



STUDENT & FAMILY HANDBOOK
2024-2025

Madeira Student & Family Handbook

The Madeira School's Student & Family Handbook is published and distributed to members of the Madeira community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between Madeira and any parent, guardian, or student affiliated with or attending the School. Madeira may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year; and the School will make efforts to update the community when that happens.

Notice of Non-Discrimination Policy

Madeira admits qualified girls of any race, color, religion, national and ethnic origin and ancestry, sexual orientation, mental or physical disability, or any other status protected by applicable laws, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Madeira does not discriminate on the basis of race, color, religion, national and ethnic origin and ancestry, sexual orientation, mental or physical disability, or any other status protected by applicable laws in the administration of its educational policies, admissions policies and programs, financial aid, and scholarship programs, athletic programs, or other School administered programs.

Madeira educates students in an innovative environment specifically designed for girls. Once admitted to Madeira, all students in good academic standing who abide by Madeira's code of conduct and who meet requirements for graduation will be eligible to receive a Madeira diploma, regardless of any change in gender identity or other legally protected status.



MADEIRA

Mission

Launching women who change the world (for the better!)

Vision

Leading innovation in girls' education

Values

Awareness of self and others

Compassion

Creativity

Integrity

Intellectual curiosity

Resilience

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MADEIRA'S EDUCATIONAL PHILOSOPHY

At Madeira, we believe:

- Learning is active and experiential, joyful and personal. Guided by caring, expert, and skillful 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 the opportunity 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.

Accreditation

Madeira is accredited by the Virginia Association of Independent Schools and the Southern Association of Independent Schools.

Governance

The School is governed by a self-perpetuating Board of Trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board of Trustees is responsible for the selection of the Head of School and works in close collaboration with the Head of School, though the Head of School is responsible for the implementation of policy and the day-to-day operations of the School.

For a list of the School's current Trustees, please visit the School's [website](#).

SCHOOL LEADERSHIP

| | | | |
|---|--------------------|--|--------------|
| Head of School | Christina Kyong | hos@madeira.org | 703 556-8210 |
| Dean of Student Life & Culture | Macy Kleinfelder | dos@madeira.org | 703 556-8296 |
| Dean of Academics | M.A. Mahoney | academicoffice@madeira.org | 703 556-8249 |
| Dean of Teaching & Learning | Lucy Pollard | lpollard@madeira.org | |
| Director of Enrollment Management | Emily Reynolds | ereynolds@madeira.org | 703-556-8368 |
| Director of Communications & Marketing | Karen Joostema | kjoostema@madeira.org | 703-556-8371 |
| Chief Advancement Officer | Christine Knight | cknight@madeira.org | 703-556-8219 |
| Chief Financial & Operations Officer | Kathy Chery | kchery@madeira.org | 703-556-8241 |
| Director of Student Support & Academic Access | Shannon Burke Ball | sball@madeira.org | 703-556-8322 |
| Director of Athletics | Tavis Laws | tlaws@madeira.org | 703-556-8251 |
| Director of College Counseling | Linda Mathews | lmathews@madeira.org | 703-556-8263 |
| Nurse Manager | Danielle DeSilvis | ddesilvis@madeira.org | 703-556-8243 |
| Director of Co-Curriculum | Andrew Sharp | asharp@madeira.org | 703-556-8277 |
| Assistant Dean of Academics | Paige Carroll | pcarroll@madeira.org | 703-556-8371 |
| Director of Educational Innovation | Stacy Tippens | | |
| Associate Dean of Student Life & Culture | Roselvy Flores | rflores@madeira.org | 703-556-8215 |
| Associate Dean of Student Life & Culture | Hadley Zeavin | hzeavin@madeira.org | 703-556-8228 |

Class Deans

| | | |
|---------------|-----------------|--|
| Class of 2025 | Sheila McGrory | smcgrory@madeira.org |
| Class of 2026 | Katie Fotofili | kfotofili@madeira.org |
| Class of 2027 | Heidi Freeman | hfreeman@madeira.org |
| Class of 2028 | Desmond McGlone | dmcglone@madeira.org |

2024-25 Department Heads

| | | |
|-----------------|----------------------|--|
| Arts | Sasha Newman | snewman@madeira.org |
| English | Keith Ward | kward@madeira.org |
| History | Shields Sundberg | ssundberg@madeira.org |
| Mathematics | Dharma Sears | dsears@madeira.org |
| Science | Juliana Salcedo | jsalcedo@madeira.org |
| World Languages | Carolina Covarrubias | ccovarrubias@madeira.org |

WHOM TO CONTACT IF...

| Attendance & Communication | |
|--|---|
| Your day student is late, sick, or has a planned absence | Call the Academic Office: 703-556-8254 academicoffice@madeira.org |
| Your boarding student is sick | Call the Dean of Student Life & Culture Office: 703-556-8211 dos@madeira.org |

| | | | |
|--|--|--|---|
| | <p>After-hours you can reach the Dorm Parent: East Dorm: 571-766-8683 Main Dorm: 571-207-5873 New Dorm: 571-207-5434 North Dorm: 571-207-5695 South Dorm: 571-206-8467 West Dorm: 571-207-6410</p> <p>or the Health Center at healthcenter@madeira.org</p> | | |
| You need to change your contact information | <p>Academic Office 703-556-8254 academicoffice@madeira.org</p> | | |
| Academics | | | |
| You have a question about a specific class or course | Contact your student's teacher <i>or</i> the Academic Department Chair | | |
| You have a question about college counseling | <p>Director of College Counseling Ms. Linda Mathews lmathews@madeira.org</p> <p>Associate Director of College Counseling Ms. Megan Hoover-McMillan mhoover@madeira.org</p> | | |
| You have a question about Co-Curriculum | <p>Director of Co-Curriculum Mr. Andrew Sharp asharp@madeira.org</p> | | |
| You have a question about textbooks | <p>Assistant Dean of Academics Ms. Paige Carroll pcarroll@madeira.org</p> | | |
| To request a seal or transcript | <p>School Records Coordinator Shane Kerr transcript@madeira.org</p> | | |
| Enrollment | | | |
| For enrollment confirmation or questions | <p>Director of Enrollment Management Ms. Emily Reynolds ereynolds@madeira.org</p> | | |
| You have a question about technology at Madeira | <p>Director of Technology Mr. Jeff Dayton Helpdesk@madeira.org</p> | | |
| You have a question about school-based learning accommodations | <p>Director of Student Support & Academic Access Ms. Shannon Burke Ball sball@madeira.org</p> | | |
| You have a general academic inquiry | <p>Dean of Academics Ms. M.A. Mahoney mmahoney@madeira.org</p> | | |
| Athletics | | | |
| You have a question about Athletics events | <p>Visit the website https://www.madeira.org/athletics/ Twitter: @MadeiraSnails</p> | | |
| You have a general Athletics question | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Director of Athletics Coach Tavis Laws tlaws@madeira.org</p> </td> <td style="width: 50%;"> <p>Associate Director of Athletics Coach Kash Cook kcook@madeira.org</p> </td> </tr> </table> | <p>Director of Athletics Coach Tavis Laws tlaws@madeira.org</p> | <p>Associate Director of Athletics Coach Kash Cook kcook@madeira.org</p> |
| <p>Director of Athletics Coach Tavis Laws tlaws@madeira.org</p> | <p>Associate Director of Athletics Coach Kash Cook kcook@madeira.org</p> | | |

| Student Life | |
|---|---|
| You have a question about Student Activities & Social Events | Assistant Dean of Student Life for Student Engagement Mrs. LeNae Franklin lfranklin@madeira.org |
| You have a question or request regarding transportation | Director of Security Mr. Tor Bennett tbennett@madeira.org |
| You have a question about your student's social development, overall adjustment, or support at school | Contact your child's advisor. Not sure who that is? Check Parent Portal |
| You need to give permission or an invitation for a boarding student | Dean of Student Life & Culture Office dos@madeira.org |
| Your student has trouble with their swipe card | If a swipe card is not working, please visit the Library to see Mr. Dayton or Mr. Goldman. For lost swipe cards, students should visit the Dean of Student Life & Culture Office. |
| You have a dorm-specific boarding student question | Call or email the Dorm Parent in your student's dorm. |
| You have a question about Dining Services | Chief Finance and Operations Officer Ms. Kathy Chery kchery@madeira.org Dean of Student Life & Culture Ms. Macy Kleinfelder mkleinfelder@madeira.org |
| You have a general boarding student question | Associate Dean of Student Life: Campus Life Ms. Rosie Flores rflores@madeira.org |
| You have general student life & culture or disciplinary questions | Associate Dean of Student Life Ms. Hadley Zeavin hzeavin@madeira.org Dean of Student Life & Culture Ms. Macy Kleinfelder mkleinfelder@madeira.org |
| Health & Wellness | |
| You have questions about health forms and other school-related health questions | Health & Wellness Center healthcenter@madeira.org |
| You have questions about emotional health resources | Director of Student Support and Academic Access Ms. Shannon Burke Ball sball@madeira.org |

