty, staff, and students alike to uphold these essential values. Our lives here are governed by these values that reflect the School's vision and mission and are expressed and supported by the School's rules and policies. These rules and policies are designed to ensure that Madeira is a community where each member feels included, safe, and respected.

Our disciplinary system is designed to allow students to grow from mistakes made. It seeks to balance the student's obligations to the Madeira community and the community's responsibility to uphold its own values. The process provides an opportunity for the student to reflect on mistakes made and to better understand their obligations to a broader community. The adults in this community uphold the values of the School, yet see mistakes as a natural part of adolescent development. Helping students to engage in self-reflection is an important component of the discipline process. While our primary relationship is with your daughter, Madeira families are an important component of the equation. We see parents as our partners in the growth and development of our students, and as such we communicate with them around not only a girl's successes, but also her challenges. We expect parents to give their daughters room to experience the Madeira program and assist us in enforcing the standards and expectations of the School.

Our values and expectations apply to all Madeira students whether they are on or off campus. As a student, if you are present when a school rule is violated, you may be held responsible and may share equally in any disciplinary response.

Every girl who has an enrollment contract with the School is expected to behave in accordance with the School's rules and in a manner that reflects the School's values in her activities and her life while she is enrolled. While the School recognizes that parents assume primary responsibility for their daughters when they leave school grounds to return home, after school, on weekends, and during school vacations, Madeira reserves the right to pursue issues of student behavior that may compromise the safety of a girl or the community, or impugn the reputation of The Madeira School. By enrolling at Madeira, students and parents agree to abide by all the rules and policies, both stated and implied.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise. The rules, policies, and procedures below are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This handbook does not limit The Madeira School from deviating from normal rules and practices, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the community.

The Madeira School believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission. Thus, the School reserves the right not to continue to enroll or to re-enroll a student if the School concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's educational purpose.

Any student who violates any of the following school rules is liable for disciplinary action, including dismissal.

# Community Values & Major School Rules

The information below articulates the major school rules that fall within the framework of our community values.

## Integrity

Community life depends on our ability to trust one another. Peers and adults rely on the trustworthiness of what a student does, says, or produces in the classroom, in the dormitory, and in every other aspect of school life. Students are expected to take responsibility for their actions and decisions. Dishonesty with a Madeira adult is a violation of our community values and rules. Should a student appear before the The Judiciary Committee, total honesty is expected. If the committee determines that a student has not been forthright, the student may face a more severe disciplinary response or be more likely to be subject to dismissal.



### MAJOR SCHOOL RULE #1: HONESTY & INTEGRITY

Honesty and integrity is expected in the work, speech, and behavior of each student at all times. Lying, cheating, and plagiarism are all violations of the honesty rule.

**Honesty** is expected in the classroom whether on a test, paper, lab, or homework. Academic honesty promotes educational growth and independent thinking. **Cheating** is giving or receiving answers in or out of class, giving or receiving information about the content of a quiz, test, homework, or exam, doing someone else's work, or having someone else do one's work. **Plagiarism** is using words or ideas from any outside source without attribution (including student, author, website, or reference work), or paraphrasing, again without attribution, any other source as if it were one's own. In addition, handing in work that has already received credit in another course or school or in the same course during a different year, or module, is considered dishonest. The standards for academic honesty apply to homework as well as tests, papers and all other assessments.

Each year, teachers in all courses will review the School's expectations for preparing academic work and their own department's policy on work done in and out of class. Madeira expects its students to have a complete understanding of academic honesty and plagiarism, and therefore the faculty will ensure that understanding plagiarism is built into their curriculum. However, it is a student's responsibility to ask the teacher for clarification if questions arise regarding her work on individual assignments.

Students will be required to sign and abide by the school pledge for all independent work:

*'I have neither given nor received aid on this assignment.'*

For work that is to be done by collaborating with others, students will be required to sign and abide by this school pledge:

*'I used the following sources and/or people to complete this work:'*

A student is never allowed to have someone other than the classroom teacher correct her mistakes, unless directed by the classroom teacher to do so. The adult collaborator may point out errors, but the corrections of these errors remain the student's, not the collaborator's, responsibility. The student is strongly encouraged to use her classroom teacher as her primary source for collaboration. The teacher knows exactly how much and what type of collaboration is acceptable. In addition, this type of student-teacher interaction provides the teacher with valuable insight into the student's learning.

At times, faculty will require students to undertake work that requires special instructions. When there are unique expectations for preparation of academic work, these expectations will be discussed in class at the start of the school year or beginning of the individual assignment. These expectations will also be put in writing so the student may share them with her parents or tutors.

If it appears that an incident of academic dishonesty has occurred, the teacher will consult the department chair, who will notify the dean of students and the academic dean. The deans will then determine the next appropriate step.

## Compassion & Awareness for Self and Others

The School works to promote good citizenship among students and adults. Our standards of conduct support a community that ensures all individuals are treated in a fair, respectful, and equitable manner. We strive to make all members, students, and adults, feel comfortable from the first moment they arrive on our campus. We expect that each individual exhibit a sense of personal responsibility and mature and ethical behavior that enhances the quality of the School and community environment. A respectful individual understands the consequences of the decisions she makes and the actions she takes in an attempt to help her development of good citizenry.

## **MAJOR SCHOOL RULE #2: GOOD BEHAVIOR**

Madeira students are expected to demonstrate good behavior and respect for themselves and others at all times. Hazing, harassment (see school [Harassment Policy – Appendix A](#)), or mistreatment of any member of the community is a violation of this rule.

Any behavior that harms or compromises the student, her family, or the School is in violation of this rule, which is in effect whether school is in session or not. The principles of the Good Behavior Rule apply for actions and conduct in electronic mediums just as they would for in person interactions.

Our community seeks to be a place where every individual is treated with sensitivity and respect. The school will not tolerate any type of harassment of an individual for any reason, including, but not limited to, ethnic or religious background, gender, sexual orientation, or race. As such, hazing, harassment (see school [Harassment Policy – Appendix A](#)), or mistreatment of any member of the community is a violation of this rule.

Harassment is any improper and/or unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person. Harassment may take the form of words, gestures, or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate, or embarrass another or which creates an intimidating, hostile, or offensive environment, or bullying. Sexual or romantic relationships between students and adult members of the school community are strictly forbidden. If individuals have concerns, they should report these to the dean of students or one of the school counselors. [See Appendix A for the full Harassment Policy.](#)

During school-wide events such as All School Meetings (ASM), special assemblies, athletic events, etc., students are expected to behave in a manner that demonstrates respect for others. Inappropriate dress, language, or behavior is unacceptable and may warrant disciplinary action.

## **MAJOR SCHOOL RULE #3: RESPECT FOR PRIVACY AND PERSONAL PROPERTY**

All students and adults are responsible for taking appropriate precautions to ensure the safety of their possessions. Every student is expected to lock her dorm room. Every boarding student also has a lock-box in the closet of her dorm in which she can safely store smaller items such as her passport, credit card or jewelry. Students should never keep large amounts of cash in their rooms. They may deposit money to their account with the Business Office. Day students are encouraged to request a locker which they may use to store their belongings during the day. See the [Lockers section](#) for more details.

Stealing and/or causing the deliberate destruction or defacement of school or personal property are a violation of this rule. Entering a student's room uninvited, or when the room's inhabitants are not present, is a violation of this rule. Madeira faculty and staff reserve the right to enter a student's room without permission for safety purposes or to ensure compliance with school rules.

## **MAJOR SCHOOL RULE #4: TECHNOLOGY USE AND ELECTRONIC CITIZENSHIP**

Students are reminded that their digital footprint is public and permanent. Communications in the digital world do not capture tone and often do not provide context for their content. As such, students are expected to ensure that anything they post, author, or distribute is in keeping with our community values. We strongly encourage students to “pause” before they post.

The illegal, improper, unkind, or unethical use of technology, including but not limited to computers, mobile devices, as well as all venues on social media, etc., is strictly forbidden. Every Madeira girl and her parent/guardian accept the MEANS (Madeira Educational Access Network Service) Acceptable Use Policy and Agreement (AUPA) as a condition of enrollment. This agreement outlines the conditions under which Madeira girls may use technology, specifically computers, and Internet access, provided by The Madeira School. Violating the terms of this agreement may result in disciplinary action. (Please refer to the handbook section on *Electronic Citizenship* at Madeira.)

## **MAJOR SCHOOL RULE #5: DRUGS, ALCOHOL, AND TOBACCO**

The possession and/or use of illegal drugs, inhalants, tobacco, alcohol, and/or affiliated paraphernalia as well as medications not specifically prescribed to the student are incompatible with the educational mission of the School. Students who are found in violation of this rule will likely be required to appear before The Judiciary Committee and will be subject to significant consequences. A student who supplies alcohol or drugs to others will likely be subject to more severe disciplinary consequences, including immediate dismissal. This also means that if parents host Madeira students at their home and alcohol or drugs are being consumed by minors, their child will be considered the supplier of the substance and be subject to disciplinary consequences. The School expects students and their families to respect state and federal laws regarding alcohol, tobacco, and drug use when students are both on and off campus.

Madeira is a smoke-free campus. Students are prohibited from using or possessing tobacco products, including smokeless tobacco, vaping devices and e-cigarettes. **Smoking anywhere on campus or while on a school trip or activity is a violation of this rule.**

When a student's work, behavior, or demeanor suggests the possibility of use of alcohol, illegal drugs, or tobacco products, Madeira adults are expected to inform the director of counseling and the dean of students. Parents will be contacted and appropriate procedures will be recommended for assessment and counseling, which may include random urinalysis or other drug testing by an outside professional. Parents who do not accept the recommendations of the School will be given the option of withdrawing their daughter.

A breathalyzer is kept on campus in the Health and Wellness Center.

### **MAJOR SCHOOL RULE #6: FIRE SAFETY**

Students share the responsibility for fire safety around the campus and particularly in the dormitories. The presence of materials capable of starting a fire seriously endangers the lives and property of others. No electrical devices that present a fire risk are allowed in dorm rooms (e.g. a hot plate or electric kettle for hot water). It is absolutely forbidden to have open flames or other burning items anywhere on campus, but especially in any campus building. Tampering with fire alarms or other safety equipment is a violation of this rule. In addition, because Madeira is a smoke-free campus, smoking anywhere on campus is a violation of this rule.

### **MAJOR SCHOOL RULE #7: SIGN-OUT**

In order to ensure the safety and well-being of our students, no girl may leave campus, a school-sponsored event, or a Co-Curriculum placement without permission. Leaving campus without signing out with the Dean of Students or Academic Office is not permitted. All boarding students must accurately complete the proper forms, with permissions (refer to the *Residential Life* section), each time they leave campus. A student is expected to complete her leave request in REACH and obtain permissions in a way that accurately represents her plans for the outing. If a student deliberately misrepresents information in REACH, or in a permission form or email, she is in violation of this rule. If she uses a parent/guardian email account to grant herself permission she is in violation of this rule. Students can expect to be restricted to campus and/or receive additional consequences should they leave without permission. In addition, leaving campus in the company of someone with whom you do not have permission to be with, is a violation of this rule. No student may leave school during the class day without specific permission of the academic dean, dean of students, or school nurse.

Checking in to the dormitories late or failing to check in and/or sign in or sign out from campus, may result in a Give-It-Back (GIB-see other policies). Repeated violations may result in further disciplinary action.

### **MAJOR SCHOOL RULE #8: PERSONAL SAFETY**

In the interest of personal safety and the associated risks to both the individual and the community, the following situations may be considered violations of school rules:

- Swimming in Black Pond, the Potomac River, or the pool without the specific approval of the School.
- Situations that demonstrate a lack of respect for individual or group safety and welfare, including violating the medication policy.
- Weapons: The possession, storing, or use on campus of a weapon poses an unacceptable risk to the health and safety of all community members and their guests. Possession of weapons (or imitation weapons that would lead an observer to reasonably believe that it is a weapon) is a violation of school rules and state laws.
- Curfew: Students are expected to remain in the dormitory from evening check-in until 6:00 a.m. Students should inform the dormitory faculty the night before if they have early morning obligations.
- Sign Out & REACH Compliance: Leaving campus without signing out with the Dean of Students or Academic Office is not permitted. Students can expect to be restricted to campus and/or receive additional consequences should they leave without permission. In addition, leaving campus in the company of someone who you do not have permission to be with is a violation of this rule.
- Campus Boundaries: Only under special circumstances will students be allowed to walk off campus. Students who wish to take advantage of the extensive trails on the School's campus should take a walking/running partner and a cell phone.
- Sexual Behavior: The School recognizes that sexuality is a normal part of human behavior, but believes that secondary school students are not prepared to deal with the possible consequences of intimate sexual activity. Differences in maturity and health and safety issues are important considerations. Personal restraint and respect for others are highly valued at Madeira, and students are asked to refrain from public displays of intimate affection (such as kissing and beyond). The School has a [visitation policy](#) for students in intimate relationships to guide students around expectations in the dormitories, and a [guest policy](#) which articulates where a student may have non-Madeira guests on campus.

### **MAJOR SCHOOL RULE #9: CO-CURRICULUM**

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The Co-Curriculum program is an essential part of the Madeira curriculum, and a requirement for graduation. Unauthorized absence or other serious misbehavior is not permitted and may be considered a violation of this rule. No student may leave her placement without permission from the Co-Curriculum Office and her supervisor. Any student leaving her placement early must obtain permission from both her placement supervisor and the Co-Curriculum Office.

## Other Policies and Expectations



As a community, we expect students to act in a manner that reflects their investment in their education and affirms our community values. If a student is found to be in violation of the expectations and values outlined in this handbook, she should expect to have the infraction reported to the Dean of Students Office and possibly face a response that includes, but is not limited to, serving a Give-It-Back (GIB), limitations on departures from or arrivals to campus, and making personal apologies. GIB stands for Give-It-Back; the philosophy behind GIB is that when you do not meet a community expectation by breaking a rule, you are taking something from the community. GIB is your opportunity to “Give-It-Back.” To do so, students will spend an hour engaged in some sort of service to the community. GIB hours are served at 9:00 a.m. on Saturday mornings or 7:15 a.m. on Friday mornings. When

a student earns a GIB she is notified via email. Her advisor and parents are also notified. If a student feels that the GIB has been assigned in error she should contact the office which assigned the infraction for which she earned the GIB. If it is determined by an adult in the office that the infraction was made in error they will communicate to the dean of students office that the GIB should be waived. **Students are required to serve GIB hours the same week that they are assigned.** Failure to serve on the appointed date will result in the assignment of an additional GIB hour. An accumulation of an excessive number of infractions is considered disrespectful and can be considered a violation of the good behavior rule which would result in more serious consequences. The chart below identifies some of the more common infractions and the corresponding response. The Dean of Students maintains discretion with regards to these responses.

	Infraction types	Infraction types	Infraction types	Consequence
Attendance* Unreported Absence	Skipping a class	Skipping a D Block activity	Skipping required obligations such as ASM, CMT, Community Dinner, or any other required obligations.	* All occurrences result in a class absence and GIB. Responses to future, repeated unreported absences are at the discretion of the Dean of Students
Attendance* Tardy	2 tardies in the same class = 1 infraction	1 tardy in a class that only meets 1 time a week = 1 infraction		Any 2 infractions = GIB
Dorm	Failure to check in on time = 1 infraction	Failing room inspection = 1 infraction	Missing Dorm Meeting = 1 infraction	Any 3 infractions = GIB
Co-Curriculum	Being late to catch her bus for Co-Curriculum = 1 infraction	Missing the bus = GIB	Dress code violation = 1 infraction	Any 2 infractions = GIB (unless otherwise specified)
Dean of Students	AODviolation (improper REACH leave request, not signing out or back in, returning to campus late) = 1 infraction	Leaving campus without completing a leave request or signing out at the Academic Office = GIB	Cross off for an activity after the posted deadling = 1 infraction  Not showing up or not cancelling from a weekend activity in advance + GIB	Any 2 infractions = GIB

*\*In the event that a student accrues a number of GIBs related to attendance, a meeting between the student, her advisor, and the dean of students will take place as this may be indicative of problems that the School may not be able to address effectively. At this point, serious discussion among school officials, health services personnel, and the student and her family may ensue regarding whether Madeira is the appropriate school for the student and what the attendance expectations will be in order to move forward.*

## Digital Devices

While smartphones, and other similar hand-held personal devices are permitted on campus, our community values personal interactions and expects each community member to use his/her digital devices in a way, and in locations, that acknowledges the value

we place on face-to-face interactions. Greeting each other as we move throughout campus and remaining ‘unplugged’ at the appropriate times demonstrates respect and consideration for others.

**Members of the community are expected to refrain from using their devices when they are mobile. *Devices should not be seen at all when community members are walking from place to place (the one exception is the area between the barn and the tennis courts.) In addition there are some indoor spaces where the use of digital devices is restricted. They are listed below:***

- The dining hall (this includes the dining room and the server, device use is permitted in the lounge and foyer)
- The C/A at any time such as during presentations, shows, and performances
- During classes and assessments (unless part of the instruction as directed by the teacher)
- During proctored study hall (Cell phone use is not permitted at all during study hall. Laptops may be used for academic work only.)
- During All School Meetings & Community Meeting Time

Madeira adults reserve the right to limit the use of digital devices if such use is deemed inappropriate.

If a student is found to be in violation of these expectations, she should expect to have the device taken away and/or have the infraction reported to the Dean of Students Office. The adult will decide as to whether they will return the device at the end of the class period or have the student retrieve it from the Dean of Students Office at the end of the day. The Dean of Students has discretion with regard to this policy and if the Dean of Students Office identifies a pattern of misuse they will take the device away for an extended period of time. Parents are always able to make contact with their daughter by calling the Adult-On-Duty desk at 703-556-8211.

## Dress Code

The Madeira School values girls for their individuality, accomplishments, and contributions to the School and the wider community and, therefore, does not prescribe a uniform style or type of dress for class or after school activities. Girls are expected to dress in a manner that demonstrates respect for themselves and for those in our community. An advisor, faculty/staff member, member of the senior class or student government will speak with a girl when dress is deemed to be inappropriate. The student will be allowed to return to class or the school activity once she makes the required change to her clothing. A student who has been asked by an adult to change will be considered late to her appointment/class.



**The following guidelines are provided to ensure your good judgment:**

- Clothing should be in good repair (no rips, patches, holes, or clothing with inappropriate messages)
- Shoes must be worn at all times for safety reasons
- Bathing suits are acceptable as outerwear only at the pool
- Generally, shorts and skirts should be longer than the tips of your fingers when held at your side
- Clothing must cover your midriff and cleavage
- Strapless tops or spaghetti straps are not appropriate school day dress
- What is underneath should not be visible
- Pajamas or flannel drawstrings pants and loungewear are acceptable only inside the dormitory
- Items that are too tight, too sheer, or too short should not be worn on campus; girls are expected to use good judgment when making determinations about these classifications
- 

## Driving/Parking Regulations

All student vehicles that are parked on campus must be registered with the Security Office and must display a current school parking permit. Registration forms are available through your [MyBackPack](#) account. There is a \$25.00 fee for each student vehicle parking sticker. Registration forms may be submitted to the Dean of Students Office. Students are required to park in the lower parking lot adjacent to the student center. Seniors have a senior privilege of parking at the front of this lot in the spaces marked in yellow. If you are requesting a new parking sticker or need to update vehicle information please email the Dean of Students office at [dos@madeira.org](mailto:dos@madeira.org).

The School reserves the right to suspend or revoke driving privileges for students who violate the following expectations:

- 9<sup>th</sup> -11<sup>th</sup> Boarding students may not keep or operate a car, or other motor vehicle at Madeira or in its environs unless they have special permission from the DOS office.
- Senior boarding students may apply to keep a car on campus See **Boarding School Automobile Agreement & Release**

- Boarding students may not drive to/from campus when on leave from campus
- Pedestrians, joggers, and cyclists always have the right-of-way on the Madeira campus
- Students must report any accidents on campus, no matter how minor, to the Dean of Students Office
- Students are expected to obey the speed limit of 15 mph
- Students are expected to park in the student parking area and may not move their cars until they have finished their last obligation for the day (Students may NOT drive to and from the sports fields, C/A, or other areas on campus)
- Students may not drive other students off campus without the specific permission of both girls' parents and the Dean of Students Office
- Students may not be in their cars during the school day
- Day students must have parental permission to ride with another day student

## Bicycles, Rollerblades, and Scooters

Students are expected to wear proper helmets and protective gear and to 'drive'/ride carefully.

## Guests on Campus

Girls are welcome to have guests to campus during the following hours:

Weekdays	During lunch & 4:30-7:30 p.m.	Saturdays	9:00 a.m.-10:30 p.m.
Fridays	During lunch & 4:30-10:30 p.m.	Sundays	9:00 a.m.-7:00 p.m.

When inviting a guest to campus students should follow the protocol outlined below:

- The student should notify the Adult-On-Duty (AOD) to alert them that they have a guest who will be coming to campus.
- The host must sign in the guest with the AOD in the student center upon arrival and sign out upon departure. (Girls are expected to introduce their guest to the AOD and other on-campus adults)
- Students may entertain guests in common spaces such as the student center, dining hall, Main Living Room and Maynard Quad and the Oval. Girls may not entertain guests in meetings rooms in these spaces unless they have permission from the Administrator on Duty
- Each girl is responsible for the behavior of her guest(s). A visitor who does not follow the School's rules may be asked to leave and girls may be liable for disciplinary action.
- Girls may not accompany guests to the parking lot after signing them out or be in a car with a guest anywhere on campus.
- Excluding immediate family members, male guests are not allowed in the dorms without specific approval of the dormitory faculty or the administrator on duty.
- Girls are limited to three guests per visit unless special approval has been granted by the dean of students
- Girls may invite only their own guests and may not sign in another girl's friends.
- Guests may not be invited to classes.
- Guests are not permitted in school vehicles without specific permission from the dean of students.
- If a student wishes to have a female guest sleepover she must request permission from the dean of students office at least one week in advance. [See the full sleepover policy here.](#)

## Gender Identity Name and Pronoun

The Madeira School's mission is to educate girls and to launch women who will change the world. In support of the school's mission, this policy is designed to provide clarity and transparency to the Madeira community on name and pronoun use at Madeira, specifically with respect to gender identity issues. Additionally, this policy aims to clarify the structures and supports available to students who are wrestling with gender identity issues and/or who are considering name or pronoun changes related to their gender identity.

**Use of Nickname or Preferred Name.** Any student can request a nickname or preferred name for usage with faculty/staff and in the classroom and when faculty/staff are communicating with parents. A nickname or preferred name requested by a student will be granted at any time. Faculty/staff will continue to use the student's legal name for transcripts and formal written documentation; however, informal notes to parents/caregivers/guardians (hereafter referred to as "parents") may use the nickname or preferred name. If a student would like their nickname or preferred name on formal documentation, they must initiate a request directly with the Dean of Students.

**Use of Pronouns.** Faculty and staff will default to using feminine pronouns (she/her/hers) when referring to or addressing students. If a student, while enrolled at Madeira, desires that others in the Madeira community use pronouns other than feminine pronouns to refer to the student (for example, male, plural or gender-neutral pronouns, like 'he/him/his', 'they/them/theirs' or 'ze/hir/hirs'), the student shall make the request directly to the Dean of Students. In the event a student asks faculty, staff or other members of the Madeira

community to address them using male, plural, gender-neutral or alternative pronouns, other Madeira community members shall refer the student to the Dean of Students. Any student can, at any time, make a request for alternate pronoun usage directly with the Dean of Students.

**Conversations with Parents.** Although the school acts in loco parentis, no faculty or staff member has legal guardianship over a student. Furthermore, as educators, faculty/staff are under the obligation to work in partnership with the parents of our students. Therefore, the Dean of Students will initiate conversations with both the student and with parents to discuss any requested change in pronoun use. The Dean of Students will have a clear protocol for informing parents that will be explained to the student in advance of the contact with parents, so that the student will know what to expect and when. Throughout these conversations, the school will assess, with each family, whether the student will continue to be best served by a school with the mission to educate women. These decisions will be made on a case-by-case basis, taking into consideration the best interests of the student, the family, and the Madeira community.

**Notification to Community.** With the parents' approval and the concurrence of the student, the Dean of Students or Dean of Faculty and Academics will distribute formal notification informing faculty/staff, students and other members of the community of the change in pronoun use for the student. Faculty/staff and other students will then know that the School and the parents are working jointly on behalf of the student, parents, and Madeira community, and that faculty/staff and other students are expected to abide by the requested pronouns.

**Confidentiality.** Any information that students share about themselves confidentially with one of the school counselors related to preferred names or pronouns or gender identity questions or issues will remain confidential, unless there is a legal/ethical obligation to report.

**Safe Spaces and Faculty/Staff Support.** The school counselors are deemed safe spaces and a resource for students. The terms 'safe space' means that any information that students share about themselves will be kept confidential unless there is a legal or ethical obligation to report. Students should be informed by the designated adults in safe spaces of what will trigger a legal or ethical obligation to report. Alternate pronouns and/or names can be used one-on-one with these faculty/staff or in these safe spaces with no parental or School permission or School intervention.

## Dormitory Visitation Expectations for those in an Intimate Relationship

*This policy has been added at the request of students to clarify the expectations of the rules around intimate relationships.*

All students involved in an emotionally or physically intimate relationship are expected to abide by these expectations. Failure to do so may be interpreted as an infraction, and the Dean of Students retains discretion as to the disciplinary response. Repeated offenses will be seen as a violation of the **Personal Safety Rule** and the response will follow the protocols for violations of **Major School Rules**. Students in an intimate relationship are expected to abide by the following rules when visiting one another:

- 
- The dorm room door must be all of the way open at all times when in the room together
- Students may not be under the covers together
- Students in a relationship may not lie down together
- Students may sit together on the bed
- Students in a relationship may not spend the night in each other's room
- Students in a relationship must be out of each other's room by the time the on-duty adult goes off-duty for the evening



## Common Spaces

Common spaces are designed to be social spaces for all students to enjoy. Students are expected to care for common areas (dining hall, hallways, computer areas, exercise spaces, student center, common rooms of dormitories, etc.) in a way that shows respect for the housekeeping staff. We tell girls, to please "leave it cleaner than you found it." Students who do not treat common areas with respect should expect consequences which may include clean-up duties, GIB, or restrictions of their use of the space.

## Searches

The School reserves the right to search persons, backpacks, rooms, lockers, and any other places or articles of property including 'personal digital devices' in order to ensure a safe school environment. Any items prohibited by law or by school regulation will be confiscated and consequences will follow.

## Students Turning 18 Years of Age

Some students enrolled at the School will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18 year old student is able to enter into contractual obligations on the student's behalf (and is required to

abide by those obligations). Therefore, the School requires all students, upon their 18th birthday, to review the Enrollment Agreement that their parents or legal guardians signed on the student's behalf and execute an Addendum to that Enrollment Agreement, which provides as follows:

- permission for the School to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues and financial matters; and
- authorization for the School to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Agreement.

## The Discipline Process

### Philosophy and Process Overview

The discipline process is the school community's response to the concern that a member has violated the values that we hold dear. The process is intended to further educate the student about the School's values and expectations, hold the student responsible for her actions, remind the student of her commitment to the community, and to educate the broader community. The process outlined below describes the standard process for responses to violations of major school rules.

The School's discipline process includes The Judiciary Committee that is chaired by the senior student who holds the elected position of head of judiciary. The Judiciary Committee consists of six voting members: the heads of boarding, day, and judiciary (student leaders), two faculty members, and the assistant head of school. Any three members and the assistant head of school shall constitute a quorum. Every effort is made to ensure that all members of the committee are present. *In general*, the following steps are followed:

- If a community member believes that an infraction of a school rule or value has occurred, that individual will report the issue to the assistant head of school or dean of students.
- The student will be questioned and provided an opportunity to share her story in writing and orally with the assistant head of school. Students are expected to be honest and forthright during this step.
- Students are expected to cooperate in investigations of infractions. If a student refuses to cooperate, the School reserves the right to respond in an appropriate manner.
- The assistant head of school, in conjunction with the head of school, will determine whether a rule has been violated and if the case should be presented to The Judiciary Committee.
- If it is determined that a violation has occurred, parents are notified and the student, with her advisor, will be called forward by The Judiciary Committee.
- The Judiciary Committee will hear the case and provide the student with time to share her story, and time for the student's advisor to support their advisee. The committee also has the opportunity to ask the student questions.
- The Judiciary Committee deliberates and determines an appropriate response for the student. This response is conveyed to the head of school, who can accept or amend the recommendation.
- The head of school and assistant head of school will meet with the student and convey the community's response to her. Parents and the student's advisor may attend this meeting.
- A letter summarizing the decision will be sent to the family and the student's advisor. A copy may be provided to the College Counseling Office if the student is required to communicate her consequences on college applications.
- The student will be asked to reflect on her growth and learning at the end of the disciplinary process.
- The School generally shares issues of student discipline at community meeting for the purpose of furthering the educational and learning exposure of students and the community. Names and other identifying information of the individual students are

not used. An exception to this standard exists for student leaders. Any student leader who appears before The Judiciary Committee will lose her leadership position and will be required to notify the constituency who she serves as to why she is not retaining her position.

Students are reminded that honesty is expected at all times during the discipline process, beginning with a student's initial meeting with an adult about the infraction. Should the assistant head of school discern that a student was not forthright during the investigation into violations of a major school rule, that information will be shared with The Judiciary Committee and may have an impact on the recommended consequences. Consequences for violations of school rules and expectations may be, but are not limited to, any one of, or a combination of, the following: no action, requirement of a letter of apology, rescinding of privileges, GIB, counseling, in-school restrictions, suspension, disciplinary warning, disciplinary probation, withholding of reenrollment contract, and dismissal. It is also possible that a student may not represent the school at Madeira functions, including sports practices and games, play rehearsals and productions, Affirmation, or graduation.

If it is determined that the case does not need to go to The Judiciary Committee, the assistant head of school will meet with the student and her advisor (or a faculty/staff member of the student's choice). At any time the head of school may choose to move the case to The Judiciary Committee.

On occasion, most often in the days right before a school break, and in the final weeks of school, judiciary hearing procedures may be modified at the discretion of the head of school. She may, without The Judiciary Committee, conduct a meeting with the student and her advisor. She may request the presence of the assistant head of school and/or heads of boarding, day, and judiciary at the meeting.

Disciplinary case records are kept in the Head of School's Office for a period of five years.

## Understanding Disciplinary Responses

### IN-HOUSE RESTRICTIONS

*In-house restrictions* allow for the student to participate in her academic commitments, but prohibit her from participating in any other program elements, including community meetings, advisory, arts programming, and sports.

### DISCIPLINARY WARNING

*Disciplinary warning* is a category of discipline that is often used for first-time offenses, particularly for younger students. Students who have been part of the community for more than one year are expected to better understand the community's values, norms, and expectations of behavior. *Disciplinary warning* is assigned for a specific period of time. At the end of this time period, the *warning* is lifted if the student demonstrates her commitment to the community and her education by displaying acceptable behavior and demonstrating growth. Her contract for the next school year may be withheld until the end of the warning period. If her contract is withheld, she may be ineligible to apply for student leadership positions and, if a boarder, may not participate in room draw.

*Disciplinary warnings* are not reported to colleges. At the end of the warning period, the student will meet with the head of school and/or the assistant head of school to reflect on her growth during this period. Should the student violate any major school rule during the warning period, it is likely that she will face dismissal from Madeira.

### DISCIPLINARY PROBATION

*Disciplinary probation* is a very serious consequence, assignment of which should be considered one step short of separation from the School. *Disciplinary probation* is assigned for a specific period of time. At the end of this time period, the student will meet with the head of school and assistant head of school to reflect on her growth and the probation may be lifted if the adults who work with the student deem it to be appropriate. As with *disciplinary warning*, her contract for the next school year may be withheld until the end of the warning period. If her contract is withheld, she may be ineligible to apply for student leadership positions and if a boarder, may not participate in room draw.

*Students and families should be aware that major school rule violations which are also a violation of local, state, or federal laws are **likely** to result in the assignment of disciplinary probation. In the event that the behavior occurs on-campus disciplinary probation is almost always the response.*

When a student is placed on *disciplinary probation*, she must demonstrate her commitment to the community and her education by displaying acceptable behavior and demonstrating growth. A student on *probation* may be ineligible for a student leadership position for the following school year. Her contract for the next school year may be withheld. If her contract is withheld, a boarder may not participate in room draw.

Most college application forms have questions concerning the applicant's disciplinary record. A student is expected to answer such questions honestly. In the event that a student violates a school rule and the response by the School is *disciplinary probation*, it should be clear to the student and parents that this level of response must be reported to colleges by both the student and the School regardless of when the infraction occurred. The College Counseling Office works closely with students in these situations. Should the student violate any major school rule during the probationary period, it is likely that she will face dismissal from Madeira

## SUSPENSION

A *suspension* is a temporary separation of the student from the community. *Suspensions* require that the student may not come to campus or participate in any activity. Students should remember that they will be asked to explain reasons for their *suspension* on college applications. Students who are *suspended* may return to school only after a parent conference with the head of school, or in her place, the dean of students. It is expected that a student who has been *suspended* use the time away from the community to reflect on her previous contributions and her commitment to remaining a student at the School. Like probation, suspensions must be communicated on college applications.

### Academic Procedures for Off-Campus Suspensions

- The student is responsible for collecting all her books, assignments, and other materials. The student must submit homework assignments including papers and projects, upon her return to class. Missed tests will be made up the day of return. Faculty members are not responsible for teaching students material missed due to *suspension*.
- The academic dean will communicate with the family about protocols during this time.

## DISMISSAL/WITHDRAWAL

The dismissal of a student is at the discretion of the head of school. If she accepts The Judiciary Committee recommendation for dismissal or reaches that conclusion independently, she will inform the girl's parents. At the discretion of the head of school, parents may be offered the option of withdrawing their daughter. If a student is dismissed or withdraws because of circumstances surrounding a discipline case, she may not return to campus for at least 12 months without the permission of the head of school. No student dismissed or withdrawn as the result of discipline may reapply without written permission from the head of school.

A student who has been dismissed from school will not receive a Madeira diploma. The student must have approval in order to seek departmental permission to complete work which will be coordinated by the academic dean. Students who are in the process of applying, or who have been admitted to college, must report the change in status. The College Counseling Office will assist and advise the student in the reporting process.

Parents may choose to withdraw a student or the School may recommend withdrawal because of health or other matters of concern. Parents may initiate a withdrawal by writing a letter stating the reasons to the head of school. The Head of School's Office will then contact the Admission Office, Business Office, Dean of Students Office, and Academic Office before sending written confirmation of the withdrawal to the parent. A student's grades, transcripts, recommendations, and other official school documents may be withheld if a parent's financial obligations have not been met at the time of withdrawal.

## READMISSION PROCESS

Guidelines regarding readmission for students who have been dismissed or who have withdrawn pending disciplinary action are as follows:

- In general, in order for a student to be readmitted, she must have been away from campus for a full 12 months.
- Readmission acceptance is contingent upon the Admission Committee's evaluation of the student's performance while away from Madeira. This will include the student's grades, as well as any work and/or volunteer experience. A student's conduct during the disciplinary process or withdrawal will be taken into consideration.
- More detailed information is available from the director of admission.

## OTHER RESPONSES

Under certain circumstances, as in the case of any drug or alcohol offense, the student may also be required to attend an evaluation/rehabilitation program with her parents as part of the conditions for returning to Madeira. Additional suspension and/or discipline may be recommended on an individual basis. No student dismissed for drug or alcohol offenses may reapply without the permission of the head of school, and likely not until she has completed a similar evaluation and educational program, and a written report from the counselor of that program has been sent to the School.

# Attendance

Attendance 703-556-8254 or [academicoffice@madeira.org](mailto:academicoffice@madeira.org)  
Inclement Weather Notifications Emergency alert system and [www.madeira.org](http://www.madeira.org)

## Philosophy

We believe attendance is key to the learning process, particularly since class participation, group projects, and the like are part of the shared experience. Our School culture supports class attendance. Well girls belong in class (unless it is a religious absence); ailing girls should be out of class healing. We believe that if a girl is too ill to attend class, then she will adjust her social and extra-curricular activities as well as her academic ones.

Madeira-related absences or early dismissals (such as field trips, travel for away games, etc.) do not count toward the totals. Religious absences do not count toward the totals. We do not distinguish between “excused” or “unexcused” absences. We do acknowledge “medical leave” for a student whose health requires a longer absence.

If a student is too ill to attend class, she is either at home getting well (day student) or in the Health and Wellness Center (boarder). A sick student is expected to make getting well and resuming school obligations her top priority, which means she will need to adjust social and extra-curricular obligations/activities as well as academic ones.

## Limits

The maximum number of absences allowed in a one-module course is three. The maximum number of absences allowed in a two-module course is six. The maximum number of absences allowed in a three-module course is nine. The maximum number of absences allowed in a four-module course is twelve. If a student exceeds the maximum number of absences (religious absences and Madeira-related absences do not count toward these totals) then her final grade in the course will be converted to and reported as a Pass/Fail grade.

Glee, Stagecraft, and Chamber Orchestra meet only once or twice-a-week over six modules. The attendance policies for these courses are listed on the course assignment sheets/syllabus. It is the student’s responsibility to inform herself of these policies and to abide by them.

A student will be considered absent if she misses more than fifteen minutes late for a class or an activity.

## Medical Leave

A student will be granted Medical Leave status at the discretion of the Head of School as guided by the Health and Wellness Center, Dean of Students or Academic Dean. (See page 57 for more information.) Medical Leave is a status which requires that a student be in the ongoing care of a designated medical professional who is communicating with Madeira’s Health and Wellness Center. If a student is on medical leave, she may be out of school one or several weeks (typically no more than five), and she will receive support from the Academic Office and her teachers as she makes up work. It is likely she will need to work with outside tutors hired by the family to learn the material missed while she was out. The Academic Office will coordinate communication between tutors and teachers. If a student needs more than one medical leave in a single school year, she will be expected to make up missed credits and learning in summer school or she may need to repeat the grade-level the following year.

## Making up work

Eleventh and twelfth graders have the skills to manage their academic work while out sick. Juniors and seniors who miss one or two school days are expected to return to class ready to jump in with the learning of the class. They are expected to communicate directly with their teachers about make-up plans, and they are expected to be ready to turn in work and make up assessments upon their return.

Ninth and tenth graders are learning the skills needed to manage independently their academic work while out sick. Ninth and tenth graders who miss a day or two of school are expected to communicate with their advisors as well as their teachers, and it is not uncommon for the teacher of a ninth or tenth grader to initiate the conversation about the make-up plan with the student. The student is expected to grow in independence as the year unfolds and to be cooperative with the adults helping and guiding her.

A student in any grade level who misses three or more consecutive days of school for a medical reason is expected to turn in a doctor's note to the Health and Wellness Center. This note will help the Health and Wellness Center guide the student and the Academic Office about the time frame of the make-up plan. A student who misses three or more consecutive days of school for a non-health reason, or who does not return with a doctor's note, is expected to have all work turned in and all assessments made up by the end of the second class day of her return. Late penalties accrue after that.

## Group Work

A Madeira education includes group work. Obviously, if one misses a group project or presentation, her education is impacted, and with that her grade may be impacted. The teacher will let the student who missed a group project or assignment know if the work can be replicated in any other way. Likely, the student's grade will be impacted, as she missed a key experience in the class.

## Planned Absences

If a student knows she will be absent, particularly if the absence will occur during group work, group presentation, or on an assessment day, the expectation is that she will communicate in advance with her teacher. The student and teacher will create a plan. If a student fails to share in advance this information with her teacher, she has limited options for the make-up plan.

## Late Work

Work turned in late earns a ten percent late penalty for each class day it is late.

## Reporting Absences

All planned absences are to be reported by the parent of a day student in REACH. For unplanned absences, parents of day students should call the Academic Office before the class day begins. Boarders are to be in class, or, if not in class, to be in the Health and Wellness Center, unless they are out on a planned absence as indicated by their parent in REACH.

## Weather and Traffic

***Inclement Weather:*** The safety of our students is always paramount in weather related decisions. Generally, closures or delays will be communicated via the emergency alert system by 6:00a.m. Madeira does not follow Fairfax County closings and delays, and instead makes its own determination about whether to close school, open late, or close early for inclement weather..



- On class days, the school typically either cancels classes for the day or delays classes with a 10 a.m. start time. If classes are cancelled, students are expected to do their work on their own or with the help of technology.
- On the first day classes are cancelled in a module, there will be “virtual classes,” which means teachers email students updates and information by 10 a.m. On the second day classes are cancelled in a module, teachers and students should assume we will have class on the Saturday make-up day unless told otherwise. Teachers will still email students by 10 a.m. to confirm what students are expected to do by the next class meeting. On third, fourth, etc. missed days in a module, we will continue with virtual classes.
- Closings and delayed openings are announced on the website, via email, and through the School's emergency alert system. Students and parents are strongly encouraged to **enroll in the emergency alert system**. Please **do not call security for weather related information**.

Traffic in our area is unpredictable and students are expected to leave home in a timely manner. Lateness due to traffic is not typically considered excusable. If an unusual traffic incident has occurred, students are expected to sign in with the Academic Office immediately upon arrival on campus.

## Unexpected School Cancellations

Students are expected to have their materials so they can continue to do their academic work even when classes are unexpectedly cancelled, as in the event of bad weather. Students are expected to keep up with their assignment sheets and to check their Madeira email accounts after 10:00 a.m. but before 2:00 p.m. each day.

## Vacation Travel Arrangements

The calendar for the upcoming school year outlining vacation periods is posted on [the Important Dates](#) page of our website each spring. The dormitories CLOSE over Thanksgiving break, winter break, and spring break and all students are required to leave campus for the duration of the recess. On these occasions, the dorms will close at 12:00 p.m. on the day after break begins and will reopen at 9:00 a.m. on the day before classes resume. Students may leave after their last obligation on the day that break begins. Madeira expects parents' full cooperation in making transportation plans for their girls that are consistent with the published times and dates of departure and return.

For Thanksgiving, winter, and spring breaks the School offer shuttle transportation service to Reagan National Airport, Dulles International Airport, and Union Station train station. All boarding students must fill out a travel form two weeks prior to the break. On this form the student indicates how she is travelling home and how she will get to the airport/train/bus station, if appropriate. A student who wishes to sign up for one of the shuttles may select it in her travel form. The fee for shuttle service is \$25.00. Families may prefer to have their daughter take a taxi or Uber, or have a Madeira driver take their daughter in a Madeira vehicle. For complete information about travel arrangements please visit the [Forms and Schedules](#) page of the website and click on the [Travel Information document](#) under the Dean of Students heading.

### School Breaks: ([Important Dates](#))

November 2018	December 2018	January 2019	March 2019	June 2019
Friday, Nov. 16 <sup>th</sup> Thanksgiving Break begins after last obligation	Thursday, Dec. 20 <sup>th</sup> Winter Break begins after last obligation	Wednesday, Jan. 2 <sup>nd</sup> Dorms re-open at 9:00 a.m. (boarders must return by 7:00 p.m.)	Friday, Mar. 15 <sup>th</sup> Spring Break begins after last obligation	Friday, Jun. 7 <sup>th</sup> Graduation All students are required to attend commencement ceremony
Saturday, Nov. 17 <sup>th</sup> Dorms close at 12:00 p.m.	Friday, Dec. 21 <sup>st</sup> Dorms close at 12:00 p.m.		Saturday, Mar. 16 <sup>th</sup> Dorms close at 12:00 p.m.	
Sunday, Nov. 25 <sup>th</sup> Dorms re-open at 9:00 a.m. (boarders must return by 7:00 p.m.)			Sunday, Mar. 31 <sup>st</sup> Dorms re-open at 9:00 a.m. (boarders must return by 7:00 p.m.)	