ATTENDANCE

Attendance
Inclement Weather Notifications

703-556-8254 or academicoffice@madeira.org
Emergency Alert System

Philosophy

We believe attendance is key to the learning process, particularly since class engagement, real-time collaboration, and the like are part of the shared experience. If a student is absent for the day or misses a class, they are responsible for finding out about and making up the work they missed. A student who does not take responsibility for their learning after an absence can expect an academic consequence, such as full or partial loss of credit for an assignment or assessment.

If a student is too ill to attend class, they are 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 their top priority, which means they will need to adjust social and extra-curricular obligations/activities, as well as academic ones.

Limits

A student may have up to three absences in a one-mod course, up to six absences in a two-mod course, up to nine absences in a three-mod course, and up to twelve absences in a four-mod course. If a student exceeds the number of allowable absences (religious absences and Madeira-related absences do not count toward these totals) then their final grade in the course may be converted to and reported as a Pass/Fail grade.

Chorus, 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 syllabus. It is the student's responsibility to inform herself of these policies and to abide by them.

An unexplained absence from Advisory, Community Meeting Time (CMT), Class Meeting, or an Assembly (ASM) will result in a meeting between the student and their advisor. The advisor may also reach out to the student's parent(s) or guardian(s). A pattern of absences will result in a meeting with the Class Dean and consequences, up to and including disciplinary consequences, may follow. At that time, expectations and parameters for a student's attendance will be set forth and future consequences will be outlined.

A student will be considered absent if they miss more than fifteen minutes of a class or an activity.

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

Madeira-related absences or early dismissals (such as field trips, travel for away games, etc.) do not count toward the absence totals. Religious absences do not count toward the totals. We do not distinguish between "excused" or "unexcused" absences. Please refer to the School's Medical Leave policy for information about health-related approved absences.

Tardies

A student who earns three tardies in a week to a single academic block (A, B, or C) or to the Advisory/CMT/Class Meeting block will be required the following week to check-in each day at the Academic Office front desk 5 to 10 minutes prior to the start of the same block for which they were late. Assemblies will be counted as part of the Advisory/CMT/Class Meeting block.

Students who cannot fulfill the requirement to check in each day will be required to meet with their Class Dean and will be given one more week to practice checking in each day at the Academic Office front desk.

Any student who continues to be unable to fulfill the requirement to check in each day or be on time for their daily obligations will meet again with their Class Dean and the conversation will shift toward a more serious disciplinary response, such as being placed on Disciplinary Warning. At that time, expectations and parameters for a student's attendance will be set forth and future consequences will be outlined.

A student who has a pattern of tardiness, even if it does not meet the three tardies in a week in one block threshold, will be required to meet with the Class Dean and similar consequences, up to and including disciplinary consequences, may follow.

Medical Leave

A student may be granted Medical Leave status at the discretion of the Dean of Academics as guided by the Health and Wellness Center (the "HWC") staff, the Dean of Student Life & Culture, and other relevant senior administrators. (See the Health & Wellness section 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 the School as outlined in the corresponding plan developed with the Dean of Academics about the student's progress. If a student is on medical leave, they may be out of school one or several weeks (typically no more than five), and they may receive support from the Academic Office and their teachers as they make up work. It is likely they will need to work with outside tutors hired by the family to learn the material they missed while they were out. The Academic Office will coordinate communication between tutors and teachers. If a student needs a medical leave that lasts longer than a single mod in a single school year, they may be expected to make up missed credits and learning in summer school and/or they 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. Eleventh and twelfth graders 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 and immediately 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. The student is expected to grow in independence as the year unfolds and to be cooperative with the adults helping and guiding them.

If the student is out for medical reasons, a physician's note will help the School determine the appropriate 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 their return.

Collaborative Work

A Madeira education includes collaborative work. If a student misses a group project or presentation, their education is impacted, and with that their 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.

Planned Absences

If a student knows they will be absent, particularly if the absence will occur during group work, group presentation, or on an assessment day, the expectation is that they will communicate in advance with their teacher. The student and teacher will create a plan. If a student fails to share this information in advance with their teacher, they have limited options for the make-up plan. The Academic Office has a tool, the Yellow Sheet, to help students facilitate their advanced communication with teachers. Students should come to the Academic Office for a Yellow Sheet after they submit information about their absence through REACH, as described in the Reporting Absences policy below.

Reporting Absences

All planned absences are to be reported by students in REACH, our electronic student management system, and approved by a parent via REACH. Students should submit their leave request in REACH at least 24 hours in advance using the leave type of "Academic Absence." 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 HWC, unless they are out on a planned absence as indicated by an approved leave request within REACH.

Traffic-Related Absence or Tardy

Traffic in our area is unpredictable and students are expected to leave home in a timely manner. If an unusual traffic incident has occurred, students are expected to sign in with the Academic Office immediately upon arrival on campus.

Inclement Weather Absence:

The safety of our students is paramount in weather-related decisions. Generally, closures or delays will be communicated via the emergency alert system by 6:00 a.m. Madiera does not follow Fairfax County closings and delays, and instead makes its own determination.

- If weather requires classes to be taught remotely, students will receive direction from their teachers about how to proceed with the day's lesson. Typically, classes will be held on the standard [schedule](#) (meeting at the standard time), even if

delivered remotely.

- Closings and delayed openings are announced on the School's 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.

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 understand how to shift into distance learning mode.

Athletics Attendance

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

A student may have up to six absences in one season of athletics (Fall, Winter, Spring.). If a student exceeds the number of allowable absences (religious absences and Madeira-related absences do not count toward these totals) then they may be ineligible to receive graduation credit for the season. A student will be considered absent if they miss more than fifteen minutes of a practice or game.

Any student who misses school for three consecutive days due to illness must contact the Nurse Manager to provide a physician's note clearing them to return to school and athletic competition.

Madeira-related absences or early dismissals (such as field trips, etc.) do not count toward the absence totals. Religious absences do not count toward the totals. We do not distinguish between "excused" or "unexcused" absences.

1. Student-athletes are expected to arrive on time and fully prepared for every practice and every game. This includes weekend and holiday commitments.
2. If a student is planning on missing practice, they should notify their coach and the Athletic Department. For an unexpected absence, a student should email the Athletic Director, Athletics Email (athletics@madeira.org) and their coach as soon as possible.
3. Any student who becomes ill during the school day should be seen and excused from participation by the HWC. If a student does not attend school (I.e. they are home sick), they are not permitted to attend just for D-Block and should email the Athletic Director, as well as their coach, before the start of the practice/game on the day(s) of their absence(s).
4. If a student will miss a game or tournament for any reason, they should notify their coach and the Athletic Director at least 48-hours prior to the event. Any student who misses an ISL or VISAA end-of-season meet, Championship, or Tournament game may not receive credit unless an exception is made by the Athletic Director and Academic Office.

The athletic trainer or a personal physician must evaluate any student who is unable to participate in their 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 their physician stating that they may return to play. Until this required paperwork is received by the athletic trainer, missed athletic activities/team sports due to illness or injury will be counted as absences. A long-term activity restriction may require medical re-evaluation every season.

In keeping with our core value of commitment, the Athletic Department employs a 'no quit' policy regarding all athletic team commitments of its students. This policy requires every student to fulfill their 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 their transcript with an indication of their status at the time of withdrawal (i.e., Withdrawal Passing or Withdrawal 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, they may lose credit for the activity. If they lose credit, they must initiate a meeting with the Dean of Academics, and they may need to complete another approved make-up activity (during their weekends or winter/spring/summer break) in order to stay on track for graduation.