### Change in Plans

Should travel plans change when returning from break, the student must notify the Adult on Duty (AOD) at 703-556-8211 as soon as possible to ensure the appropriate drivers are notified of the change. In the event that the AOD desk is closed, students **must** contact their dorm parent (dorm cell phone) and security at 703-556-8269, who will notify the administrator on duty. Failure to communicate changes in travel plans will be treated like an unreported absence. Students who fail to communicate changes or cancellations are also not guaranteed transportation from the school and may be charged a 'no show' fee from the company.

# Academics

Academic Dean	M.A. Mahoney	703-556-8249
Assistant Academic Dean	Kathryn McGroarty	703-556-8240
Academic Office	Carol Walker	703-556-8254
Learning Specialist	Audra Krupp	703-556-8322

## The Madeira School's Educational Philosophy

At Madeira, we believe:

Learning is active and experiential, joyful and personal. Guided by caring, expert, demanding teachers who model the School's values, students learn in various settings, from classroom to playing field, to dormitory, to congressional office. Working toward one's personal best deepens the habits of mind that lead to lifelong learning. Learning is its own reward.

Learning results from an intentionally designed, innovative, developmental, rigorous and girl-centered curriculum, which builds critical thinking, creativity and problem-solving skills. Each student has opportunities to study discrete disciplines as well as explore connections between and across disciplines and learning environments.

Learning's purpose is not only for students to obtain the skills needed to thrive at college but also for students to understand themselves in relation to others, to be informed about their changing world, and to participate actively and confidently in life through leadership and service.

## Graduation Requirements

Each year, students must be enrolled in and earn credit for 18-21 modules of courses/Co-Curriculum and three seasons of activities to be on track for graduation. A full-year course is three or four modules. Successful completion (passing grade) of a course is 60 or above. A list of a student's completed activities is attached to her transcript.

**Graduation Requirements Summary for Students in the Class of 2019: [Click Here](#)**

**Graduation Requirements Summary for Students in the Class of 2020: [Click Here](#)**

## International Student English Program

The International Student English Program provides Madeira girls with specifically tailored instruction which acknowledges and builds upon their rich and diverse backgrounds. The purpose of the program is to help international students develop and implement the skills which will help them thrive in Madeira's academic environment while acclimating to their new school. Additionally, students in this program are waived from the language graduation requirement (they are already bi-, if not tri-, lingual) and they are eligible for extra time on some tests, quizzes, and in-class essays.

## Yearlong or semester off-campus programs

Students at Madeira may apply for yearlong or semester programs. The head of school, the academic dean and the director of admission will review each application. Criteria for approval of the application includes the following:

1. the student may choose to fulfill 1 of 3 off-campus Co-Curriculum experiences through a yearlong or semester program. Alternatively, completing an internship during the summer is also a potential option to accommodate the yearlong or semester program. The student is to meet with the Co-Curriculum office, in advance of her application to a study abroad experience, to discuss the timing of her internship and alternative possibilities.
2. the student will take courses that are equivalent in level to those offered by Madeira, so that she will be able to earn academic credits in that program in lieu of the Madeira classes;
3. the student has been enrolled at Madeira for at least two years and is in good standing;
4. the student and her parents understand that enrollment in advanced level classes upon return to Madeira (AP and next-level courses in many subject areas) may be impacted by participation in this program.

It is strongly encouraged that families who are considering application to this program consult with the college counseling office prior to enrolling in this program. If the program is a half-year course, the full year Madeira tuition will be charged, unless it is through a program affiliated with Madeira. In the case of a full year program, a fee will be assessed in lieu of tuition. Please contact the director of admission for more information. If a girl participates in a full year program, and chooses to remain enrolled at Madeira while participating in the program, she is eligible to receive the same benefits as students in her class. This would include college counseling, permission to participate in graduation and related activities.

## Remote Study

On a rare occasion, a student may apply to study remotely for one module. Applications are due to the Academic Dean before the student government election/selection process the preceding academic year. If approved, the student's schedule will be built with the absence in mind, and this may influence eligibility for certain courses. In particular, AP courses are not best matched with remote study. If an opportunity arises after June 1, a student may ask for her application to be considered after that date. If a late application is approved, a student may be expected to modify her course of study.

Students who have been elected or selected into certain leadership positions, such as a head of school position or class co-president are expected to be on campus and are not eligible to make a late applications.

If a student's request is approved, she will earn Audit (no grade or credit) in the courses of in the module of remote study. She will be allowed to move forward to the next module of the class, contingent upon her demonstrated mastery of the missed material and related skills. She will have PowerSchool access to the course materials (except assessments) during the remote module. If a student is studying and auditing remotely, the onus for learning is hers; the teacher is not expected to fill in gaps or teach material one would have learned if in the classroom.

Please schedule an appointment with the Academic Dean if you would like an application. Those approved, will be instructed to check back in with the Academic Dean in the summer after schedules are posted to review specifics, particularly about demonstration of mastery of missed material and skills.

## Early Departure for College

In rare instances, a Madeira junior will complete eleventh grade and then go to college rather than completing her senior year at Madeira. If a girl has such a plan, and wishes to receive a diploma from Madeira at a later time, she must apply for permission to take the remaining courses at the college to which she will enroll. The head of school, the academic dean and the director of admission will review each application. Criteria for approval of the application include the following:

1. the courses meet the same standard (length of time, quality of assessment, type of rigor) as the course at Madeira;
2. the student successfully completes the course with a passing grade;
3. the course is graded in a letter grade, rather than on a pass/fail basis;
4. the student will receive full college credit upon completion of the class.

Because the student is already enrolled in college, she would not be enrolled at Madeira, not pay a fee of any kind to Madeira, and therefore not participate in any school programs, including college counseling or graduation.

## Academic Support Systems and Programs

### Academic Office

The Academic Office works with students to help them understand how to achieve successful academic careers at Madeira. Functioning as resources, in addition to teachers and the advisor, the Academic Office staff can help students build study skills and/or set priorities. Students are encouraged to stop by the Academic Office for a visit. On occasion, the academic dean may ask a student to come in for a conversation about her academic goals, her recent successes, or her academic needs.

### Skills Center and Learning Specialist

The Skills Center is a pleasant and welcoming place for students to work independently, collaboratively, or one-on-one with the learning specialist. Services offered and conference topics include academic and organizational coaching, study skills analysis, project planning, and other academic or learning support, as needed.

Qualified students with documented learning differences and other health issues may require reasonable accommodations. In order to determine eligibility for accommodations, testing must be submitted and reviewed by the School's consulting psychologist, learning specialist, and the academic dean. Please contact the learning specialist or academic dean for more information.

### Huffington Library

The Huffington staff welcomes the Madeira community to use the library for research, recreational reading, and browsing. The library is also a popular site for group study and meetings. Two downstairs conference rooms, an upstairs seminar room, the Johnson Fiction Room, and the Audio/Visual Room may be reserved by adults for those purposes. The library also provides access to the several online resources, a collection of educational and recreational movies, and limited equipment. Library staff members are available to give assistance and provide guidance in locating materials, including searching nearby public library collections.



There is no limit to the number of items a student may borrow. However, all materials must be checked out to the student before being taken from the library. If a student borrows an iPad from the library, an **iPad Loan Agreement** must be completed. Circulation periods vary according to the type of material. Students will be informed of due dates and renewal procedures. Additionally overdue notices will be sent via email twice weekly. If any student is found to have unreturned library materials on her account, she will be charged the price of the item and an additional processing fee for replacement. All grades will be held until student accounts are cleared. Be sure to see the Huffington Library rules posted at the circulation desk for further information about how to make the most of the library.

### LIBRARY HOURS

Monday – Thursday	8:00 a.m. – 5:30 p.m. and 6:30 p.m. – 9:30 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	CLOSED
Sunday	12:00 p.m. - 9:30 p.m.

Please note: Library hours are subject to change for school events and during holidays and vacations.

### Evening Study Hall

Evening study hall is open to all students. It is required for all boarding students, except seniors, and runs Sunday through Thursday, 7:30 p.m. - 9:30 p.m. The study hall period is a quiet, proctored time for students. Further details are provided in the *Residential Life* section.

### Books

Madeira partners with Follett to help facilitate the purchase of textbooks and digital content. Students may purchase books from any supplier. Many of the textbooks come in a digital format that students may purchase. If you are purchasing books from an alternative supplier, please check the ISBN carefully. Title, author, and ISBN information can be found through Follett. All students are expected to have their books for the first day of class. Visit [www.madeira.bkstr.com](http://www.madeira.bkstr.com) to place your order.

## Email

Students are required to check their email accounts a minimum of once a day and are expected to check their My Backpack account and PowerSchool regularly. Students are held responsible for all information provided via this school-wide communication system. If classes are cancelled due to inclement weather, students are expected to check their Madeira email accounts after 10:00 a.m. and before 2:00 p.m. for updates and information from their teachers.

## Study Groups

Many girls enjoy studying in groups. Usually, girls take the initiative for forming their own study groups, but teachers and advisors can provide advice on forming the most beneficial group.

## Tutoring

The academic dean, in consultation with the learning specialist and teachers, may recommend or require tutoring if a girl has a significant absence or appears to have significant gaps in her learning. The School asks that parents and girls not employ tutors without first discussing the options with an academic dean or the learning specialist. It may be that school supports are not being sufficiently used, and that employing a tutor is a premature step or a step that does not support the goal of independent learning. Students also need to understand how to work with a tutor in a way that does not put them at odds with our academic honesty requirements. The learning specialist can often recommend tutors who are familiar with the School's expectations. Families inviting a tutor to work with their daughter on our campus must make arrangements with the learning specialist at least one week in advance. Parental approval is required in order for a tutor to work with a student on campus. The learning specialist will coordinate tutor arrangements.

Students in AP-level courses should not be working with tutors; instead, they should be redirected to a course that offers a more appropriate challenge.

## Evaluation

Students are evaluated in many ways, depending on the individual department's goals and methods. Homework, classroom performance, tests, and quizzes, as well as special projects, papers, and lab reports are the usual methods of assessment. The assignment sheet and syllabus describe and list evaluation methods.

Students who miss school for either a reported or unreported absence must make up all work missed. Please refer to the *Attendance* section for these policies.

## Grading

The Madeira School uses the following guidelines for grading in all academic courses.

**Grade A- (90-92); Grade A (93-96); Grade A+ (97-100)**  
Superior work.

**Grade B- (80-82); Grade B (83-86); Grade B+ (87-89)**  
Strong work.

**Grade C- (70-72); Grade C (73-76); Grade C+ (77-79)**  
Satisfactory work.

**Grade D- (60-62); Grade D (63-66); Grade D+ (67-69)**  
Less than satisfactory work that may suggest inability to continue more advanced work in the subject with success.

**Grade F (59 or below)**

A term grade of 59 or below is a failing grade. A student receiving an F will be instructed as to whether she may retake the course at Madeira, or at an approved summer school, to earn the credit. In some cases, a student with a term or final grade of an F will be notified that her enrollment at Madeira must end.

## Homework Guidelines

Students in ninth and tenth grades in three courses in a module can expect between 10 and 15 hours of homework and study, in total, per week. Eleventh and twelfth graders in three courses in a module can expect between 15 and 20 hours of homework and study, in total, per week. A student who has chosen to enroll in an AP course may find that the work in the class exceeds these school limits.

Other than one night's assignment, teachers may not give homework over Thanksgiving, winter break, or spring break unless the course is an AP-level course. Students may choose to work ahead on long-term projects during these breaks, but they may not be given long-term assignments to be completed over the break unless they are for an AP class. (AP students can expect work throughout the year, even during long breaks.)

Language and/or math teachers can expect a student to spend ten minutes (per department) on homework daily, five days a week, during modules when the student does not have a course in that department.

A student who hands in a late assignment will have her grade lowered by 10 percent of the original value of the assignment for each school day the work is late. For a successfully completed paper or homework assignment submitted more than four days late, a student can earn no more than an F/59. Missed points will be deducted from the 59 maximum grade.

## Assessments After Evening School Obligations

A Chamber Orchestra or Stagecraft student can arrange with her teacher (at least a day in advance) to take a Wednesday assessment on Thursday. This will not count as a grace period request. An athlete whose team is scheduled to return to campus after 7:30 p.m. can also, a day or more in advance, arrange with her teacher to take the assessment one day after it was scheduled. This will not count as a grace period request. If an athletic team unexpectedly returns to campus after 7:30 p.m. (i.e. a rain delay), the student can email their teacher and cc the Athletic Director prior to the end of study hall to request to take the assessment one day after it was scheduled. Students are expected to use grace periods to help them manage, in a planful way, Tech Week and theater rehearsals. Students in Glee do not miss study hall time, so they can take assessments as scheduled.

## Grace Periods

With prior approval of her teacher and advisor, a student may be granted a grace period (of up to two class days) in which to complete an assignment or take a test. Only one such request per class may be granted per module. Most teachers and advisors require that requests for grace period be made in person and at least 48 hours in advance. Students work directly with their advisor and teacher regarding grace periods and related questions. Students should think of the grace period as a planning tool that can help them manage conflicting obligations, not as a reward for those who have not kept up with their work, because teachers and advisors may deny the request. Teachers can mark certain assignments ineligible for grace periods. Note that a student may not extend a grace period with an absence or by an upcoming break without the work suffering late penalties. Abuse of this privilege or the attempt to circumvent the intent of this privilege will result in a meeting with the academic dean.

## Advanced Placement Exams

All Madeira students in AP courses are required to take the AP exams and to have those exams scored and reported by the Educational Testing Service. Students who sign up to take an AP exam that is not connected with a Madeira AP course, such as English Language and Composition, will be charged for the cost of the exam plus an administrative handling fee if they cancel or do not take the exam. Students are expected to attend all classes before and after their AP exams each day. They are not expected to take tests, quizzes, etc., in those classes on the day of an AP exam. Teachers have the option of changing course deadlines to accommodate students taking multiple AP exams.

## Communicating Grades With Students

All teachers will have open gradebooks on My Backpack. All work will be graded within one week of being submitted. Grades will be posted (in most modules) slightly more than one week after the end of the mod. A teacher will communicate with a student, parents, advisor and academic dean when the student:

- Has an average of C- or below
- Has a grade that shows a significant drop from her standard performance
- Shows a significant change in behavior, or about whom there is concern about overall attitude and performance
- 

## Academic Warning

A student is considered on 'academic warning' if her grades are in the D range, or if her skill level is not at the level required for her grade. Additionally, if a student begins to have academic difficulty or when work is consistently late or missing, the teacher will notify the student's advisor and the academic dean. If, in the judgment of the academic dean, the student's work warrants particular concern, that student may be placed on academic warning. A student on academic warning may make herself ineligible to receive financial aid.

When a student is placed on academic warning, the academic dean will meet with the student to discuss her work and, consulting with her advisor, her teachers, and her parents, will outline a course of action, which may include:

- Adjusting the student's program of study

- Requiring that the student have regularly scheduled conferences with her teachers, her advisors, the Learning Specialist, and/or the school counselor
- Requiring special study arrangements, including evening monitored study hall, or Saturday morning study hall
- Recommending tutoring or diagnostic testing
- Recommending and/or curtailing the student's extracurricular activities, including running for student government office
- 

## Academic Probation

If a student receives one F or two Ds as a final grade in any module, or if her skill level is not at the level required for her grade, she will be placed on academic probation. Academic probation results in an evaluation of the student's future in the school. Her contract for the following year may be withheld or, if already signed, may be withdrawn or put on hold. A student on academic probation may not run for student government or participate in room draw. A student on academic probation will not be eligible for financial aid.

## Academic Expectations

### Classroom Expectations

A student must be in her seat before the bell rings, ready for class to begin. Students are expected to be prompt to all classes. They should go directly from assemblies to the next class. Arrivals after the class bell will not be excused. If a previous class teacher has detained a student, she will still be marked late. Students are responsible for reminding their teachers that they need to go to class. Students who do not have all class materials (books, notebook, and supplies) may be asked to leave class and will be considered tardy.



### Attendance and Testing on Major Religious Holy Days

Teachers may not give tests or graded evaluations on Lunar New Year, Eid al-Fitr, Eid al-Adha, Rosh Hashanah, Yom Kippur, the first full day of Passover, or Good Friday. Consult an academic dean if a religious observance conflicts with your test schedule on subsequent days.

Some Madeira students observe other holy days. Therefore, additionally, an absence to observe a major religious holy day (at a place of worship) that falls on a class or Co-Curriculum day will not be counted toward the attendance limits. Girls will be expected to plan ahead so they can stay up-to-date with schoolwork.

### Withdrawing from a Class

Any student wishing to change her schedule after the start of a module must complete a course change form available from the Academic Office and obtain all necessary signatures, including those of her advisor and the academic dean. Any course changes must be completed within the first two days of the start of a module.

If a student drops a course after the first two days, the course will appear on the transcript with an indication of her status at the time of withdrawal (i.e. Withdrawal Passing or Failing). Exceptions may be granted by the academic dean only for illness or other special circumstances. If a senior changes a class, she must notify the registrar that an updated transcript may need to be sent to any colleges to which the senior has applied.

### Withdrawing from an Activity

Any student wishing to change activities after the start of the season must complete an activity change form available through the Academic Office. Any activity changes must be completed within the first two days of the start of a season. Since 3 seasons yearly of an activity are a graduation requirement, students are not permitted to change or withdraw from an activity after the first two days because it would put their graduation in jeopardy.

# College Counseling

Director of College Counseling  
Associate Director of College Counseling  
Registrar

Sheila Reilly 703-556-8209  
Linda Mathews 703-556-8263  
Mitzi Arena 703-556-8319



The Madeira School College Counseling program is closely aligned with the core skills and values that form the overall academic mission. College counselors work individually with girls and families and offer programs spanning all grade levels. Programming is class specific. The intent is to encourage thoughtful introspection across the high school experience so girls will be empowered in all aspects of decision-making regarding their futures.

An all grade-level college counseling day is planned for Saturday, January 6, 2018. Students attendance is required, family attendance encouraged.

## Registrar

The registrar keeps all official school documents. Should you need a *Letter of Attendance* or transcript for insurance, driver license application, or for summer or scholarship programs, please contact our registrar Ms. Arena in writing. Her email address is [marena@madeira.org](mailto:marena@madeira.org). You may also use the online [Official Transcript Request Form](#). Please note, all document requests must be made in writing and with two weeks notice.

# Co-Curriculum Program

Assistant Head of School  
Director of Placement Management  
Director of Programming & Operations

André Withers  
Katherine Gianino  
Melissa Bejjani

703-556-8212  
703-556-8277  
703-556-8383

For 50 years, Madeira's award-winning experiential learning program has provided student internships, similar to those offered by colleges and universities. For five weeks, girls learn from experience in settings beyond the classrooms. Sophomores engage in service, juniors serve on Capitol Hill, and seniors pursue a career interest or passion. Over their four years, Madeira graduates build an impressive resume from the Co-Curriculum placements.

The Co-Curriculum Program at Madeira is a journey of self discovery and a practical approach to learning. No two students' experiences are the same.

## Program Overview and Placement:

- educates girls for Building Strength, Serving Others, and Impacting Change
- helps students bridge the gap between secondary school and future goals
- develops self-confidence and an ability to work in a diverse community
- provides an opportunity to understand the needs of a community in a local, national, and global context
- enhances a student's personal understanding of serving fellow citizens
- teaches her how to utilize the resources available in the Washington, D.C. metropolitan area as an extension of the Madeira academic program
- provides opportunities for progressive degrees of independence and is designed to respond to the needs of students at each level of their development



## Credit and Evaluation

Co-Curriculum is an assessed component of the School's program. Through projects, attendance and the capstone experience for sophomores, juniors and seniors, a girl's full participation and effort will be reflected in credit and assessments given. Over the course of the modules, sophomores, juniors and seniors are routinely evaluated by their supervisors as well.

If a student is unable to complete any portion of her assignments, during her assigned Co-Curriculum module, she will be expected to complete the missed portions over the summer or another agreed upon time.

In the unlikely event that a student needs to switch her placement during a module, medical and safety concerns are usually the reason. Given this, a physician's note may be required and the student will likely be responsible for securing another placement.

## Attendance

### Planned Absences

Each student is allowed two absences during her Co-Curriculum module. Two late arrivals or early departures will count as one absence. As it is required for academic classes, regular attendance is expected, required and critical for a full experience within the five-week module. In the unlikely event that a student accrues more than two absences during her Co-Curriculum module, she must make up the hours missed by working at her placement during weekends or another agreed upon time. Additional assignments may be given at the discretion of the Co-Curriculum Office. If makeup work at the placement is necessary, students are expected to provide their own transportation. Report cards, transcripts, and diplomas will be withheld until these days are made up. The Co-Curriculum Office must receive written or verbal confirmation from the site supervisor within a week of completing the make-up hours.

Should a student accrue more than four absences in a Co-Curriculum module, she will be moved to a Pass/Fail grade in lieu of a letter grade and group work may be redistributed accordingly. Please note that a student's placement may not be guaranteed after four missed days.

If a student needs to miss a Co-Curriculum day due to planned absence (for example, doctor's appointment or a college visit), her parent/guardian must contact the Academic Office [academicoffice@madeira.org](mailto:academicoffice@madeira.org), 48 hours prior to the planned absence. Additionally, the student must follow the correct sign-out protocol laid out by the Dean of Students Office. Failure to meet this deadline or follow any of these steps may result in disciplinary action.