HEALTH & WELLNESS

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| Nurse Manager | Danielle Sapsford | dsapsford@madeira.org |
| Director of Student Support and Academic Access | Shannon Burke Ball | sball@madeira.org |

About the Health and Wellness Center

The Health and Wellness Center (the “HWC”) provides preventative physical and mental health support 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 on-site care during illnesses (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 the Madeira community. Health and Wellness hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday.

Madeira faculty and staff work with students to promote healthy lifestyles, focusing on a holistic approach. The HWC 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 and wellness-related topics.

Students are encouraged to visit the HWC when they feel unwell. A student who becomes ill or injured while at school is expected to go to the HWC. Day students may not go to a friend’s room or leave campus. All student health concerns are evaluated by the HWC team comprised of nurses and counselors who work in collaboration. Students are expected to communicate with the professionals at the HWC so that, together, they can decide on a plan of care.

- If a student visits the HWC for a concern related to physical health, they will be evaluated by one of the nurses.
- If a student goes to the HWC for an emotional health-related concern, they will meet with one of the counselors either during or after their visit, depending on the counselors' availability.

We encourage students to be proactive, using the scheduling QR code to schedule an appointment with one of the counselors. If a counselor is not available, the student is expected to check in with one of the nurses. After initial evaluation, the nurse and/or counselor may discuss plan of care options with the student to help them decide the best course of action (i.e., remaining in the HWC or returning to class). Often this involves a return to daily routine after evaluation and/or treatment by a member of the HWC team. Appropriate over-the-counter medications may be given in accordance with parent/guardian permission. A student may request to remain in the HWC after initial consultation/evaluation/treatment, or while waiting for a counselor to become available. On occasion a student may be required to stay in the HWC for health and safety considerations. A HWC team member will notify the appropriate office if it is necessary for a student to stay in the HWC. A HWC staff member will reach out to a parent/guardian if it is necessary for a day student to go home, or for a boarder to spend time in the HWC for short-term observation. If necessary, a boarder may be referred to an outside healthcare professional or a medical specialist at a local facility. The HWC will arrange appointments and transportation (for a fee) for off-campus health-related visits for boarding students. Proof of medical insurance is required for all off-campus health-related appointments.

Whether the concern is physical or emotional, a student may request to rest in the HWC. Requests will be considered on a case-by-case basis. When making such requests, a student assumes responsibility for assignments and class time missed. In keeping with our attendance policy, missing more than fifteen minutes of a class or activity counts as an absence, which is recorded in Student/Parent Portal. If a student returns to class and the issue does not improve, or worsens, they may return to the HWC.

HWC professionals typically notify parents that their child has been seen in the HWC only when significant concerns arise, or when the student needs to be evaluated by an outside healthcare provider. The HWC team may discuss any student visits with the student’s parents, as the HWC determines may be appropriate. Typically, the student is notified in advance in these cases. If a student becomes ill or injured when the HWC is closed, they should alert a dormitory parent, the AOD, Administrator on Duty, or Madeira security immediately, who will triage as necessary.

If a student is having a medical emergency requiring 911 to be called, a Madeira adult will ride in or follow behind the ambulance with the student and may stay with them until they are either cleared to return to campus or their parent/guardian arrives. If a student needs to go to the ER and it is not a medical emergency, a Madeira adult will drive them in a school vehicle and stay with them, as outlined above. The School will seek to contact the student’s parents/guardians immediately if their child is on route to the

ER. If a student needs to be admitted to the hospital overnight, a parent/guardian or local guardian will need to stay with them.

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. Students may be asked to complete a leave request in REACH. If a student returns to campus after 6:30 p.m., the student must check in with the AOD at the DOS Desk. This ensures the safety of our students.

Day students who need to miss a school commitment to attend a health appointment are expected to inform their teachers in advance of their absence and are encouraged to use the Yellow Sheet tool available in the Academic Office. Students should also complete a REACH request.

Students are required to refrain from attending classes and school activities until they are 24-hours fever-free without the use of fever-reducing medications, post-diarrhea, and/or vomiting. Fever is defined as temperature equal to or greater than 100.4 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 may be required to provide documentation from a treating physician supporting their return-to-school and must be cleared by a member of the HWC staff before they are eligible to return to classes and regular activities. Once cleared by the HWC, students returning from a significant injury or illness will likely be required to have a re-entry meeting with the Director of Student Support and Academic Access, the Learning Specialist or the Dean of Academics, before returning to class.

Any student who misses school for three consecutive days due to illness must contact the Nurse Manager 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 an annual physical examination and immunization record form, which demonstrates proof of required immunizations and is signed by the student's health care provider, and a signed authorization to treat and share information form. Each spring, instructions to access the required forms are emailed to parents. **Parents are expected to accurately complete and submit these forms via Magnus, our online electronic medical recording system, by July 1st.** It is imperative that health information remains current. It is expected that parents will log in to Magnus and update any changes in their child's health status or changes in health insurance information during the school year. ***No student will be permitted to move onto campus or participate in any school activities until the HWC has received all required health forms, including health insurance information.***

Families are asked to provide the School with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School well-informed of the health of all students. All medical records are maintained in the HWC and are separate from other school records. The School is sensitive to the privacy of this information. Please refer to the Confidentiality policy in this Handbook for more information about how this information is used.

Health Insurance

All students are required to have health insurance coverage while enrolled in the School. 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-pays, medication costs, and any other medical expenses directly to the provider at the time of service.

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 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 are 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. Please see the Confidentiality policy in this Handbook for more details about how information is shared.

Although reaching the age of majority in the United States, students 18 and older remain under the School's care. Upon turning 18, students will be asked to sign a letter which allows the HWC to continue to discuss aspects of their care with their parents.

Immunizations

In accordance with Virginia law, the School requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a Certificate of Immunization form and signed by a medical professional. A student with a qualified religious and/or medical exemption should provide the School with an Immunization Exemption Certification, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any school activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may, in its sole discretion, exclude non-immunized students, including those with valid religious or medical exemptions, from school and all school activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the Virginia Department of Health.

Policy on Communicable Illnesses

Madeira is committed to providing a safe and effective educational and working environment for its students, employees, and visitors. Consistent with this commitment is the policy to educate the community about how to prevent and control the spread of communicable illnesses.

Those community members who have symptoms of a respiratory virus or other communicable disease, including COVID-19, should protect others by staying home when sick. Those who have been sick can return to school when, for at least 24 hours, symptoms are getting better overall AND the student is fever-free (i.e. the student is not using a fever-reducing medication). Upon return, we ask that a student takes precautions, such as wearing a mask, for five (5) more days to prevent spreading illness to others.

Day students experiencing communicable illness symptoms or conditions are expected to remain home from school and contact the School stating the medical reason(s) for the absence. A day student who is suspected of having a communicable illness while at school is expected to be immediately picked up by a parent, guardian, or other authorized individual and taken home. Boarding students should visit or call the HWC. Depending on the circumstances, boarding students may need to be picked up by a parent/local guardian. In certain situations, the student may be quarantined in the HWC.

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the School community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Madeira will comply with all federal and state laws concerning the prevention and control of communicable diseases, including, but not limited to, the obligation to report the presence or suspected presence of a communicable disease, such as the measles, mumps, rubella, or whooping cough, to the local office of the Virginia Department of Health.

Head Lice

Day students diagnosed with head lice must be effectively treated prior to participation in on-campus classes or activities. Day students found to have head lice while at school will immediately be sent home for treatment. Boarders diagnosed with head lice while at school will immediately be sent home or to an off-campus lice treatment center for treatment. Lice center treatment and all

related transportation fees are at the expense of the affected student's family. Madeira is a no-lice/no-nits institution. Students may return to campus only when lice and nit-free. Please contact the HWC for more information.

Allergies

Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help students learn to appropriately manage their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers. As a school, we strive to help our students graduate with the skills and confidence to advocate for their own and others' health and physical safety.

Madeira is NOT a food allergen-free campus. Additionally, campus residents, including dorm parents, may have pets in their private living quarters. Therefore, Madeira works individually with families to best support students with allergies.

Families are responsible for alerting the School if their child (student) has a severe allergy and uses an epinephrine autoinjector to deliver emergency epinephrine medication. Faculty and staff may be made aware of a student's severe allergies. Students who require an epinephrine autoinjector may be required to always keep one with them and provide an additional epinephrine autoinjector to the HWC at the start of the school year or immediately when prescribed by a physician. Students are responsible for their EpiPens and may not share them with others.

Parents of students who have severe allergies with the potential for developing anaphylaxis must meet with the HWC staff to develop an Action Plan prior to the start of the school year. Classroom management will be discussed at that time. This plan must be reviewed prior to the start of each school year.

Student Medications 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; 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. Parent/Guardian signature is required for all medications/products; physician signature is also required for all prescription medication.

In general, except for emergency medications (asthma inhalers, epinephrine auto-injectors, or diabetes medications), vitamins, and supplements, School policy prohibits students from possessing and/or self-administering most medication, whether prescription or over-the-counter. All other medications, including prescriptions, birth control, over-the-counter medications, or products used for weight control must be kept in the HWC, unless the HWC has granted the student self-administration privileges. In determining whether the student is allowed to have self-administration privileges, the HWC staff may consider the student's understanding of the medication(s) and competency in the administration of the medication(s). Self-administration of medication(s) privileges may include self-administration while on School property and/or during School-sponsored trips. Students who require asthma inhalers, epinephrine auto-injectors, or diabetes medications must always carry these medications with them. The School also requires that an additional set of emergency medications be supplied to be kept at the HWC. Misuse of the privilege to self-administer medication(s) will result in immediate revocation of said privilege(s).

All prescription medications must be submitted to the HWC in the original pharmacy-prepared containers, labeled by a United States licensed pharmacist. Please ask your pharmacy to provide separate bottles for school and home. 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 HWC. The HWC will accept medications for the upcoming academic year starting August 1st. Medication will also be labeled by the HWC. Students are not allowed to receive medication at their Madeira mailing address. Medications should be picked up at the end of the school year. Any medications left after one week of school closure in June will be destroyed.

Medications will be dispensed by School nursing staff or by School personnel who have been designated and trained in accordance with the School's protocol regarding delegation of prescription medication administration. When the HWC is closed or a student is off campus on a School-sponsored activity, school personnel instructed by the nurses may administer medications per the written physician's order, standard package dosing instructions, and School policy.

All non-prescription medications must be brought to the HWC. The medication will be reviewed and labeled by the HWC staff for that student's self-administration use or determine if it is a medication that needs to be administered by the School. The HWC staff will dispense over-the-counter medications, as needed, in accordance with standard package dosing instructions. If a student 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, this medication must be provided by the student/family to the HWC for their personal use.

Students may not purchase or receive online medications, vitamins, herbs, dietary supplements, or diet products mailed to the School. If a student wishes to purchase any medications, vitamins, herbs, or dietary supplements, they must do so with the approval of the nurse manager.

In accordance with Virginia state law, students may receive a prescription for birth control without parental authorization. The HWC may authorize boarding students to keep and self-administer these prescriptions in their dorm rooms.

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.

It is the sole responsibility of the parent/guardian to notify the School Nurse in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes. The School will not assume any responsibility for students not in compliance with this medication policy.

Counseling

The Counseling Office, located in the Health and Wellness Center, is open during the school day for students and families who would like to meet in person or virtually with one of the counselors. The Counseling program at Madeira is one of several resources available to support our students. School Counselors are available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the School may require a student to see a School Counselor. Most adolescent and school adjustment issues can be supported on campus between the School Counselor and the student.

It is important that students have the autonomy to see the School Counselor without the involvement of their parents. The School Counselor will notify parents of situations where the School Counselor deems such notification appropriate, in addition to encouraging the student to do so.

Madeira generally considers any information of a personal nature disclosed by a student in the process of receiving counseling from the School Counselor to be confidential. Such information will not become part of the student's record. However, the School Counselor is part of a team of faculty members and administrators who collaborate with respect to students' educational experiences at the School. As part of this collaborative effort, the School Counselor may share information obtained from parents and students on a "need-to-know" basis with other employees of the School and a student's parents. The School Counselor is not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Handbook for more information.

Should the School determine, in its sole discretion, that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, the School Counselor may assist in a referral for such services. There may be certain circumstances in which the School will require that a student receive outside professional help as a condition of their continued enrollment. The School 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 School Counselor informed of the student's progress and the professional's therapeutic recommendations. If the School Counselor identifies an issue of concern, they may recommend to the Head of School and/or the Dean of Academics and Student Support that a student be placed on medical leave or extended absence from school. These matters will be handled consistent with the School's Medical Leave policy.

Other Counseling

The School maintains a list of referrals for educational, intellectual, and psychological, should parents/guardians wish to consult with the School regarding such an evaluation. Parents who need guidance in this area are encouraged to consult the Dean of Student Life & Culture, Dean of Academics, or School Counselors. It is recommended that the results of such evaluations be shared with School personnel so that appropriate recommendations can be implemented.

Head Injury/Concussion Policy

A concussion is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Most students who experience a concussion can recover completely as long as they do not return to play or return to learning prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If a student sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

As such, the guidelines outlined below should be followed to ensure that students are identified, treated, and referred appropriately, receive appropriate follow-up care during the school day, and are recovered prior to returning to full activity.

Concussion Awareness

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most athletes can enjoy long careers in sports after a concussion. Research indicates that these injuries can also have serious consequences later in life if not managed properly.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches, parents, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of the athlete's condition or may be trying to hide the injury to stay in the game or practice.

ImPACT

The School has implemented a program to assist our certified athletic trainers in evaluating and treating head injuries (e.g., concussion). To help manage concussions sustained by our athletes and riders, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing).

ImPACT is a computerized exam used in many professional, collegiate, and high school sports programs across the country to diagnose and manage concussions. If an athlete or rider is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before a season begins to establish a baseline. This non-invasive test is set up in "video-game" type format and takes about 20-minutes to complete. Essentially, the ImPACT test is a preseason physical of the brain. It helps to track information including memory, reaction time, speed, and concentration.

If a concussion is suspected, the athlete or rider will generally be required to re-take the test. Both the preseason and post-injury test data is given to the family or treating physician, to help evaluate the injury. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete or rider.

Please go to www.impacttest.com for further information or feel free to contact the Athletics Office for more information.

Management Procedures

Concussion management begins with pre-season baseline testing via ImPACT neurocognitive testing. All student-athletes and riders will take a pre-season baseline assessment for concussion that will remain on hand in the event of a concussion.

When a student-athlete or rider shows any signs, symptoms, or behaviors consistent with a concussion, the athlete or rider is expected to be promptly removed from practice or competition and evaluated by the athletic trainer and/or the student's healthcare provider. At away events, when there is no qualified medical professional/licensed athletic trainer available, the coaching staff will typically abide by, "When in doubt, sit them out," as recommended by the Center for Disease Control. If any danger signs are exhibited as described above, the School will strive to contact a parent/guardian and will accompany the student-athlete or rider to an Emergency Room by Emergency Medical Service.

If a student-athlete or rider sustains a concussion, appropriate School staff will follow the protocol established for concussion management:

- A student-athlete or rider diagnosed with a concussion is expected to be withheld from the competition or practice and not return to activity for the remainder of that day.
- Parents/Guardian will be notified.
- The student-athlete or rider will be monitored.

- The student-athlete or rider should be evaluated by a concussion specialist or, if at school, by the School athletic trainer.

Post-Concussion – Return to Learn & Return to Play

The student-athlete or rider must meet all the following criteria to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Within normal range of baseline on post-concussion ImpACT testing.
- Have written clearance from the appropriate health care provider.
- Once the above criteria are met, the student-athlete or rider will be progressed back to full activity following a stepwise process that includes:
 - Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
 - Sport-specific training (running, throwing, catching, body weight exercises).
 - Non-contact training drills; weightlifting (full non-contact practice).
 - Full-contact practice (controlled contact drills).
 - Game play (no activity restrictions).