Students are expected to plan ahead. College visits, family travel, medical absences, or other appointments count as absences. Junior and senior students have the responsibility of notifying their placement supervisor for any absences. In addition to notifying the Academic Office, the Co-Curriculum Office should be copied on all emails to supervisors, or notified when a phone call has been made. Failure to notify the supervisor may result in disciplinary action.

## Illness

If a boarding student is unable to attend Co-Curriculum because she is sick, she should check in to the Health and Wellness Center by 7:30 a.m. to be evaluated by one of the nurses. It is the student's responsibility to email or call her supervisor before 8:30 a.m. to let her/him know that she will not be at her placement that day. A day student who is absent is expected to email or call the Academic Office and her supervisor before 8:30 a.m. and will not be permitted to attend or participate in afternoon or evening events on campus.

If a student becomes ill while at her placement, she should email or call the Co-Curriculum Office and the School will help coordinate transportation back to campus. Students on medical leave from school will not have to make up Co-Curriculum hours missed during the leave.

## Tardies

Lateness to Co-Curriculum is unacceptable as it impacts transportation schedules, the school's relationship with the placement and the placements of other students. As noted in the Attendance section of this handbook, one tardy will automatically result in an infraction. Students will receive an infraction for the following:

- Arriving late for Co-Curriculum transportation
- Arriving late to a Co-Curriculum class or program
- Arriving late to Health and Wellness Center on a Co-Curriculum day (students must be checked in to the Health and Wellness Center by 7:30 a.m.)

In the event that a student misses school transportation because of lateness, alternative transportation will be provided through a taxi or public transportation. Students who are late and miss school transportation are responsible for cab/sedan charges.

## Medical Leave of Absence

If a student has been granted a medical leave of absence by the Head of School, the Co-Curriculum Office will work closely with the student and family to establish requirements for making up the missed placement time on an individual basis so as to satisfy the full Co-Curriculum requirement.

## Expectations

### Representing the School

Participating in the Co-Curriculum program is a privilege, and students are expected to show a act in accordance with our school's community values and act professionally at their Co-Curriculum placements at all times. Each organization offering a placement has its own policies and procedures which students are expected to follow in addition to all school rules and values. Failure to follow school and/or placement organization rules may result in disciplinary action.

### Dress

All students are expected to dress professionally and according to the standards deemed appropriate by the Co-Curriculum Office and their placement supervisors. Every student is a representative of Madeira when they leave campus and we expect students to dress appropriately. The Co-Curriculum Office communicates the standards of appropriate dress for each grade level. In the event that a student arrives inappropriately attired, she will be asked to change prior to departing campus, and she will be given an infraction.

### Leaving Placement

Students may not leave their placements for any reason without permission/acknowledgement from the Co-Curriculum Office. Sophomores may leave their place of work only in the company of their supervisor. Any exception to this must be made with the specific permission of the Co-Curriculum Office. Juniors and seniors may leave their place of work if sent by their supervisors on a work-related assignment. Students must ensure that their office knows where they are at all times. No student may arrive late or leave

her placement early without specific permission given by the Co-Curriculum Office. Violation of this policy is considered a safety risk and may result in disciplinary action. Students should have their cell phones at all times.

## **Lunch**

Lunch is provided by the school however, students may choose to purchase their lunches if the placement site allows. Lunch times will be determined by Co-Curriculum placement supervisors, but will not exceed one hour. Juniors and seniors may eat in restaurants within a short walking distance of their offices as directed by their supervisor. Sophomores are not permitted to leave their placements unless accompanied by their supervisor.

## **Closed Placements**

If a student's placement is closed on a Co-Curriculum day within the module, she must report to the Co-Curriculum Office by 8:30 a.m. In these cases, students are re-assigned to work on campus.

## **Transportation**

Madeira provides transportation to and from Co-Curriculum placements. Senior day students may, with permission from their parents and the Co-Curriculum Office, provide their own transportation. Under special circumstances, a boarding student, with appropriate permissions, may be allowed to drive, and if appropriate, drive with a day student. Student safety when being transported in the Washington D.C. metro area is important, and the School expects all girls to act in a manner that reflects this by following all directions given by placement and Madeira adults as well as following all Madeira rules and guidelines regarding personal safety. If a student's transportation plans change at any time, parents must email the Co-Curriculum Office as soon as possible to ensure that school transportation can be provided.

# Athletics

Athletic Director	Katie LaRue	703-556-8251
Assistant Athletic Director	Kelly Chandler	703-556-8321
Athletic Trainer		703-556-8305
Assistant Athletic Director for Sports Information	Ka'Shauna Cook	703-556-8297
Director of Equestrian Programs	Ian McCartney	703-556-8276
Director of Strength and Conditioning	Christa Dalakis	703-556 -8321

## Mission

Madeira Athletics inspires the development of strong competitors while instilling the intangible qualities of leadership and a commitment to becoming part of something greater than oneself.

## Vision

Madeira Athletics will build a culture that allows each individual the opportunity to reach their highest level of personal achievement through a commitment to leadership development, teamwork and discipline.

## Core Values

Contribution and Commitment  
Positive Mistake Response  
Respect and Gratitude



## 2018-2019 Athletic Season Dates

Fall: August 28<sup>th</sup> 2018 – November 4<sup>th</sup> 2018

Winter: November 7<sup>th</sup> 2018 – February 23<sup>rd</sup> 2019

Spring: February 25<sup>th</sup> 2019- May 13<sup>th</sup> 2019 (with the exception of Track and Field State Qualifiers)

## Interscholastic Athletics

Madeira is a member of the Independent School League (ISL) which consists of private schools in the Washington D.C. metropolitan area. The ISL's main purpose is to provide female students at the member schools 'a quality athletic experience through structured league play; to provide for recognition of school, team, and individual accomplishments; and to promote sportsmanship, good will, and healthy rivalries among member schools and their athletes.'

Madeira also belongs to the Virginia Independent School Athletic Association (VISAA). The VISAA seeks 'to develop and implement athletic policies and guidelines that promote participation, sportsmanship, leadership, and professional development among schools...'

## Equestrian Program

Over the past 70 years, the equestrian program has been an important part of the athletic curriculum at Madeira. Designed to challenge both the beginner and the experienced rider, the goal of the program is to develop self-assured and disciplined riders capable of participating in a wide range of equestrian activities. Instructors are committed to assisting each rider with developing her talents and skills and achieving a sense of individual accomplishment.

## Riding Classes

Students enrolled in the program receive movement/team activity credit and are scheduled to ride two times per week, after school between 2:15 p.m. and 6:30 p.m. Instruction in hunt seat equitation and stable management skills are incorporated in the regular curriculum. Students are encouraged to spend time at the stables outside of class, and for those with proficient skills, to ride independently on non-lesson days. Riders may enroll by the season or for the entire year. Students boarding their own horses must participate in the riding program. Riding classes follow the same attendance policy as the athletic department.

## Competition

Madeira fields a varsity equestrian team and competes in the Interscholastic Equestrian Association (IEA) competitions, as well as local and rated horse shows on the east coast. Riders of all levels are encouraged to try out for the IEA team. Those wishing to compete at regular horse shows in the hunters, jumpers, or equitation should meet with a riding staff member to discuss showing options. School horses are available for local showing; however riders will need their own or a leased horse to compete in rated horse shows. Several in-house shows and special events are held on campus throughout the year.

## Senior Gallop

Senior Gallop occurs during the last week of school. To be eligible to participate in Senior Gallop, students need to have ridden at least 2 seasons their Senior year.

## Facilities

The Hurd Sports Center is home to many athletic activities and team sport offerings at Madeira. The complex includes a six lane, 25-yard pool with a diving well, a basketball court that doubles as two full volleyball courts, the athletic training room, locker rooms, a conference room, the cardio center, the strength space, a dance studio, and the Athletic Department offices. The Hurd Sports Center is complimented by a newly built state of the art synthetic lacrosse/field hockey field made with an organic in-fill. This facility consists of two practice fields and once showcase field for games and tournaments. It is one of a kind within the region and is a testament to the premium placed on Athletics.

### Other facilities include:

- A natural grass regulation soccer field
- A state of the art organic, synthetic field hockey/lacrosse field
- Two practice fields for field hockey and lacrosse
- A newly reconditioned softball diamond
- Seven outdoor tennis courts
- A 5K cross country trail
- The Gaines Indoor Equestrian Center and outdoor riding ring
- 30-stall stable facility



## Team Sports

Teams are selected by ability and by a student-athlete's performance during tryouts. The number of teams for each sport and the availability of a particular sport may vary in a given year.

The varsity level of a sport requires student-athletes to possess a certain skill set as varsity teams compete at a more advanced level of play. The junior varsity level of a sport does not require any prior experience. As a result, JV sports focus more on developing and honing sport-specific skills, strategies, knowledge of the game, and rules.

## Team Captains

Team captains are chosen for all varsity and junior varsity team sports. Team captains participate in programming geared toward student leadership training that is offered through the Athletic Department.

## Student Assistant

Students may fulfill their athletic activity/team sport requirement by participating as a team student assistant. All varsity sports have up to two student assistants. Student assistant are required to attend all team commitments in order to receive credit.

## Athletic Teams & Activities

Athletic activity classes are non-competitive courses that serve to provide students with an opportunity to maintain physical fitness and promote the acquisition and development of personal health and wellness skills.

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7
JV & Varsity Field Hockey						
JV & Varsity Soccer						
JV & Varsity Tennis		Varsity Tennis				
JV & Varsity Volleyball						
		JV & Varsity Basketball				
		Climbing				
		JV & Varsity Lacrosse				
		JV & Varsity Softball				
Cross Country		Winter Track & Field		Spring Track & Field		
Swimming for Conditioning	Swimming for Conditioning	Varsity Swimming and Diving			Swimming 101	Swimming 101
					Tennis Activity	Tennis Activity
Riding	Riding	Riding	Riding	Riding	Riding	Riding
Fitness	Fitness	Fitness	Fitness	Fitness	Fitness	Fitness
Pilates	Pilates	Pilates	Pilates	Yoga/Pilates	Yoga/Pilates	Yoga/Pilates
		Karate	Karate	Karate		

## Independent Athletic Activity/Team Sport Credit

Independent athletic credit may be available for students who can demonstrate a commitment to a sport or activity that may or may not be offered by the School. A student may apply for independent athletic activity/team sport credit through the Athletic Department, who will consult with the committee of representatives from around campus. In this application, a student must demonstrate that she practices at least eight hours per week and participates in games/competitions. A student cannot receive independent athletic activity/team sport credit and an on-campus activity credit in the same season. In addition, a student may not receive independent athletic credit for an off-campus team unless she participates on the Madeira team of that same sport. To obtain the independent activity credit application please contact the athletic director.

Elite athletes are expected to share their talents with a Madeira team. Therefore, students who apply for independent athletic activity/team sport credit must participate in at least one Madeira athletic activity/team sport per year.

Independent athletic credit will not be granted retroactively.

## Practices

Practices for JV interscholastic team sports occur from 2:45-4:45 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Varsity practices will occur from 4:00-6:00pm. Games regularly occur during the late afternoon between 4:00 p.m. and 7:00

p.m. During a season, athletes may also have practices, games, or tournaments on the weekends. Athletic schedules are posted on the [athletics page](#) of the Madeira website for all team sports.

## Preseason Training and Vacations

For the 2018-2019 School year athletes who wish to try out for a varsity or jv team will be expected to attend all fall preseason activities. Students who cannot attend fall preseason should consider other D block options.

At times, team sport commitments will occur on Saturdays, during a scheduled Madeira vacation or day off. The Athletic Department will notify Students and families at the beginning of the season of all required weekend and holiday commitments. In the event of a conflict, it is expected that the student-athlete will discuss the conflict with the athletic director and her coaches as soon as possible. Communication early and often is important as we do understand conflicts arise and we want to work with families to find a good solution.



## Attendance Limits and Credit

Students who participate in team sports are required to abide by the following attendance expectations:

1. Student-athletes are expected to attend every practice and every game, including weekend and holiday commitments.
2. Student-athletes are expected to arrive on time.
3. If a student intends to miss practice because of a planned absence, she must complete a yellow sheet, signed by the athletic director at least 24 hours in advance of the absence.
4. In the event of an illness or injury, the student-athlete is expected to attend practice as an observer unless excused from practice by the Health and Wellness Center or the athletic trainer.
5. If a student plans to miss a game or tournament for any reason, she must initiate a conversation with the athletic Director as soon as possible. Her parents must contact the athletic director prior to the event; the student must also complete a Yellow Sheet as required by the Academic Office.
6. Team members who accrue four or more absences in a season are in jeopardy of not receiving credit for their participation. Missing a regular-season game, tournament, or meet counts as two absences. Any student who misses an ISL or VISAA end-of-season meet or tournament game will not receive credit unless an exception is made by the Athletic Director. A student who accrues four or more absences must meet with the Athletic Director to petition for credit. Credit decisions will be made by the Athletic Director and Academic Dean.
7. Major religious holiday observances are not recorded as an absence and students must provide the athletic director with a yellow sheet for a planned absence.
8. Coaches will determine and communicate at the start of each season any team specific repercussions for absences (e.g. not starting a game).

The Health and Wellness Center staff, the athletic trainer, or a personal physician must evaluate any student who is unable to participate in her after-school athletic activity/team sport due to illness or injury. A student who needs to be excused for more than three days must have a note from a physician describing the nature of the illness/injury, the treatment or limitations, the duration of restrictions, possible alternative physical activity, and any follow-up care required. The student must also have a clearance note from her physician stating that she may return to play. Until this required paperwork is received by the Health and Wellness Center, missed athletic activities/team sports due to illness or injury will be counted as absences. A long-term activity restriction requires medical re-evaluation every season.

The Athletic Department employs a 'no quit' policy with regard to all athletic team commitments of its students. This policy requires every student to fulfill her seasonal commitment to any athletic team. If a student drops a sport or an activity after tryouts are completed, it will appear on the activity attachment of her transcript with an indication of her status at the time of withdrawal (i.e. Withdrawal Passing or Failing). Students are at risk of receiving a Withdrawal-Fail for quitting an athletic team after the roster is posted. Exceptions may be granted by the athletic director only for illness or other special circumstances.

For all D block activities that are not team sports, a student may have no more than 6 absences per season. After the 6th absence, she will lose credit for the activity. If she loses credit, she must initiate a meeting with the academic dean, for she will need to complete another approved make-up activity (during her weekends or winter/spring/summer break) in order to stay on track for graduation. A student who finds herself in the position of needing to make up an activity due to excessive absences more than once can expect that her ability to remain at the school will be in question and determined by the academic dean, dean of students and head of school, for she is demonstrating inability to meet graduation requirements.

## Grading

Students will receive a PASS/FAIL at the end of the module/season for each athletic activity/team sport credit attempted or earned.

## Athletic Recognition

Varsity athletes are awarded a six inch letter. Each athlete will receive a letter and a pin for her first year on a varsity team and will then be awarded a pin for each subsequent season.

## Red & White Teams

All students, faculty members, and staff members are assigned to either the Red or White team. Red and White team captains serve to foster school spirit through various events throughout the school year.

## Athletic Trainer

The athletic trainer is a licensed healthcare professional working in collaboration with the school's orthopedic physician, consulting neuropsychologist, and health and wellness center. The athletic trainer provides services such as: injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions for members of the Madeira community.

## Concussions

The goal of the athletic department is to have all students participating in sports take the baseline neurocognitive assessment (ImPACT) prior to their first team commitment once every two years. Our athletic trainer will evaluate students who have experienced a possible head injury. If a concussion is suspected, a referral to an outside healthcare provider will be made for a diagnosis. Upon diagnosis, the Director of Nursing will coordinate care and accommodations in collaboration with the student, parents/guardians, athletic trainer, academic office and counseling team, as well as the treating healthcare provider, with the end goal being a return to a full program of study and athletic participation without restrictions.

# Student Life

Dean of Students  
Director of Residential Life  
Assistant Dean of Students for Campus Life  
Academic Dean

Kim Newsome 703-556-8296  
Hunter Southworth 703-556-8215  
Sarah Yarborough 703 556-8355  
M.A. Mahoney 703-556-8249

## Our Community



At Madeira we strive to make everyone feel at home in our diverse community. Students come to our school from around the world and from more than 32 states. Such diversity provides a backdrop for the stage on which students learn about others, and more importantly, about themselves.

Madeira is committed to creating an environment of both respect and resilience. We strive to engage all the differences and similarities of the members of our community. The process can be chaotic at times, but we hope to provide a safe space for each person to learn, to transition to young women of scholarship, to develop a true appreciation for others, and to gain understanding of personal identity.

Students have an important role in our community, which comes with certain expectations. Our community values of honesty, respect, and compassion are essential to the student role. Students are expected to:

- Seek help when they are struggling
- Know what resources are available for them
- Work with faculty and advisors
- Advocate for themselves
- Engage with the community
- Accept responsibility for self and others
- Share their talents

Provided below are some of the ways and resources available that enable all students in the community to develop their skills and share their voice.

## Advisors

Every year each student is assigned an advisor by the academic dean as a resource for school and community-related information, issues related to the student's grade level, and the student's individual progress. The advisor is the primary contact between a student and her family and the School. The relationship between advisor and advisee is an important one. It is based on the expectation that all communication will be open and honest. In the event of any concerns, either on the part of the student or her parents, the advisor is the first point of engagement/contact. Advisors meet with their advisees in small groups on a daily basis and attend class meetings with their advisees. All students typically change advisors annually, thus giving the student and her family experience with several adults within the community.

Students should feel comfortable turning to their advisors for advice and support.

If parents have any questions about their daughter, they are encouraged to talk to her advisor first. The advisor often knows more about the student than most other adults on campus. Parents may refer to the department telephone numbers at the back of this handbook to reach the advisor.

All advisors are coached and supervised by their lead advisor and academic dean.

The basic expectations of advisors include:

- Help advisees understand and embody the School's values of awareness of self and others, compassion, creativity, intellectual curiosity, integrity and resilience.
- Give academic advice, work with students to find solutions to academic or attendance difficulties, approve all schedule changes, approve absence forms, monitor attendance, review report cards, and work to find solutions to academic or attendance difficulties

- Give advice and feedback on advisee’s behavior, so that the student can act with self-confidence and compassion
- Communicate with the student and family in the event of a disciplinary action
- Communicate regularly with the adults in the student’s life at school and share this information with the family

Each grade has a lead advisor who plays an important role in helping to establish a strong class. Lead advisors are charged with mentoring, training, and supporting the grade level advisors. They help advisors with specific grade-level tasks, goals, and developmental milestones. Lead advisors are supported by the academic dean.

## Class Meetings

Each class meets regularly to plan and execute activities for both the community and the class. At their meetings, all grade levels are expected to discuss election of new student leaders, class fundraising and budgeting, planning of class events, and participation in school-wide events and activities, such as *Red* and *White* team competitions.

### Class specific goals

**NINTH GRADERS** – establishing class unity, understanding class governance, acclimating to high school, building community

**SOPHOMORE** – incorporating new class members, deepening an understanding of community service, planning for junior events, transitioning to ‘upper class women’

**JUNIOR** – developing a class legacy, negotiating increased responsibility and increased options, thinking beyond high school, planning Junior/Senior party, planning for senior events

**SENIOR** – establishing a leadership identity, enjoying and building on traditions, transitioning out of high school, honing the class legacy, preparing for Affirmation, graduation and beyond

## Student Organizations and Leadership

### Student Government

In keeping with the mission and philosophy of Madeira, which had the first student government in the Washington, D.C. area in 1906, our girls lead the student government. Three rising seniors are elected, each spring, to lead our school as the head of boarding, head of day, and head of judiciary. Leading the different components of school life hones their skills, encourages compassion, develops a sense of responsibility, and ensures that the community is cared for by peers.



Other elected members of student government include:

- Co-heads of community service
- Senior class presidents
- Junior class presidents
- Sophomore class presidents
- Ninth grade class presidents

Members of student government meet weekly with the dean of students. The meetings, which are open to the entire student body, are chaired by the heads of school, and they serve as a forum for student concerns, a channel for positive growth in the Madeira community, a means of communication between the students and faculty and administration, and as an advisory board for the head of school. Student government is responsible for making recommendations to the administration on issues related to the quality of student life and the general welfare of the community. In addition, they have direct responsibility for the student organizations that represent the School.

Each member of student government also serves the community by promoting school spirit and setting an example for the rest of the student body. The spirit and energy with which the student government operates has a strong bearing on the spirit and life of the School.

### Boarding Committee

The boarding committee is comprised of the head of boarding and two selected student resident assistants (RAs) for each dorm. The boarding committee is responsible for establishing and maintaining the sense of well-being in the boarding community. Boarding committee members work with their dormitory directors to support residents, enforce community standards, and to plan dorm and

community wide events. As a committee, they meet weekly to discuss issues related to residential life, such as boarding policies and activities. They are responsible for making recommendations to student government and the school administration regarding the boarding community.

## Other Student Organizations

### Student Clubs

Student clubs and interest groups may be formed with the permission of the student government at the end of each school year to operate for the following year. Clubs at Madeira are student-directed organizations, sponsored by a faculty or staff member, that have been established to explore shared interests, to provide opportunities to develop student leadership skills, and to provide forums for students and faculty to work together outside of the classroom. Each organization must have a faculty or staff sponsor, who serves as their advisor and guide throughout the school year. The handling of funds of all student clubs and organizations is under the general supervision of each club's sponsor.

Clubs guidelines and expectations are articulated in the student club handbook. The Dean of Students Office maintains the paperwork for the Student Government.

Each year there is a club fair in the fall at which clubs are showcased. Students will be given the opportunity to sign up for clubs following the club fair.

### Student Diversity Board

The Student Diversity Board (SDB) is a group of students who meet regularly with their faculty sponsor to discuss, celebrate, and promote diversity in the Madeira community. Topics include, but are not limited to, race, ethnicity, religion, socio-economic status, sexual orientation, age, and ability. SDB runs several activities throughout the year, such as coffeeshouses, ASMs, and a Saturday diversity conference open to area high school students. SDB is open to any Madeira student committed to promoting and celebrating the diversity of our community.



### Student Welcoming and Weekly Activities (S.W.W.A.G.)

S.W.W.A.G. is a group of four selected student leaders, the Student Activity Representatives and the Co-Heads of Ambassadors. These student leaders foster a welcoming and engaged school community by organizing creative programming and campus events.

The Student Activity Representatives are the liaisons between the student body and the DOS Office in regard to the Weekly Activity program. Activity Reps. plan community-wide social events throughout the year, lead the student Prom Committee, and help promote and plan weekly activities.

The Co-Heads of Ambassadors help new and returning international students feel welcome at Madeira. The Co-Heads of Ambassadors lead the Ambassador program (see below) supervise the culture clubs, plan and organize community wide cultural and social events—like International Week and the International Mixer, and provide the school community with fun ways to learn about the diversity represented at Madeira.

All four S.W.W.A.G. student leaders head the S.W.I.N.G. (Students Welcoming in New Girls) Sisters, a group of students that helps incoming girls transition to life at Madeira and implements new student orientation programming.

### Ambassadors

The Ambassador program began over fifteen years ago and will continue under the umbrella of S.W.W.A.G. As an all-inclusive group of selected international students, ambassadors seek to foster a welcoming community for all students, celebrate diversity on campus, and promote unity and connection between different student groups at Madeira. Ambassadors also work with international students to ease their transitions to boarding life at Madeira and promote awareness and participation in cultural events on Madeira's campus.

## Student Publications

Madeira has a variety of student publications available throughout the year. Advised by a faculty member, these publications are compiled by the students, and represent their voice on campus.

**Gate** is Madeira's literary magazine, featuring pieces from student writers and artists. Everyone is welcome to submit work for publication. Final decisions on submissions are made by the Gate staff

**The Spectator** is Madeira's student newspaper. Everyone is welcome to submit articles and photographs to the editorial staff.

**Epilogue** is Madeira's annual yearbook. (Epilogue is created by students throughout the year and produced in May)

## School-Sponsored Activities



The Assistant Dean of Students for Campus Life oversees the coordination of activities and special on-campus events. During the school year, girls are offered many opportunities to attend cultural events in the Washington area, as well as dances and activities at other schools. Trips for movies, shopping, and cultural events are also available throughout the week. While many of these activities are free, some do have an additional cost. Day girls are always welcome to participate in all activities!

All major school rules apply for off campus trips, as well as the following basic rules:

- Know the departure times and be prompt
- Complete permissions ahead of time
- Report to the chaperone in charge and follow her/his instructions
- Dress suitably for the event
- At theaters and concerts, girls are to be in their seats throughout the performance
- When visiting another school, girls are expected to abide by the rules and customs of that school

The Dean of Students Office may choose to cancel an event that is under-subscribed. Sign-ups for events are shared via SCHED at 9:45 p.m. (when everyone is out of D-block) on the first day of the academic week. Should a girl sign up for a school-sponsored trip or event and then change her mind about attending, she is expected to cross her name off the list no later than 7:00 p.m. the night before the trip leaves campus (unless otherwise noted on the signup sheet). If she fails to do so disciplinary action including GIB may result. This policy encourages girls to learn to plan ahead and to practice our values of compassion and awareness of self and others. When a student elects not to attend an activity without notice, that student both deprives other students of the chance to participate and disrespects the time, effort and enthusiasm that the adults who have organized the activity have put into it. Activity guidelines and expectations are articulated to students at the start of the year by the Assistant Dean of Students for Campus Life.

## Religious Life

Madeira is a nondenominational school and, as such, does not promote the religious beliefs of any one religion. However, personal convictions are valued and as such, Madeira offers transportation to nearby places of worship on a weekly basis. If a student would like to attend a place of worship that is not currently represented, she is welcome to make a request with the dean of students office, which will then work towards setting up transport to a nearby house of worship of that denomination. Religious study, prayer groups, and informal philosophy seminars are organized at the initiative of individual girls and/or faculty/staff. Madeira is a member of the Fellowship of Christians in Universities and Schools (FOCUS). There are currently affinity groups for Jewish, Muslim and Sikh students on campus.

## Student Fiscal Responsibility and Check Cashing

We believe that it is important for parents and their students to discuss and practice good financial responsibility. Madeira students will need money for activities and expenses. We urge families to have a conversation with their daughter in which they set up a budget, discuss expectations, and then allow their daughter to conduct a certain amount of financial independence.

- Every student should have access to funds, and we encourage the use of credit/dredit cards or other similar instrument to make purchases on and off campus. A bank representative will be on campus at orientation if you care to establish a local account.
- Cash should be kept in a safe, locked place. ATMs are accessible off campus on weekends and checks up to \$200 can be cashed in the business office.

## Madeira Campus Student Debit Accounts

Student debit accounts will be operated through Lucy & Company school store. At the beginning of the school year parents may load funds into students' accounts via **MYBACKPACK** using a credit card (credit cards are assessed a checkout fee of 2.8%) or echeck deposits can be accessed via <https://madeira.diamondmindinc.com/> Parents and students will see all activity on your statement, which appears in "My Accounts" section of MYBACKPACK. The activity will be listed under "Campus Store Account Details". A monthly "Debit Account Statement" will be available at the end of each month. The student may purchase items from Lucy & Company Store on a declining balance basis. Students will also be able to withdraw cash (\$20.00 or less) to use for school fundraisers

such as bakesales. If you need additional assistance, please contact Rachel Minchew : [rminchew@madeira.org](mailto:rminchew@madeira.org) – School Store Inquires or Cateleyn Cappel: [ccappel@madeira.org](mailto:ccappel@madeira.org) – Business Office Accounts Receivable

## End of School Year

All students are expected to attend graduation and the graduation reception before departing for the summer. Dorms close and all students must be off campus at 4:00 p.m. on graduation day. In May, international students work with the Admission Office and the Dean of Students Office to attend to paperwork associated with their travel. Lockers for summer storage are available for boarding students, for a fee, and are arranged through the Dean of Students Office in early May. There is no storage for large items such as furniture.

## Environmental Stewardship

Students are expected to be conscientious of their use of resources while at Madeira. Wise use of and reasonable steps to minimize any waste of resources are encouraged at all times. Students are expected to support the school's efforts to reduce our impact on the environment. All students are expected to recycle. In particular, all students are expected to recycle paper, cans, and bottles.

We hope that our graduates will leave Madeira with a commitment to service to others and to environmental stewardship, and with greater understanding of themselves and their responsibility in a global society.

## Traditions

**100 DAYS:** An assembly to honor the seniors is held 100 days before their graduation. Each class president speaks on behalf of her class as a way to honor the seniors. Parents are welcome to attend this assembly.

**AFFIRMATION:** A performance the night before graduation, when seniors wear black and juniors wear white. Seniors bid their farewell to Madeira through song, dance, and skits performed for parents, current students, and young alums.

**FOUNDER'S DAY:** Each spring, Founder's Day honors Lucy Madeira's May 19, 1873 birthday, but the date is always a surprise (don't ask...we won't tell!). The day is devoted to games and activities, and always concludes with strawberries and ice cream.

**SENIOR DINNER:** Typically the Thursday evening of family weekend, the parents of seniors in conjunction with the school host a special themed dinner for the seniors. A committee of senior parent volunteers in conjunction with the parents association liaison in the events office plan this dinner and select a theme which is a surprise for the girls. The seniors choose a faculty/staff member to be the keynote speaker.

**GRADUATION:** Seniors wear white formal attire and carry thirteen red roses in remembrance of the thirteen boarding girls enrolled when the School opened in 1906.

**JUNIOR/SENIOR:** In the spring, juniors host a party honoring the seniors.

**RED AND WHITE TEAMS:** All girls and faculty/staff members are assigned to either the Red or White Team. Legacy girls are assigned to the same color team as their relative(s). Competition continues all year between the teams, resulting in an annual winning team.

**RINGING THE BELL:** The historic old bell in Main is rung only by seniors.

**SENIOR PRIVILEGES AND FREEDOMS:** Seniors enjoy a variety of privileges and freedoms such as early entry to dinner and access to senior clubhouse. The purpose of these traditions is to recognize the leadership of the class and to reward the contributions they make to Madeira. These are not senior rights, nor are they intended to convey superiority of rank.

**SENIOR WHITE DAYS:** The senior class honors pending graduation (and the wearing of white graduation attire) by wearing white at opening convocation and 100 days. 9th, 10th, and 11th graders are expected not to wear white on these days.

**THE OVAL:** No member of the community is allowed to cross the Oval. Girls may go on the Oval to sit and visit, or play music, or meet in the middle; but they may not cross from one side to the other.

# Community Service Programs

Madeira students, staff and faculty members are heavily involved in community service for local and global charities and organizations. Community service is coordinated by the student Co-Heads of Community Service, who are chosen each spring in a school-wide election. Each spring, the Co-Heads of Community Service establish the 'face' of community service for the upcoming year. The Co-Heads of Community Service work with the Assistant Dean of Students for Campus Life to offer regular community service opportunities both on and off campus. Example of recent service work include wreath laying at Arlington Cemetery, the "Stop Hunger Now!" games, monthly trips to work with local community service organizations: ALIVE (Alexandrians Involved Ecumenically) and KEEN (Kids Enjoy Exercise Now), and fundraising.

# Residential Life

Director of Residential Life	Hunter Southworth	703-556-8215
Dean of Students	Kim Newsome	703-556-8296
Assistant Dean of Students for Campus Life	Sarah Yarborough	703-556-8355
Adult-on-Duty Desk (AOD)		703-556-8211
<i>Weekdays 9:00am-8:15pm</i>		
<i>Weekends 9:00am-11:30pm</i>		
Security (staffed 24-hours a day)		703-556-8269
Health and Wellness Center		
Director of Nursing	Peggy Sotos	703-556-8244
Director of Counseling	Tracie Epes	703-556-8298
<b>Dormitory Cell Phones</b>		
<i>Weekdays 7:00pm-7:30am</i>	East	571-926-7598
<i>Weekends 7:00pm-9:00am</i>	Main	571-926-3984
	New	571-926-7595
	North	571-926-7588
	South	571-926-7590
	West	571-926-7600

## Residential Life Philosophy and Goals



The dormitory is home while a girl is here at Madeira. At Madeira, the dormitory is often the place where there are many ‘teachable moments’ and important conversations. Each dormitory team strives to develop a dorm community. The Dorm Parent teams consider it their job to create a community environment in which there is spontaneity and fun, and where every student feels safe and valued within the dormitory family.

Every Madeira day student is assigned to a dormitory so that she feels connected to a ‘home’ on campus as well. Day students are welcome in the dormitories and are encouraged to participate as much as possible in residential life and weekend activities. Day girls are welcome to spend the night with a friend and must complete an overnight form so that adults are aware that they are on the campus and in the dormitory for the night. The overnight form can be obtained from the AOD desk in the Dean of Students Office. All students are expected to comply with the rules below. *(see the sleepover section for more details)*

## Dormitory Parents

Each dormitory is staffed by a team of four to five dorm parents, most of whom are campus residents. One to two of the team members, the dormitory director(s), lives full time in the dormitory. The remaining team members share evening responsibilities and weekend duty with the dormitory director(s). The dormitory director is responsible for scheduling and working with the director of residential life, the faculty, and resident assistants (RAs) to set the direction of their dorm for the year.

Dorm parents are mentors, role models, teachers, and advisors. They take their role as caretakers very seriously and, as a team, they work hard to establish a sense of community within the dormitory. Dormitory faculty are responsible for communication about the well-being of the girls with their families, advisors, the Dean of Students Office, and the Health and Wellness Center. Parents are encouraged to reach out to members of their daughter’s dorm team, whether to share exciting family news, voice a concern, or simply ask a question. Our goal is that you will find the dorm parents to be a great resource for you as your daughter moves through her Madeira career. Each dormitory has its own cell phone, which is the most expedient way to reach the faculty member on duty in the dorm each evening, beginning at 7:00 p.m.

Dormitory faculty begin duty in the dorm each night of the week at 7:00 p.m. and are on duty until the next morning. During the day, students who are in need of assistance may reach out to the adult on duty (AOD) in the student center, the Health and Wellness Center, or the posted administrator on duty. Phone numbers and duty schedules are posted for the students in the vestibule of each dormitory.

## THE DORMITORY TEAMS FOR THE 2018-2019 SCHOOL YEAR ARE:

<b>DORMITORY</b>	<b>DORMITORY DIRECTOR</b>	<b>DORM PARENTS</b>
------------------	---------------------------	---------------------

EAST	Isabel Macias	Carla Belsher, Kelly Chandler, Suzanne Smedberg
MAIN	Audra Krupp	Ka'Shauna Cook, Glen Russell, Stacy Tippens
NEW	Lauren Roy	Xiaofu Ding, Katie Fotofili, Malinda Grice, Shields Sundberg
NORTH	Ali Southworth	Sara Chuang, Heidi Freeman, Rebecca Zahradnik
SOUTH	Sarah Yarborough	Katie LaRue, Kate Scott, Hunter Southworth
WEST	Stacey Boyette	Becca Brooks, Dani Fleming, Jillian Meyer

## Resident Assistants

Resident assistants (RAs) are student leaders within the dorms who are selected by the Dorm Directors and the Dean of Students Office. These students share responsibility for the dormitory with dorm parents. RAs care for the well-being of all the residents in the dormitory and creating a welcoming, home-like environment. RAs share in the responsibility for evening dormitory check-ins, maintaining study hall, quiet hours, coordinating activities for the dormitory members, ensuring that common spaces are cared for, maintaining relationships with all dormitory members, leading weekly dormitory meetings, and assisting dormitory faculty in establishing the ethos of the dorm. Madeira expects that the students who are chosen as RAs will serve the community with integrity, loyalty, and dedication. In their dormitories, and in the school at large, RAs should be exemplary in their personal conduct and habits.

## Living in the Dormitory

Students are expected to respect each other, their property, and the dormitory rules. Specific expectations include, but are not limited to:

- *Respect for members of the community* should be demonstrated by courteous behavior, demonstrated both in words and actions; gossiping, rudeness, and/or use of inappropriate language, whether in common areas or in the privacy of a dormitory room, is considered disrespectful. Behavior consistent with our community values is expected at all times
- *Respect for property* should be demonstrated by maintaining neat dormitory rooms and common spaces; entering another student's room without permission is not allowed; borrowing items without permission is stealing, which is in violation of a major school rule
- *Respect for dormitory rules* should be demonstrated by supporting the RAs, abiding by the rules, and accepting the consequences gracefully when mistakes are made
- Students may visit dorms other than their own between 7:00 a.m. and 10:00 p.m. on school nights and up until 11:00 p.m. on weekends. For additional expectations regarding visitation please see the *Dormitory Visitation Expectations & Guests on Campus* sections of the handbook.



## Keys and Swipe Card

Dorm rooms should be kept locked when they are unoccupied. Entrances to the dorms are kept locked at all times and a swipe card is required to enter the dorm. Students should not loan out keys or swipe cards.

Madeira provides boarders with a room key at the start of each year and an electronic swipe card when she starts at Madeira. Boarders are expected to present their room key and electronic swipe card to a dorm parent prior to each break. It is her responsibility to return her room key to the Dean of Students Office at the end of every school year (no later than Graduation Day) or when she is no longer enrolled at Madeira. It is also her responsibility to return her electronic swipe card to the Dean of Students Office at the end of her senior year (no later than Graduation Day) or when she is no longer enrolled at Madeira, whichever comes first.

If she loses her room key or her swipe card, it is her responsibility to come to the AOD desk within 48 hours to purchase a replacement key (\$15.00, must pay cash) or swipe card (\$25.00, must pay cash). Her account will be charged \$15.00 if she does not turn in her room key or, if she is a senior or no longer enrolled at Madeira, \$25.00 if she does not turn in her swipe card at the end of the school year (no later than Graduation Day).

## Care of Spaces

Each boarding student is provided a standard twin bed, bookshelf, desk (with built-in lamp), chair, bureau, trashcan, and lock box. Girls may not remove any school furniture from their rooms as there is no storage for furniture. Please do not arrive with large pieces of your own furniture. Curtains and any wall hangings must be of fireproof material and so marked.

Students may decorate the inside of their rooms only. The side of the room door exposed to the hallway may not be decorated beyond the bulletin board. Nothing may be hung out of room windows.

Girls are expected to keep their rooms neat and clean and to treat all common spaces with respect. Before each major vacation and at the closing of school, a girl may not leave until her room has been checked and approved by an adult. Any damage to the room or to school property will be charged to the student. At the end of the school year, students must restore their room to the condition it was in when they arrived. The fee for departing campus without properly cleaning the room or leaving trash or personal items anywhere in the dorm is \$150.00. Any damage, beyond normal wear and tear, to the room or to school property will be charged to the student.

## Personal Belongings

A complete list of “what to bring” is available [here](#). Boarders should protect their property by keeping their rooms locked when unoccupied. Money and valuables should be secured in their closet lock box. Girls should prominently mark their belongings with their names. Girls are strongly encouraged to bring an energy saving power strip for their electrical equipment. No electrical devices that present a fire risk are allowed in individual dorm rooms (e.g. a hot plate or electric kettle for hot water). Refrigerators and air conditioners are not allowed (dormitories are equipped with a common printer, refrigerator, microwave, washers, dryers, irons, Keurig, blender and electric kettle for hot water). In addition, pets belonging to students may not reside on campus.

The Madeira School is not responsible for loss of or damage to any girl’s personal property. No belongings can be left in the rooms after school closes in June. Clothing, shoes, and other items will be donated to charity as facilitated by the School.

## Printers & Wireless Service

Each dormitory is equipped with a printer to which each girl's device may be mapped. Wireless Internet service is available in the dormitories.

## The Common Room

Each dormitory has a common room that is shared by all of the residents. Students may use the space for games, studying, and/or watching television/movies. Each dorm establishes its own expectations as it relates to the use of this area.

Television/movie/streaming/etc viewing is permitted in the dormitory common room and student center except during study hall hours (Sunday through Thursday, 7:30-9:30 p.m.). Seniors have special permission to watch television in the senior clubhouse and elsewhere on campus during study hall.

Common rooms in each dorm may be utilized by day students beginning at 8:00 a.m. each day. Day students are expected to leave these spaces in the condition in which they find them. Day students are welcome to visit the dormitories between the hours of 8:00 a.m. and 9:30 p.m. when it acts as a common space. The dorm is primarily a home between 9:30 p.m. and 8:00 a.m.

Each day there are several times when girls are expected to check in. This process ensures the safety of our students. Each evening, all boarding girls must check in at the appropriate time and location. Day girls who are spending the night on campus must follow these same procedures. Girls who are late or forget to check in may be asked to check in early in the future, restrict their time out of the dorm after study hall, or other consequences including serving a GIB (Give it Back). This policy is explained thoroughly at the beginning of the year in each dorm.

### SUNDAY THROUGH THURSDAY EVENING CHECK-IN:

- All students who are on campus must check in at their dormitories between 7:00 p.m. and 7:30 p.m. and then they must proceed to their study hall location
- All students must check in with their dorm parent between 9:30 p.m. and 10:00 p.m.
- Seniors may earn the privilege of not checking in again until 10:30 p.m. This is considered a privilege which has historically been initiated by the DOS in the fall and can be taken away at the discretion of the dormitory faculty or the Dean of Students Office

### FRIDAY AND SATURDAY EVENING CHECK-IN:

- All students who are on campus must check in at their dormitories between 7:00 p.m. and 7:30 p.m. and again by 11:00 p.m.

## **SATURDAY AND SUNDAY BRUNCH CHECK-IN:**

- All boarding girls who are on campus must check with the AOD between 9:00 a.m. and 12:45 p.m.

## **Quiet Hours**

Informal quiet hours are in effect in dormitories during the class day and after 10:00 p.m. on weeknights. The expectation is that conditions in the dorm allow for any student to be able to study or sleep without interruption at these times.

## **House Bell**

The dormitory 'house bell' rings Sunday through Thursday at 10:00 p.m. and on Friday and Saturday at 11:00 p.m. Girls are required to be in their dormitories when the house bell rings and may not leave the dormitories again until 6:00 a.m., unless otherwise approved. Security provides periodic checks of the dormitories throughout the night. Students who are late to check in can expect a dormitory disciplinary action.

## **Lights Out**

Freshmen and sophomores have lights out Sunday through Thursday at 11:00 p.m. at which time they are required to be in bed and should be going to sleep. Lights must remain out until morning. Juniors are required to be in their own rooms at 11:00 p.m. After 11:00 p.m., seniors may not be in the rooms of juniors, sophomores, or ninth graders. Juniors and seniors may choose when to turn their lights out, but are strongly encouraged to go to bed by midnight.

All freshmen, including day students spending the night on campus, must turn in their cell phone before lights out Sunday through Thursday nights and the phone must remain off and unused until the following morning at which time the students may collect their phone. Each dorm will have their own designated location for phones to be left overnight. Use of the phone or removing it from the designated location is a violation of school rules and will result in the phone being taken away for a period of time and possible additional consequences.

## **Sleepovers**

Boarding students are encouraged to invite day students to visit over a weekend. The day student must come to the AOD desk in advance of their visit to fill out the sleepover permission form, which needs to be signed by her parent and approved by the dean of students no less than 24 hours in advance of their stay. Madeira provides an air mattress but students should provide their own twin linens. Students wishing to have non-Madeira student guests stay overnight with them must request permission from the Dean of Students Office at least one week in advance and guests must be at least 12 years of age. Day students and guests must obey the Madeira School rules, including house bell, while visiting on campus. These visits will be limited to Friday and Saturday evenings.