Concussion Prevention Measures

- Make sure that helmets fit properly.
- Make sure that student-athletes and riders are wearing properly fitted mouth guards during all practices and games.
- Practice corrects hitting, tackling, and soccer heading techniques.
- A student-athlete or rider should not return to athletic activity if the athlete or rider has any symptoms at rest and/or with exertion.

Second-Impact Syndrome

Second-Impact Syndrome (SIS) results from an acute brain swelling that occurs when a second concussion is sustained before complete recovery from a previous concussion. Student-athletes and riders who have mild symptoms or symptoms that have cleared are still at risk for developing brain swelling after a second impact to the head. It is important to note that virtually all the Second-Impact Syndrome cases that have been reported have occurred in adolescent athletes.

Medical Leave of Absence

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rests with the Academic Dean, Director of Academic Success & Student Support, Dean of Student Life & Culture, and the Nurse Manager; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School in its sole discretion) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include, in the School's sole discretion, senior administrators, the School Nurse, the School Counselor, the Director of Academic Success & Student Support, the parents, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must work with the Academic Dean who will support the student in creating an academic plan. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains in the sole discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in participation in the residential program, overnight field trips, or other residential-style School activities.

Health Emergencies

The HWC will attempt to contact parents or guardian regarding illness or injury, minor or serious, but circumstances that may warrant immediate attention when the School is unable to reach the parents/guardians, may result in contacting designated emergency contacts or the student's physician. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to INOVA Fairfax Hospital, which is just a few miles from the School and has a pediatric emergency room. The School neither diagnoses nor treats injuries that occur during non-school time but does offer temporary first aid for problems that arise during school. If a student complains of a persistent earache, sore throat, rashes, or joint pain, such complaints may warrant a call to the student's pediatrician.

Parents are expected to keep Magnus medical records and the Departure Plan up to date. Please remember, it is most important that the School has current home, work, and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

ACADEMICS

Academic Office

| | | |
|---|-----------------------|--|
| Academic Dean | M.A. Mahoney | mmahoney@madeira.org |
| Dean of Teaching & Learning | Lucy Pollard | lpollard@madeira.org |
| Assistant Dean of Academics | Paige Carroll | pcarroll@madeira.org |
| Assistant to the Academic Office | Cienna Evans | academicoffice@madeira.org |
| Director of Academic Access & Support Services | Shannon Ball | sball@madeira.org |
| Learning Specialist | Alena Pacheco Carroll | apacheco@madeira.org |

The Madeira School's Educational Philosophy

At Madeira, we believe:

Learning is active and experiential, joyful and personal. Guided by caring, expert 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 daytime courses/Co-Curriculum and three seasons of activities (refer to D blocks). 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 prepared with their transcript. For a full list of all Graduation Requirements, please reference the Course Catalog or contact the academic office. A copy of the daily mod schedule may be found [here](#).

International Student English Program

The International Student English Program provides Madeira international students 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.

ACADEMIC SUPPORT SYSTEM AND PROGRAMS

Academic Office

The Academic Office works with students to help them understand how to achieve successful academic careers at Madeira. Functioning as a resource in addition to teachers and the advisor, the Academic Office Team 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 Dean of Academics may ask a student to come in for a conversation about their academic goals, their recent successes, or their academic needs.

Learning Support

Services and conference topics offered by the Learning Specialist or Director of Academic Access & Student Support include academic and organizational coaching, study skills analysis, project planning, and other academic or learning support, as needed.

Huffington Library

The Library welcomes the Madeira community for research, recreational reading, and browsing. The Library is also a popular site for group study and meetings and affords access to several online resources and limited equipment. Faculty and staff are available to

give assistance and provide guidance in locating materials, including searching nearby public library collections, as well as help with tech issues (printing problems, Wi-Fi, passwords, software help, etc.).

There is no limit to the number of items a student may borrow. However, all materials must be checked out by the student before being taken from the Library. 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 weekly. If any student is found to have unreturned library materials, they may be charged the price of the item and an additional processing fee for replacement.

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. to 9:30 p.m. The study hall period is a quiet, proctored time for students. Day students participating in evening study hall on campus must follow the study hall rules and guidelines for their grade level. Further details are provided in the *Residential Life* section.

Textbooks

Madeira partners with Follett to help facilitate the purchase of textbooks and digital content. Students may purchase textbooks from any supplier. If you are purchasing books from an alternative supplier, please check the ISBN carefully. Title, author, and ISBN information can be found through <https://www.bkstr.com/madeirastore/home>. There is important information about textbook options and requirements listed under the "Section Notes" for many courses. Please read these notes carefully prior to purchasing. Follett's ordering system defaults to the lowest cost option. This is often the "rent" option. Please make sure to select the preferred purchasing option. All students are expected to have their textbooks for the first day of class.

Email

Students are required to check their email accounts a minimum of once a day and are expected to check their learning management accounts regularly. Students are responsible for knowing the information provided via this School-wide communication system.

Tutoring

The Director of Student Support & Academic Access, in consultation with the Dean of Academics, teachers, and/or the Learning Specialist, may recommend or require tutoring if a student has a significant absence or appears to have significant gaps in their learning. The School asks that parents and students not employ tutors without first notifying the Director of Student Support & Academic Access and discussing the options. 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 Director of Student Support & Academic Access can often recommend tutors who are familiar with the School's expectations. Families inviting a tutor to work with their child on our campus must make arrangements with the Director of Student Support & Academic Access at least one week in advance. Parental approval is required for a tutor to work with a student on campus.

Evaluation

Students are evaluated in many ways. 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 must make up all missed work. Please refer to the *Attendance* section for these policies.

Grading

Madeira 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 they 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 their enrollment at Madeira must end.

Although a D is a passing grade for any course taken at Madeira, it is not considered a college-recommending grade. Many colleges and universities will not acknowledge credit for courses in which the received grade is lower than a C. Therefore, a student who

receives a D+ or lower in a sequential course may be required to do additional work, repeat the course, or attend summer school before continuing their course of study in that department. In cases where students are required to repeat a course over the summer, the secondary transcript must be submitted to the Assistant Academic Dean. Grades earned outside of Madeira will be included in the "Other Courses" section of the Madeira transcript and grades earned do not become part of the Madeira GPA. Copies of any outside transcripts may be included with the Madeira transcript, provided a copy is submitted.

Madeira faculty strive to create an environment in which the focus is on the learning, not the grading of the learning. Grades demonstrate growth and mastery but grades by themselves are not the point of the learning process. Extra credit is never offered in any course. Once during an academic year, a student, at least one week before the end of a module, may make a request of the Academic Dean that a final grade in one course in one mod be converted to a Pass/Fail grade. A student who is interested in more information should initiate communication with the Dean.

Homework Guidelines

Students in ninth and tenth grades taking three courses in a module can expect 10-15 hours of homework and study, in total, per week. Students in eleventh and twelfth grades taking three courses in a module can expect between 15-20 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 expectations.

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.)

Managing and meeting academic deadlines is part of an important skill set. All Madeira students are expected to hone and display this skill set in their classes. If a student is not yet proficient at meeting deadlines, their teachers will note it with the student, their family, their advisor, and the Academic Office so they can have the support needed to grow in this crucial area.

A mod ends on its last day. Unless a student is on an approved medical leave, a teacher will not accept work turned in after the class period on the last day of the mod. Though Madeira believes that equitable grading practices include grading based on the quality of the work, students are expected to meet deadlines in their courses.

Emerging Technology Guidelines

At Madeira, we believe that emerging technology, including generative AI, is an integral part of an innovative, experiential, joyful, and personal learning environment. Knowing that emerging technology will continue to change rapidly, community members are responsible for understanding its capabilities and limitations and will actively work to address and mitigate any ethical and equity issues raised by these tools.

We value work that is self-produced, maintains **individual voice**, and reflects one's personal best. Emerging technology can be a useful tool for the refinement of original ideas and understanding.

We value that emerging technology can aid in efficiency, production, and quality of work. We believe that the process of learning can be hard and uncomfortable at times, but productive struggle is necessary to build critical skills, **resilience, and confidence**. Madeira encourages its community members to trust in their abilities and to use emerging technology wisely.

We value **personal integrity**; therefore, the use of emerging technology must be in line with ethical practices established by Madeira and users must be transparent about their process. Individuals are responsible for recognizing the difference between creation and generation; the individual must be the originator and the final decision maker in the creative process.