Boarding student may request to sleep in the room of a friend on Friday and Saturday nights. Sometimes there is an empty bed for the students to sleep in, if not each dorm is supplied with air mattresses to utilize. Students may not share beds. All sleepovers must be arranged for and approved by dormitory faculty on duty in both dormitories by 10:00 p.m. Failure to observe these procedures or to follow a particular dormitory rule will result in the loss of this privilege.

## **Dormitory Assignments**

Each May, each returning student will fill out a Residential Life Rooming Form and submit that form to the director of residential life. During the housing selection process, student leaders get priority followed by rising seniors, juniors, sophomores, and ninth graders.

New boarding students are assigned a room and a roommate during the summer; this information is shared upon their arrival at school on opening day. The director of residential life, with the help of the admissions staff, attempts to match roommates by interests and habits.

Historically, there are very few roommate changes requested. It is the School's expectation that girls learn to cooperate and to understand each other by working out roommate issues. Any student wishing to change roommates must submit a written request to the director of residential life and can expect to attend a meeting with the director of residential life and a subsequent meeting with the school counselor. The dormitory faculty, the director of residential life, and the dean of students, in cooperation with the school counselor, handle all roommate issues. It is not always possible to accommodate a change. It is rare that the Dean of Students Office would begin the roommate change process before the return from Thanksgiving Break.

# Study Hall

We believe study hall is key to the learning process because it allows students to set aside dedicated time for study and preparation for their courses. Study hall is a time where students develop and practice the skills of planning and managing their course work. It is an opportunity to work and problem-solve independently. Having a tiered structure of study hall allows girls to develop the capacities necessary to become independent learners. Students are expected to demonstrate appropriate and effective use of technology, which supports their academic endeavors.



Study hall is held each Sunday through Thursday, 7:30-9:30 p.m. Study hall is required for all ninth, tenth, and eleventh graders, and students who benefit from academic structure.

## Locations

- All ninth graders on campus at this time are expected to be in the SHII Lecture Hall
- All sophomores on campus at this time are expected to be in the library. After winter break, sophomores may apply for in-room study hall.
- All juniors on campus at this time are expected to be in their dorm room, the library, or computer lab. If they are not in their dorm, they are expected to inform their on-duty dorm proctor where they will be. If they are at the library, they must sign in.
- Seniors are not required to be in study hall at this time but are expected to respect the fact that others are studying and to maintain quiet hours so as not to disrupt those who are studying
- At times other spaces may be available to students. See the weekly events list in SCHED for further details.

## Guidelines

- All mobile devices are collected by the on-duty dorm proctor by 7:30 p.m. check-in.
- Headphones are not permitted during study hall.
- These rules apply to all day students who are on campus during study hall (Sunday-Thursday, 7:30-9:30 p.m.)
- Because we value study hall, any missed study hall hours will be made up.
- All ninth graders, sophomores, and juniors who have been off campus for the weekend are required to return for study hall on Sunday evening. Students who are unable to return by 7:15 p.m. must return on Monday morning and will be required to make up the two hours of missed study hall time with the Dean of Students Office. Seniors are required to return by 9:30 p.m. on Sunday evening.

## Faculty Support

- Various faculty members are available during study hall in study hall spaces for conferencing and homework help. See the weekly events list in SCHED for further details.

## Co-Curriculum

- Sophomores during their Co-Curriculum mod can expect to continue with standard study hall expectations. It is a time to complete Co-Curriculum homework, review or preview academic work, or read.
- Juniors during their Co-Curriculum mod are expected to complete Co-Curriculum homework. Study hall may be used to do laundry, clean, shower, read, review or preview academic work, or practice for standardized tests.

# Change of Status

In the event that a boarding student would like to act as a day student for a period of time (any time on which they sleep at home but continue to come to classes), she needs to initiate a conversation with the Director of Residential Life and the Director of Enrollment Management at least one week in advance to explain the special circumstances which necessitate the change of status and request permission. Students cannot act as a day student for more than one modular unless there is a medical reason.

If this involves living off-campus (at home or elsewhere) during her Co-Curriculum placement, the student must initiate conversations with the Director of Co-Curriculum, as well as the Director of Residential Life in order to establish a plan which must be approved by them both and to make sure all of the appropriate arrangements will be made if the request is granted. This should occur at the time that the student selects her internship placement with the Co-Curriculum Office. Arrangements should be finalized and approved one full mod before the start of her internship.

If a student is considering changing status for the upcoming academic school year, she must submit a request to the Director of Enrollment Management by December 15<sup>th</sup>, 2018 to be considered. Any requests made after this date will not be reviewed until after the admission season has concluded in late April, 2019 and may not be approved until June, 2019. Requests should come in a written form outlining why the student is interested in changing status. If you have any questions about changing status, please be in touch with the Director of Enrollment Management.

# Boarder Permissions for Leaving Campus

Boarding girls may leave campus only with approval of the Dean of Students Office which will act in accordance with the permissions designated by the parents or guardians. The School's sign-out system is designed with three goals in mind:

- Protecting the personal safety of each girl
- Teaching the benefits of planning ahead and budgeting time accordingly
- Teaching the importance of making appropriate choices

Girls are expected to abide by the expectations laid out in Major School Rule #7 (Sign-Out). All departures and arrivals are expected to occur from the AOD.

The Dean of Students Office approves a student's request to leave campus based on permissions that the parents or guardians have provided the Dean of Students Office through REACH, our electronic residential management program, or the permission form that parents completed in MyBackpack over the summer. Each girl must know and understand the permissions and restrictions that her parents have directed. Girls should read their permission forms with their parents and become familiar with the School's regulations and restrictions. For all outings, students will submit a leave request via REACH that includes the details of the outing and which is sent electronically to their parents or guardian so that they may provide permission. If the parents or guardian are unavailable to provide permission for the outing, the Dean of Students Office will refer to the permission form which was completed prior to the start of the school year to determine approval for the leave request.

Girls may review their permission cards from the Dean of Students Office. If a student needs to depart from or return to campus when the AOD desk is closed, she needs to meet with either the dean of students or director of residential life to ask for permission to do so. This meeting should occur no later than 48 hours in advance of her arrival/departure.

The privilege of leaving campus may be withdrawn for academic or disciplinary reasons. Parents are asked to support the School's efforts in these matters. Parents can also request that the privileges be revoked or changed at any time through email ([aod@madeira.org](mailto:aod@madeira.org)) or directly over the phone.

Once a girl has left campus for an outing or for an overnight, the School is not responsible for her well-being.

The School will not approve of any girl(s) staying in a hotel or motel unless accompanied by her parents or with special permission from a parent for unique situations. All information on leave requests must be accurate. Once a girl has left campus, any changes to the return method or time must be communicated to the AOD as soon as possible and supported by appropriate parental permission. All outings, except school sponsored events, require an invitation from the host as well as parental permission. Students may not use a parent's or guardian's email address to provide their own permission or approve a leave request, even if they are only translating for their parents. If you need translation, please contact the Dean of Students Office. Deliberate misinformation or misleading information of any kind is considered a violation of major school rules and will likely be subject to a disciplinary response.

## Leave Request Types:

### Day Outings (old Green Cards)

A girl who wishes to sign out for a day outing must fill out her leave request, as follows in the chart below.

### Overnight Outings (old White Cards)

A girl who wishes to sign out overnight outing must fill out her leave request, as follows in the chart below.

Type of Outing	Day	Overnight
<p><b>Instructions</b></p>	<p>Complete the leave request in REACH being sure to select the correct leave type as well as ensuring that the destination, dates and times of departure and return, and method of transportation are accurate. The host is required if you are visiting with someone or being transported by someone other than a hired driver (Uber, taxi, etc). The <u>host</u> listed in the leave request must be an adult, do not list the student who is driving you or whose house you are going to as the host. Use the General Notes section to share any information that the DOS office should have regarding the outing.</p> <p>Submitting the leave request will initiate an email to your parent(s) and/or guardian as well as the host (if applicable). You may not depart campus unless the leave request has been approved in REACH and you must sign out at the AOD desk via the REACH kiosk before departing and sign back in upon returning.</p> <p>It is your responsibility to submit the leave request early enough to give your parent(s) and/or guardian time to approve it before you plan to depart for the outing. Students should check the status of the leave request electronically in REACH before the departure time and remind parents to approve the outing if necessary. If the departure time is approaching and the leave request is not yet approved or if it is a last-minute outing, the AOD may utilize the permission forms completed by parents to confirm if a student has approval. This accommodation will be made in cases when the parent(s) and/or guardian are unavailable to give their approval via REACH. It is the student’s responsibility to complete leave requests in a timely fashion and attempt to get approval from their parent(s) and/or guardian before asking the AOD for an accommodation.</p>	
<p><b>Leave Type Needed</b></p>	<p>Day Outing (old Green Card) <i>(departing and returning during the same day)</i></p>	<p>Overnight Outing (old White Card) <i>(spending one or more nights off campus)</i></p>
<p>Fill out and submit to AOD by</p>	<p>Leave requests may be submitted at any point up to the time of departure.</p> <ul style="list-style-type: none"> <li>• If submitted and approved by parent/guardian 24 hours before leaving campus, AOD will ensure leave request is reviewed (and approved if appropriate) prior to the time of departure</li> <li>• If completed less than 24 hours before leaving campus, AOD will approve card as quickly as possible</li> <li>• Leave requests submitted when the AOD is closed will not be reviewed or approved until the AOD re-opens. Students may not depart campus without an approved leave request.</li> </ul>	<p>Leave requests may be submitted at any point up to the time of departure.</p> <ul style="list-style-type: none"> <li>• If submitted and approved by parent/guardian 24 hours before leaving campus, AOD will ensure leave request is reviewed (and approved if appropriate) prior to the time of departure</li> <li>• If completed less than 24 hours before leaving campus, AOD will approve card as quickly as possible</li> <li>• Leave requests submitted when the AOD is closed will not be reviewed or approved until the AOD re-opens. Students may not depart campus without an approved leave request.</li> </ul>
<p><b>Weekday Outings (M-Th)</b></p>	<p>Seniors and Juniors</p> <ul style="list-style-type: none"> <li>• Madeira Chaperoned or Sponsored Outings <ul style="list-style-type: none"> <li>○ Open to all students</li> <li>○ May not miss an obligation</li> </ul> </li> <li>• All Other Outings <ul style="list-style-type: none"> <li>○ Open to students in good standing</li> <li>○ May not miss an obligation</li> <li>○ May depart after 2:15pm</li> <li>○ Must return no later than 7:00pm (11<sup>th</sup>) / 8:00pm (12<sup>th</sup>)</li> </ul> </li> </ul>	<p><u>By special permission only:</u> Students must request permission from the director of residential life or dean of students no later than 48 hours in advance of departure date.</p>

	<p>Sophomores and Ninth Graders</p> <ul style="list-style-type: none"> <li>• Madeira Chaperoned or Sponsored Outings <ul style="list-style-type: none"> <li>○ Open to all students</li> <li>○ May not miss an obligation</li> </ul> </li> <li>• All Other Outings <ul style="list-style-type: none"> <li>○ <u>By special permission only</u>: Students must request permission from the director of residential life or dean of students no later than 48 hours in advance of departure date. <ul style="list-style-type: none"> <li>▪ Because we value study hall, any missed study hall hours will be made up</li> </ul> </li> </ul> </li> </ul>
<b>Weekend Outings (F-Sun)</b>	<p>Leave requests must be approved by members of the Dean of Students Office.</p> <p>On Friday and Saturday nights, students must return to campus and sign in at the AOD desk by 10:45 p.m.</p> <p>On Sunday night, juniors, sophomores, and ninth graders must return by 7:15 p.m. for study hall. Seniors must return by 9:30 p.m.</p> <p>Students who are unable to return by the appropriate deadline for their grade must return on Monday morning. Juniors, sophomores, and ninth graders will be required to make up two hours of study hall time with the Dean of Students Office.</p> <p>Any extension to the return time must be communicated to the AOD by a <u>parent or guardian before the original return time and before the office closes.</u></p>
<b>Departing when the AOD is closed</b>	<p>If a student is departing campus at a time when the AOD desk is closed, their leave request must have been approved in advance. Once approved by all parties, the leave request will be available in REACH. It is the student’s responsibility to ensure the leave request has the necessary approvals before it is time to depart and they should check in advance at a time when the AOD desk is open in case there are any issues.</p> <p>For last minute leave requests, students still must have an approved leave request in REACH before departing campus.</p>
<b>Taxi/Sedan/Uber/Lyft</b>	<p>If a student will be traveling by taxi, sedan, Uber, Lyft, or other car service, she must notify the AOD prior to requesting the taxi/sedan/uber/lyft so the AOD can inform the Gatehouse to allow the vehicle to enter campus.</p>
<b>Once Leave Request is Approved</b>	<p>Sign out via the REACH kiosk at the AOD desk prior to leaving campus. Immediately upon returning to campus a student must check back into campus by signing in via the REACH kiosk at the AOD. Failure to sign back in may result in loss of off campus privileges and/or a meeting with the director of residential life.</p>
<b>If You Will Be Late</b>	<p>A <u>parent or guardian</u> must call and alert the AOD at 703-556-8211 as soon as you are aware of the delay. If you are unable to reach the AOD, contact your dorm parent via the dorm cell phone. Students who do not return by the appropriate time and/or do not communicate a change to their arrival time should expect consequences that may include campus restrictions and/or Give it Back (GIB).</p>

## “On Campus” Weekends

Several weekends each school year we require boarding students to remain on campus for the weekend. These weekends afford us an opportunity to build community and dorm spirit, and as such we ask your cooperation to ensure that your daughter does not have conflicts on these weekends. The dates for the "on campus" weekends can be found on the [Important Dates page on the website](#).

We realize that conflicts do arise due to significant family events. To request that your daughter be excused from a portion of an “On Campus” weekend, please email the director of residential life ([AOD@madeira.org](mailto:AOD@madeira.org)) with an explanation of the event and all pertinent details. The student is also expected to meet with the director of residential life to request a special exception. These requests should be made at least one week in advance. Requests made less than one week in advance will likely not be granted.

## Weekday Outings (Mon-Thurs)

The School offers non-overnight outings, both chaperoned and sponsored trips, on weekday afternoons/evenings to allow students to depart campus during the week. These outings generally last one to two hours and include trips to the grocery store, the local shopping center, fast food restaurants, and Starbucks.. All students are permitted to participate in these outings by signing up via SCHED and ensuring they have the appropriate parental permissions and an approved leave request. Students may not miss an obligation to attend these outings.

Seniors and Juniors who are in good standing are permitted to depart campus for weekday non-overnight outings with the appropriate approvals. Students may not depart before the conclusion of their last academic obligation and not before 2:15 p.m.; Juniors must return to campus by 7:00 p.m. and Seniors must return by 8:00 p.m. Students must have the appropriate parental permissions for a weekday outing and an approved leave request. Students may not miss any Madeira obligation such as, but not limited to, D block, evening class, or community dinner to go on these outings.

The School reserves the right to revoke or suspend this privilege for academic or disciplinary reasons at the recommendation of the student's parents, advisor, dorm parent, coach, the Academic Office, or the Dean of Students Office among others.

## Automobile Policy for Senior Boarders

Senior Boarders who are in good standing may request permission to have a car on campus for the 2018-2019 school year. Students must complete the Boarding Student Vehicle Application, Agreement & Release and submit it to the Dean of Students Office. If approved, students must comply with the rules and regulations established by the School including but not limited to keeping keys at the AOD, driving during approved times, having all appropriate permissions/invitations, having an approved leave request for each outing, and signing out/in via REACH. Failure to do so may result in disciplinary action and/or a loss of car and driving privileges.

See the Appendix for the full

## School Vacations

The calendar for the upcoming school year, outlining vacation periods, has been provided to all families. The dates can also be found on the [Important Dates page on the website](#). The dormitories CLOSE over Thanksgiving Break, Winter Break, and Spring Break and all students are required to leave campus for the duration of the recess. On these occasions, the dorms will close at 12:00 p.m. on the day after break begins and will reopen at 9:00 a.m. on the day before classes resume. Madeira expects parents' full cooperation in making transportation plans for their children that are consistent with the times and dates of departure and return from our various recess periods.

## Guardians for International Students

All international students are required to have a local guardian (an adult relative or friend of the immediate family) who lives within two hours of Madeira. In addition, parents of domestic boarders who live a significant distance away are encouraged to list a family member or friend who lives within two hours of Madeira as a local guardian. The guardian's name, address, phone number, and email must be on file with the Academic Office (MyBackpack) and the Dean of Students Office. In the event of health issues or an emergency, having a local guardian allows for the student to be placed in their care. The School is not able to provide or suggest local guardians for families.

# Day Student Information

Academic Office	703-556-8254
Co-Curriculum	703-556-8277
Adult-on-Duty (AOD)	703-556-8211
Health and Wellness Center	
Director of Nursing	703-556-8243
Director of Counseling	703-556-8298

We encourage all day students to take part in as many aspects of campus life as possible. They are encouraged to be here for meals, join us for both on and off campus activities, and are even allowed to spend the night in the dorms.



## Attendance, Signing In, and Signing Out

Parents must call the Academic Office by 8:30 a.m. if their daughter will not be in school. In the event that a student becomes ill during the day, she will go to the Health and Wellness Center and her parents will be notified. Students going home sick will depart and sign out through the Health and Wellness Center.

Day girls may leave campus after their last school obligation. Students may not leave campus during the school day without the express permission of the academic dean. They must sign out and sign back in with the Academic Office.

## Driving Rules and Regulations for Day Students

Please see the *Community Values and Expectations* section for information regarding student driving policies, parking stickers, and car registration.

## Lockers

Each 9<sup>th</sup> grade day student is assigned a locker for books, papers, athletic clothing, and equipment. The lockers are assigned by the Dean of Students Office and are located in the student center. 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade day students may request a locker with the Dean of Students Office. Girls who choose to leave backpacks and other personal belongings unattended in the student center lounge, Hurd, or other public areas, do so at their own risk. It is recommended that students secure their belongings at all times.

## Swipe Cards

Madeira provides each day student with an electronic swipe card when she starts at Madeira. It is her responsibility to return her electronic swipe card to the Dean of Students Office at the end of her senior year (no later than Graduation Day) or when she is no longer enrolled at Madeira, whichever comes first. Swipe cards are needed to enter the dorms.

If a student loses her swipe card, it is her responsibility to come to the AOD desk within 48 hours to purchase a replacement swipe card (\$25.00, must pay cash). If she does not turn in her swipe card by Graduation Day or when no longer enrolled at Madeira, the family will be charged \$25.00.

## Meals at School and Community Dinners

Day girls are welcome to eat breakfast, lunch, and dinner in the dining hall. Community dinner happens once a month from 6:00-6:45 p.m. Different clubs and organizations "host" this seated dinner wherein all boarding students and residential faculty have dinner together. Day girls are welcome and encouraged to attend; if they are on campus at 6:00 p.m. they are expected to join us for community dinner and stay until it has concluded.

## Carpools

Upon request, the Director of Auxiliary Programs, Rachel Minchew ([rminchew@madeira.org](mailto:rminchew@madeira.org)), can provide a list of families' addresses by zip code to help identify potential carpools.

## Staying on Campus Late and/or Overnights at School

If a ninth, tenth, or eleventh grade day girl will be staying for study hall (7:30 - 9:30 p.m. Sunday – Thursday), she is expected to spend that time in the lecture hall (9<sup>th</sup>) or library (10<sup>th</sup> or 11<sup>th</sup>) as these spaces have adult supervision. Students are expected to abide by all study hall rules while they are on campus. Parents are encouraged to pick up students outside of the student center or the library. All day students who are not spending the night should depart from campus by 9:30 p.m.

For students who wish to spend the night, parental permission is required and the student must come to the AOD desk in advance of their visit to request the sleepover permission form which needs to be signed by her parent and then approved by the dean of students or director of residential life no less than 24 hours in advance of her stay. The day student must pick up a copy of the completed form from the AOD the evening they are staying over and then present it to the proctor in the dorm prior to study hall the first evening of her stay.

- If for some reason, a student needs to stay at school for an extended time, parents should make arrangements with the Dean of Students Office by emailing the AOD ([aod@madeira.org](mailto:aod@madeira.org)) at least 10 days prior to the start of the overnight
- All rules that apply to boarding students also apply to day students when they are spending the night on campus (this includes all evening check-ins, lights out, and study hall)
- 

## **Dormitories and Common Rooms**

Day students are welcome to visit the dormitories between the hours of 8:00 a.m. and 9:30 p.m. Sunday through Thursday and from 8:00 a.m. until 10:45 p.m. on Friday and Saturday. In addition, all day girls are assigned a dormitory so that they know that they have a home here at Madeira and for participation in dorm competitions and dorm gatherings.

Each dormitory has a common room that is shared by all of its residents. Both day and boarding students may use the space for games, studying, and/or watching television/movies. Each dorm establishes its own expectations as it relates to the use of this area. Day students are expected to abide by these expectations. Day students are expected to leave these spaces in the condition in which they find them.

## **Boarding Students as Guests of Day Girls**

Day students are encouraged to invite boarding students to their homes. Host parents assume responsibility for their guest(s). Boarding students must follow the permission and sign-out procedures outlined in the *Residential Life* section. Students are expected to be under the supervision of their host families when off campus. On all occasions when a student invites another girl to her home, the School expects that parents or designated approved adults will supervise activities. If you would like to invite a boarding student to your home, the student should submit a leave request via REACH, our electronic residential management program, and indicate you as their host; this will generate an email to you with the name of the student you are inviting, the date/time you will be hosting them as well as how they will be getting to your home and back to campus.