We value **learning in community** while recognizing the benefits that emerging technology can have in fostering connections; however, we acknowledge technology's inherent limitations such as the potential for violating privacy or introducing bias, misinformation, and misrepresentation.

Assessments After Evening School Obligations

Students who have evening school obligations may request extensions for academic work in certain situations. An athlete whose team is scheduled to return to campus after 7:30 p.m. can arrange with their teacher (at least a day in advance) 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 copy the Athletic Director prior to the end of study hall to request to take the assessment one day after it was scheduled. In addition to these adjustments, students are expected to use time management skills and grace periods to help them manage, in a planful way, evening classes and theatre rehearsals. See the Grace Periods policy below for more information.

Grace Periods

With prior approval of their 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. A student may have one grace period per class per mod, with teacher and advisor approval. Most teachers and advisors require that requests for grace periods 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. All work for a module is due by the last day of a module; a grace period cannot be used to extend the deadline beyond the last day of the module. The Academic Dean may require a meeting with any student who abuses or attempts to circumvent the intent of this privilege.

Advanced Placement Exams

Madeira students are encouraged but not required to take the AP exam in their AP courses. Students who sign up to take an AP exam will be charged, in addition to the cost of the exam, 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 may be granted an extension to take tests, quizzes, and other assessments 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

Teachers will have open gradebooks on the School's Student Portal so that students can help monitor their progress. All work will be graded within one week of being submitted. Final grades will typically be posted (in most modules) slightly more than one week after the end of the module. A teacher may communicate with a student and the student's parents, the student's advisor, and the Academic Dean when the student:

- Has an average of below a B-;
- Has a grade that shows a significant drop from their standard performance; and
- 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 their grades include any grades below the C- range, or if their skill level is not at the level required for their grade. Additionally, if a student begins to have academic difficulty or if 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.

When a student is placed on academic warning, the Academic Dean will meet with the student to discuss their work and, consulting with their advisor, their teachers, and their parents, will outline a course of action, which may include, but is not limited to:

- Adjusting the student's program of study;
- Requiring that the student have regularly scheduled conferences with their teachers, their advisors, the Skills Center staff, and/or the School Counselor;
- Requiring special study arrangements, including evening monitored study hall, or weekend time in the library;
- Recommending tutoring or diagnostic testing; and
- 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 their skill level is not at the level required for their grade, they may be placed on academic probation. Academic probation results in an evaluation of the student's future in the School. Their agreement 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 (if they are a boarding student).

ACADEMIC EXPECTATIONS

Classroom Expectations

Madeira students are expected to be prompt, prepared, and academically focused during the school day. A student who is not meeting these basic expectations will be in conversation quickly with the Academic Dean, who will help the student devise the immediate course correction plan.

Attendance and Testing on Major Religious Holy Days

As a general practice, teachers try to avoid scheduling major activities, assignments, or assessments on religious holidays. Specifically, teachers will 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. A student out of class to observe a major religious holiday or holy day will not be expected to take an assessment the day after the holiday absence or turn in an assignment or project due the day after the holiday. This will not count as a grace period request, and the student is expected to communicate in advance with their teacher about make-up logistics. Religious absences do not count toward the total number of permitted absences.

Withdrawing from a Class

Any student wishing to change their 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 their advisor and the Dean of Academics. 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 their 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, they must notify the College Counseling Office that an updated program of study 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 earning credit for activities is a graduation requirement each year, students will not be permitted to change or withdraw from an activity after the second day, unless approved by the academic and athletic offices.

e-Safety Policy

The School incorporates online and hybrid learning programs in its program. The purpose of this e-Safety Policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School's standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the requirements and limitations of the School's online and remote learning technology.

This e-Safety Policy is intended to work in concert with the School's other rules and policies, including those set forth in this Handbook. Students and parents are, therefore, expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Handbook.

- **Cyberbullying and Online Conduct:** When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- **Remote Environment:** Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be set up at a desk or table.
- **Chat Functions:** Students are expected to use any chat functions in an appropriate and respectful manner.
- **One-On-One Interactions:** School faculty, advisors, coaches, HWC staff, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may seek to limit one-on-one interactions to those necessary to support

the academic and social well-being of students and families.

- **Recording:** Online and remote learning sessions and communications should not be considered confidential and may be recorded. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- **Risk Management:** All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the School requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family and the Director of Student Support and Academic Access. No waivers of academic graduation requirements will be granted.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill the student's academic requirements satisfactorily. In such instances, the student's teachers, advisor, the Academic Dean, the Director of Academic Support, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the School. At that time, the Academic Dean will decide whether it is appropriate for the student to remain at the School.

Criteria for Accepting Outside Evaluations for Documenting Disabilities

Madeira students seeking accommodations must submit documentation verifying eligibility. The following guidelines are provided to help families submit evaluation reports appropriate for documenting eligibility.

Testing

Testing must be comprehensive, individually administered, nationally normed, and administered under standardized conditions. Consistent with the student's requested accommodations, the following domains must be assessed: cognitive, achievement, and information processing. Testing must have been administered within three years of its submission to Madeira. Once approved for accommodations, a student's testing must be kept on file with the Academic Office and updated every five years from the date of the administration of the testing. Suggested tests are listed below. The lists are not exhaustive; alternative tests may be acceptable. If there are questions about the usage of particular tests, please check with Madeira's Learning Specialist before the evaluation. Madeira will determine the acceptability of tests.

Acceptable Cognitive Tests (the edition current at time of testing should be used):

- Wechsler Adult Intelligence Scale
- Wechsler Intelligence Scale for Children
- Stanford Binet Intelligence Scales (when individually administered)
- Kaufman Assessment Battery for Children
- Differential Ability Scales
- Reynolds Intellectual Assessment Scales

Acceptable Achievement Tests (the edition current at time of testing should be used):

- Woodcock-Johnson Tests of Achievement (General and Extended batteries that include fluency measures)
- Scholastic Abilities Test for Adults (SATA)
- Kaufman Test of Educational Achievement
- Wechsler Individual Achievement Test with reading rate measure

Timed Tests (the edition current at time of testing should be used):

- Nelson-Denny Reading Test
- Scholastic Abilities Test for Adults
- Test of Written Language
- Wechsler Individual Achievement Test
- Woodcock-Johnson Tests of Cognitive Achievement

Documentation

Assessments submitted to Madeira for consideration must be conducted or supervised by:

- A certified school or licensed psychologist with experience in evaluating adolescent and adult learning disabilities;
- Clinical or educational psychologists;
- School psychologists;
- Neuropsychologists; or
- Medical doctors with training and experience in the assessment of learning problems in adolescents and adults.
- Parents who are physicians or clinicians are ineligible to make diagnoses for their own daughters.

Assessments submitted to Madeira for consideration must be on letterhead, typed, dated, signed, and otherwise legible and include:

- The name, title, and professional credentials of the evaluation and information about license or certification (e.g., licensed psychologist), as well as the area of specialization, employment, and state in which the individual practices;
- A diagnostic interview covering relevant educational, developmental, and medical history;
- A description of the comprehensive testing and techniques used to assess the student;
- The actual test scores with subtest scores (standard or scaled scores) from the required standardized instruments;
- The specific learning disability, as diagnosed;
- A description of how the learning disability impacts learning;
- Specific recommendations and rationales for each recommended accommodation;
- An interpretative summary.

Madeira's Learning Specialist and/or Dean of Academics is available to consult with diagnosticians regarding any of the guidelines.

Approval of Accommodations; Annual Review

Once complete documentation has been submitted to the Director of Student Support and Academic Access, the reports and testing are reviewed by the Learning Specialist, Dean of Academics, and Director of Counseling to determine eligibility. Madeira may determine accommodation eligibility regardless of the recommendation of a given report.

If accommodations are granted, a written education plan is developed by the School, notifying teachers that the student qualifies for accommodations, outlining the accommodations the student will receive, and educating teachers about additional strategies to help support the student in the classroom. These plans are generally updated at the beginning of each school year.