# Health and Wellness

Director of Nursing	Peggy Sotos	703-556-8244	Fax: 703-893-8102
Nurse	Carleen Kelley	703-556-8243	
Nurse	Jennifer Morfino	703-556-8243	

Director of Counseling	Tracie Epes	703-556-8298
Counselor	Carla Belsher	703-556-8206

## Health and Wellness Center Hours

Monday through Friday: 7:30 a.m. – 6:30 p.m.

Saturday and Sunday: 9:30 a.m. – 12:30 p.m.

A nurse and a counselor are always on call when the Health and Wellness Center is closed

## About The Health and Wellness Center

The Health and Wellness Center (HWC) provides 24-hour coverage (a combination of on-site and on-call registered nurses and licensed counselors) to meet the physical and emotional needs of our students. Services provided by the HWC team include: assessing illnesses, injuries, and psychological issues; administering medications; providing 24-hour on-site care during illnesses in our 14-bed infirmary (for boarders); coordinating with outside healthcare professionals; collaborating with the athletic trainer for sports injuries; and leading physical and mental health-related educational programs for Madeira students and adults.



The faculty and staff of The Madeira School work with students to promote healthy lifestyles, focusing on a holistic approach. The Health and Wellness Center serves as a source of health education and information, and facilitates access to the expertise of other health professionals. Students are encouraged to seek information and guidance about their personal health. HWC staff meet with individual students requesting assistance with nutrition, sexuality, anxiety, depression, sleep, alcohol/drug issues, stress, and other health/wellness-related topics. Healthy eating habits, sleep, exercise, and time for reflection and relaxing are essential to adolescent development. It is important for students, their parents, and their advisors to have frank and open discussions about the choices each student may be asked to make in her personal life while in high school.

If a student becomes ill or injured while at school, she must go to the Health and Wellness Center. Day students may not go to a friend's room or leave campus. A registered nurse will evaluate each student and notify the appropriate office if it is necessary for her to stay in the HWC. Appropriate over-the-counter medications may be given in accordance with parent/guardian permission. A parent/guardian will be contacted if it is necessary for a day student to go home, or for a boarder to be admitted to the HWC for short-term observation or overnight care. If necessary, a boarder may be referred to an outside healthcare professional or a medical specialist at a local facility. Off-campus gynecological services are also available to boarding students. The HWC will arrange appointments and transportation (for a fee) for all off-campus health-related visits. Proof of medical insurance is required.

A nurse and counselor are always on call when the HWC is closed. If a student becomes ill or injured when the HWC is closed, she should alert a Madeira adult (dormitory parent, AOD, or security), who will arrange for the on-call nurse to be notified. The nurse will then coordinate the student's care.

Unfortunately, even under the best of circumstances, emergency visits to the hospital ER may occur. If a student is having a medical emergency requiring 911 to be called, a Madeira nurse (or HWC designated adult) will ride in the ambulance with your daughter and stay with her until she is either cleared to return to campus or her parent/guardian arrives. If a student needs to go to the ER and it is not a medical emergency, a nurse will drive her in a school vehicle and stay with her, as outlined above. Parents/guardians will be contacted immediately if your daughter is in route to the ER for any reason. If a student needs to be admitted to the hospital overnight, a parent/guardian will need to stay with her.

All boarding students who must attend a medical appointment that requires missing a school commitment must sign out and then check back in through the HWC. If a student returns to campus after 6:30 p.m., the student must check in at the AOD desk. This ensures the safety of our students.

Day students who miss a school commitment in order to attend a health appointment are expected to have their yellow sheet signed by the Academic Office.

Students are required to refrain from attending classes and school activities until 24 hours post-fever without the use of fever-reducing medications, post-diarrhea, and/or post-vomiting. Fever is defined as temperature equal to or greater than 100.0 F.

All students who are returning from a significant injury or illness, such as, but not limited to, surgery, hospitalization or a concussion, must check in at the HWC prior to returning to any commitments or boarding. These students must be cleared by a member of the HWC staff before they are eligible to return to classes or regular activities.

Any student who misses school for three consecutive days due to illness must contact the Director of Nursing to determine if a physician's note is required for return to school.

## Health Forms and Medical Records

All students are required to submit completed health forms, including a physical and immunization record form which demonstrates proof of required immunizations and is signed by the student's health care provider, and a signed permission to treat form. Each spring, instructions to access the required forms are emailed to parents. **Parents are expected to accurately complete Magnus, our online electronic medical recording system, and upload all health forms to Magnus by July 1.** A \$75.00 late fee will be incurred for all returning students who do not submit their health forms by July 1<sup>st</sup>. If you are unable to submit your daughter's health forms by July 1<sup>st</sup> due to circumstances beyond your control, extensions must be approved by the Director of Nursing to avoid the late fee. It is expected that parents will log into Magnus and update any changes in your daughter's health status or changes in health insurance information during the school year. It is imperative that health information remain current. ***No student will be permitted to move onto campus or participate in any school activities until the Health and Wellness Center has received all required health forms, including health insurance information.***

## Health Insurance

All students are required to have health insurance coverage. At the request of the parent, the School will enroll any eligible international student in the [GeoBlue health](#) insurance plan. Any medical expenses not covered by a student's insurance plan, including co-payments, provider charges, prescription/medication expenses, immunizations, lab fees, and/or medical supplies, must be billed directly to the parent at the home address. Students are required to pay co-pay, medication costs and any other medical expenses directly to the provider at the time of service.

All medical records are maintained in the HWC and are separate from other school records. The school utilizes an electronic medical record system called Magnus. Notes on medical treatment in the HWC are private and available only to appropriate medical personnel. All counseling records are kept by the individual counselor and are confidential and not part of the student's academic record.

## Disclosing Medical Information

In general, all information in a student's HWC file is confidential. However, there may be times when the HWC staff must release information from the student's medical file in order to facilitate proper medical care. The staff may also need to call medical providers to discuss the student's care.

The HWC staff recognizes both the importance of a student's privacy and the obligation to keep parents and Madeira adults informed about issues that may affect the School's ability to operate in a responsible manner. The HWC staff is committed to acting in the best interests of the students. Due to the unique nature of a boarding school, it may be necessary for the HWC, acting *in loco parentis*, to share confidential information about the health and well-being of a student with appropriate adult members of the community.

Students over the age of 18 remain under the School's jurisdiction and the staff will follow the School's protocols for care. Upon turning 18, the age of majority in the United States, students will be asked to sign a letter which allows the Health and Wellness Center to continue to discuss aspects of her medical care with her parents.

## Student Medication Policy and Authorization for Medication Administration

***Parents/guardians of all students are required to provide the School with a list of all routine and optional medications the student currently takes, including prescription, vitamin, supplement, herbal, homeopathic and over-the counter products (other than those listed on the student's Over the Counter Medication Permission form in Magnus); this includes medications and products not being administered at school.*** For all medications/products that will be routinely administered at school, parents/guardians must submit a **Medication Administration Authorization Form** which can be found in Magnus and on the [Forms & Schedules](#) page of the website. Parent/Guardian signature is required for all medications/products; physician signature is also required for all prescription medication.

In general, with the exception of emergency medications (asthma inhalers, Epinephrine auto-injectors, or diabetes medications), School policy prohibits students from possessing and/or self-administering any medication, whether prescription or over-the-counter.

No medications, including prescription, over-the-counter, vitamin, supplement, herbal, homeopathic, or products used for weight control, are to be kept in student rooms without prior approval of a HWC registered nurse. Students who require asthma inhalers, Epinephrine auto-injectors, or diabetes medications must carry these medications with them at all times. Due to the size of our campus, the School also requires that an additional set of emergency medications be supplied to be kept at the HWC. All medications must be properly labeled by the HWC.

All prescription medications must be submitted to the HWC in the original pharmacy-prepared containers, labeled by a United States licensed pharmacist. The label must provide the name of the student, name of the medication, dosage, frequency, healthcare provider's name and date of original prescription. Prescription medication, as well as other medical products for student's use during the school year, should be delivered to the HWC or mailed to the attention of the Health and Wellness Center. The HWC will accept medications for the upcoming academic year starting August 1<sup>st</sup> annually. Students are not allowed to receive medication (as defined above) at their Madeira mailing address.

When the HWC is closed or a student is off campus on a school-sponsored activity, school personnel instructed by the nurses will administer medications per the written physician's order, standard package dosing instructions, and School policy.

All non-prescription medications must be brought to the Health and Wellness Center. The medication will be reviewed and labeled by the HWC staff for that student's use and, in general, will be stored in the HWC. The HWC staff will dispense over-the-counter medications, as needed, in accordance with standard package dosing instructions. If your daughter requires over-the-counter medication not routinely stocked by the HWC, or requires any over-the-counter medication on a routine daily or seasonal basis, you will need to send this medication into the HWC for her personal use.

Students and family members may not purchase online medications, vitamins, herbs, dietary supplements or diet products for themselves or others to be mailed to The Madeira School. If a student wishes to purchase any medications, vitamins, herbs or dietary supplements, she must do so with the approval of the Director of Nursing. Violations of this policy may be referred to the Dean of Students for disciplinary action.

In accordance with Virginia state law, students are emancipated regarding reproductive issues. Any student may keep birth control pills in her room without parental authorization. However, the student is required to inform the Health and Wellness Center that these medications are being taken, and they must be properly labeled by the Health and Wellness Center.

Every prescribing health care practitioner must be licensed in the United States. Parents/family members who are physicians or clinicians may not diagnose or prescribe medications for their own daughters/relatives.

## Counseling

The Counseling Office, located in the Health and Wellness Center, is open during the day and after school for students, parents, and Madeira adults who would like to meet with one of the counselors. Weekend and evening times are available by appointment or for emergencies.

The counseling program at Madeira is one of several resources available to help our students adjust to the changes they go through during their adolescent years. Most adolescent and school adjustment issues can be dealt with on campus between the counselor and the student. When the counselor believes more extensive professional help is needed, the student's parents are notified, and the student is referred to an outside resource. If ongoing therapy is recommended, the counselor and outside therapist will work together within the boundaries of confidentiality to provide the best support for the student.

An effective counseling program requires that participants be assured of a certain amount of confidentiality. The counselor will notify parents of situations where she deems such notification appropriate, in addition to encouraging the student to do so. Because every situation is unique, the counselor will use her best judgment in determining whether and when to notify parents, weighing the parents' interest in being informed about their daughter, the need to encourage girls to seek help and advice by respecting their desire to speak in confidence, and legal and ethical safeguards protecting the privacy of health care issues.

There may be certain circumstances in which the School will require that a student receive outside professional help as a condition of her continued enrollment. The counselor will serve as the liaison between the outside clinician and the School. In these circumstances, the parents and student will be required to give permission for the outside professional to keep the counselor informed of the student's progress and the professional's therapeutic recommendations.

## Concussions

Our Director of Nursing and athletic trainer have a wealth of knowledge and network of resources and healthcare providers to support students who have been diagnosed with a concussion. Our athletic trainer will evaluate Madeira students who have experienced a

possible head injury while on campus or during a Madeira-sponsored, off-campus activity. If a concussion is suspected, a referral to an outside healthcare provider will be made for a diagnosis. Students who experience a possible head injury while not on campus should utilize their personal healthcare provider for diagnosis and guidance. Upon diagnosis, the Director of Nursing will coordinate care and accommodations in collaboration with the student, parents/guardians, athletic trainer, academic office and counseling team, as well as the treating healthcare provider, with the end goal being a return to a full program of study and athletic participation without restrictions.

## Medical Leave of Absence

The treatment of some medical and psychological conditions is best managed outside of a school setting. Severe depression, concussions, eating disorders, and attempts at self –injury are examples of conditions which generally require more treatment, support and supervision than a boarding school can provide. In these cases, a family may apply for medical leave. A medical leave of absence may be granted by the Head of School, in consultation with the Director of Nursing or Director of Counseling, the Dean of Students, and the Academic Dean when the management of physical or emotional illness interferes with a student’s ability to participate in the School’s program, has an undue negative impact on others, and/or is beyond the practical limits of the care that the Health and Wellness Center can provide. Requests for such a medical leave should be made by a family or guardian in writing to the Head of School. The family is expected to fully disclose all information related to the reasons for the request.

In some situations, such as when a student’s condition or behaviors are creating an undue disruption to the community, or where the School is unable to provide the level of treatment, supervision or support required to address the condition, professionals of the Health and Wellness Center, in consultation with the Head of School, Dean of Students, and Academic Dean, may require that the student take a medical leave. In some circumstances, depending on the student’s diagnosis and symptoms, the School will determine the minimum length of absence. It is understood that students on medical leave retain their place in school.

- Families of students on medical leave are required to authorize the professionals providing their daughter’s care to share information and engage in ongoing consultation with the Director of Nursing or the Director of Counseling.
- In cases of a leave being taken for social-emotional reasons, the school reserves the right to require the family to have the student evaluated by a professional of the school’s choosing.
- Academic matters for a student on medical leave are handled through the Academic Dean and her office.
- The Academic Dean’s office will consult with the co-curriculum office, the academic departments, and the student’s classroom teachers to determine what work will be required of the student to meet the requirements of the course(s).
- Once she completes the work as arranged by the Academic Dean, a student on medical leave will receive pass/fail grades in the modules where she has accrued absences beyond the number allowed under the School’s attendance policy.
- The school, in conjunction with its health and wellness professionals, the Dean of Students and the Academic Dean, retains the sole right to determine whether, under what conditions, and/or when, to allow a student to return from a medical leave.
- A student’s return to school is dependent on her ability to return to an environment which is academic in nature, rather than therapeutic. The school will be the sole entity that makes that determination.
- A student’s plan for return will be created prior to her return to school by the health and wellness center team, the Dean of Students and the Academic Dean. Both student and family must agree to the plan before she is able to return.
- If it is determined that a student is unable to return or if it is not in the best interest of the school community for her to return, she and her parents will be notified and she will be allowed to withdraw.

Medical leaves are not recorded on a student’s permanent academic record. When a medical leave is extended beyond two months, a decision about the student’s ability to hold her place in school will be made by the Head of School after consultation with the Dean of Students, the Academic Dean, and the Director of Nursing and/or the Director of Counseling. If a student is unable to return to school for health reasons, it is expected that the student will withdraw. In the case of withdrawal for medical reasons, the student may be eligible to apply for readmission at a later date. Details concerning a student’s medical leave will be considered confidential. Release of medical information requires consent and will not be part of the academic record.

# Electronic Citizenship

## Purpose

Madeira's community values of honesty, respect, and compassion extend into the use of information and computing resources. Because every member of our community has basic rights and responsibilities, it is considered unethical to violate these rights or ignore these responsibilities. Everyone who uses the Madeira computer systems and network is held accountable. The Madeira community is comprised of, but not limited to, students, faculty, staff, Board of Directors, parents, guests, and alumnae.

## The MEANS



The Madeira Educational Access Network Service (MEANS) is available to the whole Madeira community. The MEANS is comprised of two parts: an intra-community network that promotes, stimulates, and supports educational endeavors both on and off the school campus; and Internet access which enables the community to utilize the vast wealth of resources available globally.

Access to the MEANS is considered a privilege rather than a right. Students and adults are reminded that the technical world is public and permanent. Appropriate use of the computer systems and network should always be ethical, reflect academic honesty and community standards, show restraint in the consumption of shared resources, and be in compliance with this Acceptable Use Policy (AUP). It should demonstrate respect for intellectual property, ownership of data, system security, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The technological world does not provide context for communication. To that end, students and adults are reminded that some expressions used in everyday language are taken in a literal sense and will be acted upon accordingly – even to the extent of involving the appropriate authorities.

## User Information and Communications

Madeira does not, as a general matter, monitor a user's files or email messages to/from the user. If, however, Madeira believes that a user may be in violation of the law, the AUP, or any other school rules of conduct; that a person or property is in jeopardy; or that the best interests of Madeira otherwise so require, Madeira reserves the right to gain access to a user's files or email messages to/from the user. Should this need arise, a network administrator and a faculty member or school administrator will be involved. In addition, Madeira reserves the right to disclose the contents of such files or messages to third parties as required or permitted by law.

## Personal Technology

The use of personal technology is permitted on the Madeira campus. However, students are expected to use these devices properly and within the guidelines set forth by The Madeira School. Personal technology is permitted in the classroom provided permission has been granted by the course instructor as part of the curriculum. This technology includes, but is not limited to, laptops, desktops, cell phones, tablets, Blackberries, PDAs, language translators, video players, and MP3 players. These devices are subject to confiscation or search in the event that Madeira believes: (a) that a user may be in violation of the law, the AUP, or any other school rules of conduct; (b) that a person or property is in jeopardy; or (c) that the best interests of Madeira otherwise so require.

# Services

## Dining

The philosophy of The Madeira School dining services is based on the idea that whenever possible, the health and wellbeing of our students comes first. While paying attention to our customer's traditional favorites and popular requests, we temper the "sometimes" foods with items that have more nutritional value. By doing this we achieve a balance in menu choices throughout the week. We do this in several ways:

- ✓ Serving French fries only once a week
- ✓ Baking products instead of frying whenever possible
- ✓ Using only trans-fat free oils in cooking and deep frying
- ✓ Purchasing milk from local dairies that do not use growth hormones or antibiotics
- ✓ Offering more low sugar, high fiber cereals than sugar-sweetened varieties
- ✓ Presenting an expansive and inviting salad bar
- ✓ Utilizing only fat-free or low-fat yogurt in the soft-serve machine
- ✓ Offering 100% whole wheat at the bread station
- ✓ Alternating desserts to balance with fruit or low fat/ low sugar selections
- ✓ Preparing all soups and salad dressings from scratch to control fat and sodium
- ✓ Offering only skim, 2% milks, milk alternatives, and fruit juices instead of soda
- ✓ Making whole fresh fruit available all day for snacks
- ✓ Offering alternatives to peanut butter, such as soy and sunflower butter, in an effort to prevent cross-contact in the serving area
- ✓ Minimizing cross-contact with certain allergens by reducing the use of shellfish and peanut containing products.
- ✓ Offering *My Zone*, a dedicated gluten and nut free area.
- ✓ Serving vegetarian and/or vegan menu items at every meal
- ✓ Making management and staff accessible to students and parents to discuss menus
- ✓ Implementing Sodexo's *Mindful* program which combines subtle messaging and signage to promote healthy choices.
- ✓ Partnering with Sodexo's Dietetic Internship Program to provide individual counseling for students who request help.

In addition to the health and wellbeing of our students, we strive to serve food in an environmentally and socially responsible manner.

- ✓ Seafood comes from only certified sustainable sources
- ✓ Local produce is purchased whenever possible
- ✓ Regional suppliers are utilized to reduce our carbon footprint
- ✓ Food waste and water consumption is minimized by trayless dining.
- ✓ Energy usage is curbed during off-peak times by turning off exhaust hoods, lights and ovens.
- ✓ Napkin dispensers reduce usage and waste.
- ✓ Real china and silverware are used for meals. Disposables never utilized.
- ✓ All kitchen waste is disposed of through our recycling program

The School offers three well-balanced meals Monday through Friday, and brunch and dinner on Saturday and Sunday. Students with allergies or special dietary needs should meet early in the year with the Director of Nursing and Sodexo's General Manager.

Students and faculty are responsible for the cleanliness and behavior in the dining room. The following guidelines are to be followed:

- Try not to waste food. Take only what you reasonably expect to eat. Seconds are available if you would like more.
- We ask that all students, faculty, and staff refrain from using mobile devices during meal times in the Dining Hall. Devices must be put away before entering the serving area.
- Remember that others have a right to enjoy their meals in peace and quiet.
- Clear your table and take all your dishes to the washing area before you leave. If you spill something and cannot clean it up yourself, please report the incident to the Sodexo staff.
- Do not take food, china, glasses, or silverware out of the dining room. The exception would be a piece of whole fruit, or a beverage in your own container. Removal of food in "takeaway" containers is not allowed.
- Students are not to be in the serving area except during meal times and between the hours of 2:30 pm and 4 pm.
- Dress code guidelines apply at all times.
- Guests must be signed in by their host at the entrance to the serving area. While we welcome guests to all our meals, we ask that you are conscientious of the cost to the school.

## DINING ROOM HOURS

<b>BREAKFAST</b>	Monday through Friday	7:30-8:30 a.m.
<b>LUNCH</b>	Monday through Friday Snail Day Lunch	11:00 a.m.-1:00 p.m. 11:00 a.m.-1:10 p.m.
<b>DINNER</b>	Monday through Friday Saturday and Sunday <b>*Community Dinner once a month</b> <i>*Seniors and Faculty &amp; Staff dinner begins at 5:30 p.m.</i>	6:00 p.m. - 7:00 p.m. 5:30 p.m. - 6:30 p.m. <b>6:00 p.m. - 6:45 p.m.</b>
<b>BRUNCH</b>	Saturday and Sunday (Full Brunch) <i>Continental options available at</i>	11:00 a.m. - 1:00 p.m. <i>9:00 a.m.-11:00 a.m.</i>

## Lucy & Co.

Located on the lower level of the Student Center is Lucy & Co., the Madeira school store. Lucy & Co. carries school supplies and drugstore items, as well as snacks and Madeira apparel and gift items. Lucy & Co. accepts Madeira Campus Student Debit Accounts, Visa, MasterCard, American Express, cash, checks. Lucy & Co. is open Monday through Friday 11:30a.m. to 3:00p.m. For offsite Madeira apparel purchases, contact the school store staff at 703-556-8304 or visit the online store at [www.madeira.org/schoolstore](http://www.madeira.org/schoolstore). Textbooks are not sold at Lucy & Co.

## Order Books

The link to [Follett Virtual Bookstore](#) is on PowerSchool (summer work page) as well. You will be expected to have all your materials on the first day of each class, so please order your books accordingly. Use your schedule to order books, so you are ordering books for the correct classes. Some families might choose to order from another vendor; if you do that, be sure you order using the exact ISBN number as listed on Follett. Boarders can have their books sent directly to school, to their attention. If you think we might have a book you need in the Academic Office, please email Ms. Walker ([academicoffice@madeira.org](mailto:academicoffice@madeira.org)) who will look for you.