Academic Accommodations

Madeira offers the following formal academic accommodations for students with specific, documented learning disabilities supporting the needs for such accommodations:

- Up to 50% extra time on in-class written exercises such as quizzes, tests, and exams (no student will be granted untimed status).
- Use of a computer for in-class written exercises and assessments.
- Use of a calculator for math assessments when such use doesn't compromise the essential elements being assessed.
- Note-taking support.

Procedures for Academic Accommodations for Mental Health Conditions

A student may be considered for academic accommodations due to a diagnosed mental health condition if the following conditions are met:

- The student submits a letter from a licensed mental health professional (licensed counselor/social worker/psychologist or a psychiatrist, not a parent or immediate family member), stating the specific DSM IV or V diagnosis and requested accommodation(s).
- The student meets with a therapist regularly for treatment (no less than twice a month) throughout the duration of the requested accommodations, and the therapist confirms that the student is working on developing coping skills associated

with the relevant diagnosis.

- The student has met with a School Counselor during the current academic year to discuss the concerns related to the mental health condition and associated academic struggles.
- The student's parents have given permission for the School Counselor to communicate with the student's therapist.

Eligibility for these accommodations will be revisited every 6 months based on information from the therapist about the student's current mental health.

Interaction with Accommodations Decisions of Testing Organizations

Educational institutions and testing organizations make decisions about granting accommodations independently. Eligibility for accommodations at Madeira does not ensure eligibility for accommodations with the College Board or ACT. It is possible to have accommodations granted by Madeira and not by ETS or ACT; conversely, it is possible to have accommodations granted by another educational institution or testing organization and not by Madeira.

COLLEGE COUNSELING

College Counseling Office

| | | |
|--|-----------------------|--|
| Director of College Counseling | Linda Mathews | lmathews@madeira.org |
| Associate Director of College Counseling | Megan Hoover McMillan | mhoover@madeira.org |
| Assistant to College Counseling/School Records Coordinator | Shane Kerr | transcript@madeira.org |

The Madeira College Counseling program is closely aligned with the core skills and values that form the overall academic mission. College counselors work individually with students and families and offer programs spanning all grade levels. Programming is class specific. The intent is to encourage thoughtful introspection throughout students' high school experiences to help empower them in all aspects of decision-making regarding their futures.

Madeira's College Counseling program is designed to help students identify colleges and universities that offer appropriate academic challenges and programs, extracurricular opportunities, and financial fit. There are many excellent colleges and universities; the role of the College Counselor, therefore, is to help students discern colleges and universities where they will thrive and to support them throughout the application process. College counselors are assigned according to Red/White spirit teams. The college counselors meet with each grade level at various points during the school year, through class meetings, advisory periods, or planned small-group sessions. Students at any grade level may request to meet with their college counselor; juniors and seniors are encouraged to have regular individual and family meetings. College counselors present to parents of every grade level through annual college counseling programming, announced in all-school and college counseling communications.

Please refer to the [College Counseling](#) section of the School's website for more information.

Standardized Testing

In mid-October tenth and eleventh grade students are registered for and expected to take the PSAT administered by the School on campus. The School recommends that eleventh grade students take the SAT and/or ACT in the winter/spring, followed by additional testing as needed in the late spring of junior year or early fall of their senior year. Details are provided through email communication and college counseling programming for students and families.

School Records/Transcripts

The College Counseling and School Records Coordinator keeps all official school documents. Should a student need a Letter of Attendance or transcript for insurance, driver's license application, summer or scholarship program applications, or other purposes, please contact transcript@madeira.org. Students may also use the online Official Transcript Request Form, located on the Madeira website. While requests are often handled within a few business days, please allow two weeks' notice for any transcript request.

CO-CURRICULUM PROGRAM

Co-Curriculum Office

| | | |
|--|------------------|--|
| Director of Co-Curriculum (Sophomores) | Andrew Sharp | asharp@madeira.org |
| Assistant Director of Co-Curriculum (Juniors) | Gwendolyn Osborn | gosborn@madeira.org |
| Assistant Director of Co-Curriculum (Seniors & Sophomores) | Ellie Peaks | epeaks@madeira.org |

PROGRAM OVERVIEW

For more than 50 years, Madeira's Co-Curriculum Program has provided students with experiential learning opportunities through internships and volunteer experiences, where students discover their “personal best” through age-appropriate and individualized experiences. The mission of the Co-Curriculum Program is to partner with each student as they discover and assert their independent, compassionate, and resilient voices; to guide each student in their self-exploration of their skills, curiosities, interests, and passions; and to connect each student to meaningful and challenging opportunities in the world where they can serve, advocate, work, and build relationships with others.

The Co-Curriculum Office works individually with students to identify and develop their skills, interests, and passions, while also collaborating with them to identify appropriate placements where they will challenge themselves and grow as independent young women. In addition to providing logistical support, the Co-Curriculum Office oversees a curriculum designed to help students reflect upon their experiences and individual growth. Each year of the program has a particular focus to help students develop the skills and character to become women who will change the world and is designed to respond to the needs of students at each level of their development.

Tenth Grade Serving Others

Sophomores examine their responsibility to others and how to best serve others by volunteering in teams of three to ten students in Madeira’s local community. Sophomores also participate in the Calleva Outdoor Leadership program on Madeira’s campus, building their teamwork skills, and in Learning to Serve classes, thinking about their service to others.

Eleventh Grade Effecting a Change

The junior year internship is closely integrated with the junior year U.S. History class. In their U.S. History class, juniors will identify and research a contemporary issue for which they want to effect change. The Co-Curriculum Office aims to place students in Congressional offices or policy organizations where they can learn more about how to effect a change with their issue.

Twelfth Grade Pursuing a Passion or Curiosity

The senior year internship is an opportunity for students to engage in work they have a passion for or curiosity about, to develop new skills, and to learn about potential careers or areas of academic study.

CREDIT AND EVALUATION

Co-Curriculum is a graduation requirement. To satisfy the graduation requirement, students must successfully meet the requirements of the tenth, eleventh, and twelfth grade Co-Curriculum programs, including earning a passing cumulative average on assignments and satisfactorily participating in their placement.

Students are assessed on various assignments and earn a letter grade based on these assessments. As in academic classes, students will receive feedback on their assignments and a written comment by the end of the mod on their progress. The final letter grade is recorded on the student’s transcript but is not included in their overall grade point average.

Satisfactory completion of a placement includes written or verbal confirmation from the student’s supervisor to the Co-Curriculum Office of satisfactory work and attendance at the placement.

Except in cases of medical issues or safety concerns, a student may not switch their placement during a mod. In this unlikely event, students must initiate the request by providing medical or other appropriate documentation explaining why a switch is necessary. Students may be required to secure another placement on their own and still must complete all required assignments.

CO-CURRICULUM ATTENDANCE

Co-Curriculum is an academic class and the same attendance procedures, policies, and limits apply as with other academic classes. When a student knows in advance that they will be arriving late, departing early, or absent from Co-Curriculum, they should follow the same procedures when missing an academic class: a parent must contact the Academic Office. If a student misses more than half of their placement day, they will receive an absence for that day.

Reporting Attendance Information to Placements

It is important to the reputation of the Co-Curriculum program that there is clear communication with placements about attendance. For Sophomores, the Co-Curriculum Office will provide sophomore placements with attendance information. A parent must notify the Academic Office of an absence before 9:00 am. For juniors and seniors, it is a life skill to learn how to communicate with supervisors about attendance. For planned absences, juniors and seniors must first have a parent notify the Academic Office about an absence, late arrival, or early departure, **before** students notify the Co-Curriculum Office and their supervisor or placement of an absence. For an unplanned absence, a parent of juniors and seniors must first communicate with the Academic Office **before** the student contacts the Co-Curriculum Office and their supervisor or placement.

Limits

Co-Curriculum is a one-module academic course. The maximum number of absences allowed in a one-module academic course is three. If a student exceeds the maximum number of absences (religious absences and Madeira-related absences, as described in the Attendance section of this Handbook, do not count toward these totals) then their final grade in the course may be converted to and reported as a Pass/Fail grade. A student's attendance may impact their ability to remain at a particular placement and may not be guaranteed after four missed days. Students who miss more than half of the allotted days for their placement may not receive credit and may need to complete the graduation requirement at a different time.