## Dry Cleaning

Dry cleaning services are available through Lucy & Co. Students may speak with a staff member to establish options for this service.

## General Store

The general store is located in the student center and is run by Madeira girls. It offers both snack food and drinks. The store is open Sunday through Thursday, 5:00-5:30 p.m. and 9:30-10:00 p.m. The General store will accept cash.

## Mail and Deliveries

All boarding students are assigned a mailbox for the upcoming school year. Mailbox numbers and combinations will be distributed during orientation. Please ensure your daughter's name is on all correspondence.

## Package Shipping and Receiving

Students who wish to ship packages or purchase stamps may do so at Lucy & Co. Shipping charges and stamps may be charged purchased using cash, check or credit/debit card or student debit account. Students may pick up packages from the package room which is located by student mailboxes.

Students may ship belongings to campus prior to their arrival. Please address the packages to:

[Your daughter's name]  
The Madeira School  
8328 Georgetown Pike  
McLean, VA 22102

## Food and Other Deliveries to Campus

Students may order food, flowers, etc. from an approved list of vendors. Any time a student calls to request a delivery of anything to campus, it is that girl's responsibility to alert the Adult on Duty (AOD) that a delivery is on the way. The AOD will then alert security to expect a delivery. Students may call for such deliveries only when the AOD desk is open (see times below). Students **must wait for**

**and meet the delivery person** in the lobby of the student center. Deliveries are not permitted anywhere on campus except the student center lobby. If the AOD desk is closed, security will not permit the driver to enter campus.

- Students may have food delivered at the following times (it must **arrive** between these times):
  - Friday from the end of their D Block activity until 10:45 p.m.
  - Saturday from 9:00 a.m. until 10:45 p.m.
  - Sunday from 9:00 a.m. until 7:00 p.m.
  - Seniors are permitted to receive food orders until 8:15 p.m. on Sundays

All other deliveries to campus will be taken to the AOD desk at the student center. Students will be notified via email of their delivery. Please contact 703-556-8211 to alert the AOD that a delivery is on the way.

Parents or guests may leave items for a student to pick up at the AOD desk during the day. The AOD will email the student when a delivery has been made. Should the item not be picked up within 48 hours, it will be placed on the note board (if appropriate size) or sent to the student's advisor through the Academic Office.

## Lost and Found

There is a lost and found located at the Dean of Students Office. Items are kept in the closet across from the AOD desk. Please come to the AOD desk to gain access to the lost and found. Often items that are misplaced are handed into the closest office to that location, so be sure to check with the offices in the building where your item was last seen. Valuable items that are turned in are kept locked at the AOD desk. During the year, the Dean of Students Office will clean out the lost and found, notifying students of a 48-hour period in which they must reclaim lost items or they will be either donated or discarded, as appropriate. Looks good to me.

## Note Board

The note board is located on the main floor of Schoolhouse I. Notes for girls are placed on the board directly above the initial of their last name. All girls should check the note board daily.

## The Hurd Athletic Center and Swimming Pool

The pool facilities are open to the campus community each day. Community swim hours are:

Saturday	12:00 p.m. - 3:00 p.m.
Sunday	12:00 p.m. - 2:00 p.m.

Parents and families are not allowed to use the pool during open swim times unless accompanied by their daughters. The pool is closed when the dorms are closed for vacations.

## The Hurd Exercise Rooms

The exercise rooms in the Hurd Sports Center are reserved for Madeira students and adults only. Priority for the space is given to afternoon classes and sports activities, however, students may enter at other times of the day. Seniors may use the space until 9:30 p.m.

# Parent Information

## Important Phone Numbers

Security (staffed 24/7)	703-556-8269
Head of School	703-556-8210
Dean of Students Office	703-556-8211
<i>Monday through Thursday</i>	9:00 a.m. - 8:15 p.m.
<i>Friday</i>	9:00 a.m. - 11:30 p.m.
<i>Saturday</i>	9:00 a.m. - 11:30 p.m.
<i>Sunday</i>	9:00 a.m. - 8:15 p.m.
Academic Office	703-556-8254
<i>Monday through Friday</i>	7:30 a.m. - 4:00 p.m.
Health and Wellness Center	703-556-8243
<i>Monday through Friday</i>	7:30 a.m. - 6:30 p.m.
Counseling Office	703-556-8298
College Counseling	703-556-8209
Parent Programs/Development Office	703-556-8221

The School encourages you to take advantage of opportunities for parental and community involvement, and we welcome your comments and thoughts. Parents are encouraged to visit the [Parents and Families page on our website](#) for the most up to date parent information.

## P.A.T.S. Program

The Dean of Students Office coordinates this program (**P**arent **A**mbassadors **T**o **S**tudents) which encourages our local families to consider providing weekend or vacation homestays for our international boarding students. An open home offers an international boarder a chance to get off campus, share in a home-cooked meal, or spend time with a family. Parents who participate in PATS help ease the pressures of being far from home by building relationships with international girls. As a local parent, connecting with a distance family gives parents another point of contact with the School. Encourage your daughter to suggest a friend that you might adopt. The Dean of Students Office is also happy to help you find a student to adopt! For more information visit [www.madeira.org/parents-families/parents-association/ways-to-volunteer/parent-ambassadors-to-students/](http://www.madeira.org/parents-families/parents-association/ways-to-volunteer/parent-ambassadors-to-students/).

## Parent to Parent

The School publishes the community directory each year as a way to connect with one another and share in the life of their daughters. We encourage you to use this directory as a resource so that you can engage in conversations with other parents. Parents can also access this information on My BackPack. Any corrections to the information provided should be directed to the Academic Office or made through My BackPack.

## Permissions and Invitations

Should you wish to invite a student to your home, or give permission for your daughter to visit with a friend, permissions and invitations may be provided to the Dean of Students Office by using REACH, our electronic residential management program, which will come to you in the form of an automatically generated email after the boarding student initiates a leave request. All boarding student visits to the home of a day student require conformation of the invitation from the day parent host via REACH.

## The Parents' Association

Membership in the Parents' Association is automatic for all parents and guardians of students enrolled at Madeira and parents of alumnae who express continuing interest in the School. There are no membership fees.

The purpose of the Parents' Association is to promote parental involvement in the School by supporting its mission, leadership, programs, and activities for the well-being of the students. It strives to be inclusive and informative and to encourage a positive relationship between the School and students' families.



The Parents' Association is run by the Parents' Association Leadership Council, which includes the president, vice president, secretary, parent representatives per grade, chairs of the Madeira Fund Parents Committee, and the liaisons and committee chairs for admissions/orientation, arts (dance, drama, music, and visual arts), athletics, boarding, diversity, and events (faculty/staff appreciation and Valentine's Day dessert buffet).

Officers of the Parents' Association are appointed to serve a one-year renewable term. The Parents' Association president serves on Madeira's Board of Directors. President for 2018-2019 is Lee Cook, (Ellie '19).

Please visit the [Parents and Families page of our website](#) for more information on the Parents' Association and ways to get involved.

## Staying Connected

### NEWS & SOCIAL MEDIA

The website ([www.madeira.org](http://www.madeira.org)) lists the latest news and events. Get a feel for what is happening on campus by following Madeira's social media accounts. You can find us on Facebook, Twitter, Instagram, and Snapchat.

### SOCIAL MEDIA ACCOUNTS

Students, Faculty and Staff who wish to start a social media account representing a Madeira class, activity, sport, club or organization and/or start an account using The Madeira School name, must get approval from the Department of Communications and Marketing before creating the account on any social media platform including, but not limited to, Snapchat, Instagram, Facebook and Twitter. Once the account is approved and created, all administrative information (such as passwords) must be shared with the Department of Communications and Marketing.

### PARENT NEWSLETTERS

The Communication Department's bi-weekly email newsletter, *Around The Oval*, will keep you up to date on recent campus events, including links to photos of recent activities and blog posts from our Head of School and Academic Dean. On alternate weeks the Parents' Association sends *News Parents Can Use* which is full of reminders and information on upcoming events and programs.

### FAMILY WEEKEND

Family Weekend is September 27 -29, 2018 and is a great chance to connect with the parents in your daughter's class, meet with her advisor, and attend programs offered by the School.

### CELL PHONES

We strongly encourage all girls to have a cell phone. Her telephone number should be registered on her My Backpack account. All cell phones must be an American phone number, telephone numbers registered in My Backpack should not be international numbers.

### DEAN OF STUDENTS OFFICE & ADULT-ON-DUTY DESK (DOS & AOD)

The Dean of Students Office is located in the student center and is often a hub of activity for leaving and returning to campus, deliveries, permissions, etc. The front office is staffed by the assistant to the dean of students.

## Being On Campus

### DINING HALL

Parents are welcome to join their daughters in our dining hall for a meal. Food is not permitted out of the dining area and we ask that all visitors sign in.

### **THE HURD GYMNASIUM**

Parents are welcome to the pool and gymnasium when they are accompanying their daughters.

### **WALKING**

With over 300 acres, it's possible to walk or run several miles on the trails in the woods and on the roads. We advise the girls to travel in pairs and we ask that you consider this practice as well.

### **PETS**

Pets should be leashed and picked up after during your visit. Please remember that some students have severe allergies and a fear of dogs.

### **RULES AND RESTRICTIONS**

Parents visiting the campus are expected to respect and adhere to school rules. In appropriate circumstances, a parent's visits to the campus maybe restricted or prohibited. (Divorced parents: Parents are encouraged to provide the School with any legal documents that affect either parent's contact with enrolled girls, such as custody or protective orders.)

### **DRIVING AND PARKING ON CAMPUS**

Everyone who drives onto Madeira's campus is expected to obey our speed limit of 15 mph and to park (permit required) in designated areas. Parking on the grass is prohibited unless otherwise directed.

Parking decals which have been requested through My BackPack (Vehicle Registration Form) are furnished to families at the start of the year through their daughter's orientation packet. To request additional decals please send an email to [DOS@madeira.org](mailto:DOS@madeira.org) with the following vehicle information make, model and license plate number.

## **Financial Obligations**

### **Spending Money**

Parents should discuss family expectations regarding allowances and finances before coming to Madeira. Girls may need money for weekend activities and miscellaneous expenses. Students can usually access an ATM on a weekly basis. Students should keep money in the lock box provided in dorm rooms. The School is not responsible for lost or missing money.

A bank representative comes to campus during orientation for families who would like to open an account for their daughter with a local bank.

### **Tuition**

The School expects forms to be submitted on time and fees and charges to be paid when they are due. Monthly statements, parent loan payments, and/or tuition payment plan payments are to be paid in full each month.

Late payments or past-due accounts may result, at the School's sole discretion and without further notice, in sanctions that include, but are not limited to, the following or any combination of the following:

- Reenrollment contract withheld
- Report cards withheld
- Transcripts withheld
- College counseling representations and contacts suspended
- Suspension from class, sports, and extracurricular participation
- Exclusion from room draw
- Exclusion from student government elections
- Charge privileges revoked
- Loans cancelled
- Tuition payment plans canceled
- Diploma withheld
- Participation in Graduation barred
- Other school services withheld
- Letters of recommendation withheld

## Library Fees

All grades will be held until a student's accounts are cleared. If any student is found to have unreturned library items on her account, she will be charged the price of each item and an additional processing fee for replacement. If the student is able to find the item and return it to the library before the bill is issued, her library fines associated with that item will be waived.

## Giving The Madeira Fund

The Madeira Fund is Madeira's annual giving program, which supports the operating budget. Tuition only covers 67% of the operating budget. The Madeira Fund helps bridge the gap between tuition and the full cost of a Madeira education.

Alumnae, parents, faculty and staff, and friends of the school support Madeira every year. Gifts from current Madeira parents account for approximately 20% of the dollars contributed to The Madeira Fund. Each gift to The Madeira Fund makes a difference as strong parent participation helps the School secure grants from foundations and other large donors. Parent gifts range from \$20 to \$20,000.

For more information about The Madeira Fund, please visit our [FAQ](#). If you are interested in joining the Madeira Fund Parents Committee, please contact the Development Office at 703-556-8221.

## GIFTS IN KIND

The Madeira School does not encourage students or families to give gifts of recognition to individual faculty or staff. In place of such gifts, families and students are asked to express their individual gratitude through the written word, in the form of a card or note, or by a gift to The Madeira Fund in honor of the specific teacher or staff member.

On occasion families will donate play or concert tickets, tickets for athletic events, and time at vacation homes. These are offered to faculty and staff through raffle on a first-come, first-served system overseen by the director of human resources. Receipts for tax purposes can be obtained from the Development Office.

## Press Relations and Photography

As an institution dedicated to the education of young women, The Madeira School understands the importance of having girls' achievements recognized and publicized. By enrolling a student at The Madeira School and submitting a signed contract, a parent or guardian acknowledges that the student's name, photo, and/or comments may be used for publicity purposes either in print or on the School's web page. If a parent or guardian wishes to withhold this permission, they should notify the director of communications and marketing in writing.

## Emergencies

Parents are encouraged to enroll in the School's [emergency alert system](#) which will notify them of inclement weather emergencies and other school closings/emergencies according to each parent's personal contact preferences via email, text, or telephone.

In order to effectively manage an emergency situation that affects the operations of the School, an Emergency Response Plan is in place. This plan is reviewed annually by the assistant head of school and others.

The plan outlines communication steps and specifies mechanisms to ensure that students are safe during an emergency situation, whether on campus or off campus as on Co-Curriculum days.

# Appendix

# Appendix A - Harassment Policy

Our community seeks to be a place where every individual is treated with sensitivity and respect. The school will not tolerate any type of harassment of an individual for any reason, including, but not limited to, ethnic or religious background, gender, sexual orientation, or race.

Harassment is any improper and/or unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person. Harassment may take the form of words, gestures, or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate, or embarrass another or which creates an intimidating, hostile, or offensive environment, or bullying. Sexual or romantic relationships between students and adult members of the school community are strictly forbidden. If individuals have concerns, they should report these to the dean of students or one of the school counselors.

*Any member of the Madeira community whose actions or statements amount to harassment or intimidation of others will be subject to the appropriate disciplinary action.*

## **Harassment Based On Race, Color, or National Origin**

Racial or ethnic harassment is any abuse of an individual or group on the basis of actual or perceived race, color, or national origin. This harassment includes both easily identified acts of oral, written, or physical abuse, and, more subtle, but equally damaging forms of harassment such as graffiti, epithets, and racially stereotyped remarks or 'humor.'

## **Religious Harassment**

Harassment on the basis of a person's actual or perceived religion or creed includes, but is not limited to, the use of nicknames emphasizing religious stereotypes, religious slurs, and derogatory comments or conduct directed at an individual's religion, religious traditions, religious symbols, or religious clothing.

## **Sexual Harassment**

Sexual harassment is not social or courting behavior. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or psychological misconduct of a sexual nature. Sexual harassment may include, but is not limited to:

- Physical assault, including rape, or any coerced sexual relation
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring
- Any demeaning sexual propositions
- Unnecessary touching in any form
- Leering or ogling at a person's body
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
- Sexually stereotyped or sexually charged insults, humor, or verbal abuse.
- Inappropriate personal questions

## **Sexual Orientation Harassment**

Harassment on the basis of a person's actual or perceived sexual orientation includes, but is not limited to, name calling, using nicknames emphasizing sexual stereotypes, and imitating physical characteristics or mannerisms associated with a person's sexual orientation.

## **Disability Harassment**

Harassment based on a person's actual or perceived physical and/or mental disability includes, but is not limited to, name calling, making derogatory references to the disabling condition, and imitating manners of speech and/or movement associated with the disability, or interfering with access to or use of necessary adaptive equipment or aids.

## **Retaliation**

Retaliation includes any act or comment (or lack thereof) intended to negatively impact an individual who has reported suspected harassment or discrimination, has participated in an investigation, or who has supported a complaint of harassment or discrimination. Retaliation is also a very serious violation of this policy and should be reported immediately – in the case of students, to the dean of students or the school counselor, and in the case of employees, to the assistant head of school or

the academic dean. Retaliation against any individual for reporting violations of this policy, for participating in the investigation, or for supporting a complaint will not be tolerated and may be subject to disciplinary action, up to and including, immediate termination.

### **What to Do if You Feel You are Being Harassed**

If individuals have concerns, they should report these to the dean of students or one of the school counselors. Be as specific as possible, recording direct quotations, actions, and witnesses. Whenever possible, speak up at the time to the person who is making you uncomfortable. Tell the individual that the behavior is unwelcome and must cease immediately.

Members of the school community are obligated to take complaints seriously. The School will investigate any charge of harassment brought by or against a member of the community and will take action in valid cases. The School will determine who the most appropriate investigator or investigators will be. The School will investigate the incident, inform the alleged harasser, and determine a plan to address the complaint. At the conclusion of the investigation, the lead investigator will report the findings to the head of school.

Members of the community should be aware that, depending on the circumstances and severity or repetition of the offense, the response may range from a reprimand, up to and including, dismissal of a student, or termination of employment for an adult. Any person who directs any form of retaliation toward someone making a complaint about harassment will be subject to disciplinary action. Where legal action is required, counsel will be consulted and the School will act as advised.

### **Confidentiality and Discretion**

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much confidentiality and discretion as possible, without compromising the thoroughness of the investigation, or the School's obligations to investigate and appropriately respond to the situation. If the allegation of harassment is against a person who is not an employee of the School, the head of school shall determine the procedure for investigating the allegation and correcting any inappropriate conduct.

### **False Complaints/Abuses of Process**

Allegations of sexual harassment and discrimination are serious and can be damaging to an accused person's reputation. Therefore, anyone who knowingly makes a false complaint may be subject to severe discipline.

In addition, candor, cooperation, and honesty are essential to the investigation and remediation process. They are expected of all participants in an investigation. Abuse of process, including lying to an investigator, may result in discipline.  
Concussion

## Appendix B – Whom to Contact If...

You need a <i>Yellow Sheet</i> for a <b>planned absence</b> :	703-556-8254	Academic Office
You are a day student who is <b>late on a class day</b> :	703-556-8254	Academic Office
You are a <b>sick boarder</b> see your:	Dorm Parent or go to Health and Wellness Center	
You are a <b>sick day student</b> :	703-556-8254	Academic Office
You need to give permission or an invitation for a boarder:	703-556-8211	DOS Office/AOD
You lost your room key or swipe card:	703-556-8211	DOS Office
You need information on a sports event:	703-556-8357	Athletic Hotline
You need to <b>change your contact information</b> :	703-556-8254	Academic Office academicoffice@madeira.org
You need to request a seal or <b>transcript</b> :	703-556-8319	Registrar's Office <a href="http://www.madeira.org/transcript">www.madeira.org/transcript</a>
You have a boarding related issue:	703-556-8215	Dir. of Residential Life
You have an emotional health question or concern:	703-556-8298	Director of Counseling
You have a college counseling question:	703-556-8209	Dir. of College Counseling
You have a question about a class:	703-556-8249	Academic Dean
You need to reach the Administrator on Duty after hours when the AOD desk is CLOSED:	703-556-8269	

### **DORM PARENTS ARE ON DUTY FROM 7:00 p.m. to 7:30 a.m.**

You need to reach the <b>East Dorm</b> Parent on duty:	571-926-7598
You need to reach the <b>Main Dorm</b> Parent on duty:	571-926-3984
You need to reach the <b>New Dorm</b> Parent on duty:	571-926-7595
You need to reach the <b>North Dorm</b> Parent on duty:	571-926-7588
You need to reach the <b>South Dorm</b> Parent on duty:	571-926-7590
You need to reach the <b>West Dorm</b> Parent on duty:	571-926-7600

# Appendix C – Overnight Form – Day Student

## OVERNIGHT FORM FOR DAY STUDENTS

There are several overnight scenarios, please read the options below and check the appropriate box.

- 1-3 nights (free):** no more than 2 nights may be Study Hall nights, staying on air mattress or unoccupied bed if available, student coordinates with host and Dean of Students office
- 4-7 nights (\$25 per night):** staying in unoccupied bed (based on availability), student/family coordinates with DOS office
- 8+ nights:** requests for more than 7 nights require a conversation with the Director of Residential Life or the Dean of Students
- On Board Experience:** do not use this form to participate in the On Board Experience, please see the website and communicate with the Dean of Students office for more information regarding this program

This form must be completed with all signatures and approvals (**including a meeting with the Director of Residential Life or the Dean of Students**) at least 24 hours **prior** to your stay. Stays of 3 nights or longer must be submitted and approved at least 1 week in advance of your stay. Requires signature from parents and either the Dean of Students or Director of Residential Life.

Day Student's Name \_\_\_\_\_

Day Student's Cell \_\_\_\_\_

Nights staying at school: Circle date(s)

Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May. Jun.

1 2 3 4 5 6 7 8 9 10  
11 12 13 14 15 16 17 18 19 20  
21 22 23 24 25 26 27 28 29 30 31

Hostess \_\_\_\_\_

Hostess Signature \_\_\_\_\_

Roommate Signature \_\_\_\_\_

Dorm and room number \_\_\_\_\_

Reason for overnight \_\_\_\_\_

\_\_\_\_\_

Parental Permission \_\_\_\_\_

Parent Cell \_\_\_\_\_

Authorized by Dean of Students or Director of Residential Life \_\_\_\_\_

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*To be completed by the Dean of Students Office*

Distribution: AOD DESK \_\_\_\_\_

HWC \_\_\_\_\_

DORM PARENT \_\_\_\_\_

Date Requested \_\_\_\_\_

Outlook Sent \_\_\_\_\_

Date Submitted \_\_\_\_\_

HWC correspondence shared with Dorm team? yes / no