Illness at Placement

Students who become ill while at a placement should contact the Co-Curriculum Office. Madeira will coordinate transportation back to campus.

Change in Work Schedule

On a day that students are expected to be at their placement, if their placement is closed, the students are told to not work that day, or students are told there are different hours, students must notify the Co-Curriculum Office by 8:30 a.m. and may be re-assigned to work on campus.

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.

CO-CURRICULUM EXPECTATIONS

Students are expected to follow the policies, procedures, and rules of their placement. Students must also uphold Madeira's community values and school rules. Students who do jeopardize their ability to stay at their placement and the future of the Co-Curriculum program. In order to participate in Madeira's Co-Curriculum Program, a completed Co-Curriculum Participation form must be signed by the parent or guardian and be on file with the School. In addition, students must sign the Co-Curriculum Conduct before participating in the program.

Safety

Student safety is a priority. Students are expected to follow all Madeira rules and guidelines regarding personal safety. Students are also responsible for adhering to any safety guidelines required by their placement. If, at any time, a student does not feel safe at their placement, they should immediately notify the Co-Curriculum Office. For the Co-Curriculum Office to share information with students while at their placements, students should have their cell phones at all times and are expected to use their phones in a professional manner, following the guidelines set by their placement.

Professionalism

Students should be professional in their behavior, communication, and appearance at all times. Professional behavior includes treating all with respect, having a positive attitude, being polite, and showing good judgement. Professional communications are focused on work, do not share personal information, and use the accepted communication platforms of the placement. Professional appearance means that students meet the dress standards set by their placement and they are neat, clean, and appropriate to the work setting.

Leaving Placement

Except for placement assigned duties, students may not leave their placements for any reason without prior permission from the Co-Curriculum Office and their placement. Juniors and seniors may be given internship related tasks that require them to leave the site

of their internship. Sophomores may not leave their place of work, except in the company of their supervisor or with the specific permission of the Co-Curriculum Office. Leaving a placement without proper permission is considered a violation of the School’s safety rules and expectations. Juniors and seniors, with permission of their placement, may leave their placement for lunch.

Lunch

Bag lunches are made available for all students to take with them to their placements. Juniors and seniors may choose to purchase their lunches if the placement site allows. Lunch times will be determined by Co-Curriculum placement supervisors but may not exceed one hour.

TRANSPORTATION

Sophomore Co-Curriculum

Because their placements have their own security procedures and because students volunteer in groups, Sophomores must use transportation provided by the school at no additional cost to students. Sophomores are typically transported using a contracted bus-service or Madeira employees driving School vehicles. Depending upon the mode of transportation, students may not be supervised by a Madeira adult when traveling to and from placements.

Junior and Senior Co-Curriculum

There are two primary ways Juniors and Seniors will get to and from a placement – Madeira provided transportation or student/family provided transportation.

Transportation Provided by Madeira

Transportation to and from Co-Curriculum placements may be provided by Madeira, at no additional cost to juniors and seniors. Madeira utilizes several means of transportation, including school vehicles driven by Madeira employees, a contracted bus-service, taxi service, and the Metro. Depending upon the mode of transportation, students may not be supervised by a Madeira adult when traveling to and from placements. When using transportation provided by Madeira, students must work with the Co-Curriculum Office in securing placements that the school determines are close to or along existing school transportation routes to placements to ensure cost effective and efficient routes. Otherwise, students may be expected to provide their own transportation.

Transportation Provided by the Student or Family

Juniors, seniors, and their families may provide their own transportation and are responsible for any associated costs. A Transportation Plan form must be completed, indicating the method of transportation, and signed by the student and parent or guardian. Students driving themselves or other students must follow all School rules, including those rules set forth in this Handbook. Boarding students who have a car on campus and who wish to drive to their placement must first receive permission from the Dean of Student Life & Culture Office. *If there are any changes in their transportation schedule, the Co-Curriculum Office must be notified.*

Special Transportation Situations

| Special Situations | Actions | Costs Paid By |
|---|---|---------------|
| Leave early from placement due to illness | <ul style="list-style-type: none"> • Student contacts the Co-Curriculum Office • Madeira arranges alternative transportation (Taxi, Madeira employees, Metro) | Madeira |
| Leave early from/Arrive late to placement due to Madeira scheduled appointment or required obligation | <ul style="list-style-type: none"> • Student contacts the Co-Curriculum Office • Madeira arranges alternative transportation (Taxi, Madeira employees, Metro) • Student notifies placement of attendance information | Madeira |
| Junior or Senior not arriving or returning with scheduled Madeira provided transportation | <ul style="list-style-type: none"> • An approved REACH request 48 hours in advance OR email or phone call from a parent less than 48 hours in advance • Student/Family arrange alternative transportation • Student notifies placement of attendance information | Family |
| Student misses scheduled Madeira provided transportation | <ul style="list-style-type: none"> • Student contacts the Co-Curriculum Office • Madeira arranges alternative transportation (Taxi, Madeira employee, Metro) • Student notifies placement if late | Family |

ATHLETICS

Athletic Department

| | | |
|--|-----------------|--|
| Athletic Director | Tavis Laws | tlaws@madeira.org |
| Director of Equestrian Programs | Ian McCartney | imccartney@madeira.org |
| Associate Athletic Director | Ka'Shauna Cook | kcook@madeira.org |
| Assistant Athletics Director for Sports Performance & Head Athletic Trainer | Jon DiCandilo | jdicandilo@madeira.org |
| Assistant Athletic Trainer | Adam Tamburello | atamburello@madeira.org |
| Director of Aquatics | Brenna Broadus | bbroadus@madeira.org |

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 seeks to 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

- Commitment
- Courage
- Character

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.

Interscholastic Team Activities (i.e. team sports)

| FALL | WINTER | SPRING |
|---------------------|------------------------|-------------------|
| Cross Country | Basketball – JV & V | Lacrosse – JV & V |
| Field Hockey – V | Rock Climbing - JV & V | Softball – JV & V |
| Soccer – JV & V | Swimming & Diving – V | Tennis – V |
| Tennis – JV & V | | Track & Field |
| Volleyball – JV & V | | Mad Aquatics |

Other Activities

| FALL | WINTER | SPRING |
|----------------------------|----------------------------|------------------------------|
| Athletic Student Assistant | Athletic Student Assistant | Athletic Student Assistant |
| Fitness & Advanced Fitness | Fitness & Advanced Fitness | Fitness & Advanced Fitness |
| Yoga | Self Defense/Karate | Mad Aquatics |
| Swimming for Conditioning | Pilates | Tennis 101 & Advanced Tennis |
| Nature Hikes | | Nature Hikes |
| | | Pilates |

Athletics 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 team room; the cardio center; the strength space; and the Athletic Department offices. The Hurd Sports Center is complemented 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 one showcase field for games and tournaments. It is one of a kind within the region and is a testament to the value Madeira places on athletics.

Other facilities include:

- A natural grass regulation soccer field
- A newly reconditioned softball diamond
- Six outdoor tennis courts
- The Gaines Indoor Equestrian Center and outdoor riding ring
- 30-stall stable facility

EQUESTRIAN PROGRAM

Based on the American Forward Riding System, the Equestrian program's goal is to develop confidence, riding skill, and knowledge of horse care. Supportive instruction is offered to students of all experience levels including those new to the sport. A robust calendar of competitions (including IEA, USEF and schooling shows), clinics and other activities are offered year-round.

Program Guidelines

Students are scheduled for two lessons per week between 3:00-6:00 p.m. Riding is graded Credit/No Credit based on attendance. A student may have no more than five (5) absences per season. After the fifth absence, she will lose credit for the activity.

If a student intends to miss a lesson due to a planned absence, she must notify the Academic Office and Director of Equestrian Programs, at least 24-hours in advance of the absence. Failure to notify will result in the absence being considered unreported, which becomes an attendance infraction.

Students are required to provide their own helmet, boots, and riding pants. There is an extra fee charged for the program. These fees are billed at the beginning of each season. Only lessons that are canceled due to weather or a school-related event are re-scheduled or refunded. In general, there are no refunds or "make-ups" offered for lessons missed due to other absences. 11th and 12th graders may enroll in riding during their co-curriculum season if they are riding all 3 seasons. Horse boarders are required to ride all three seasons.

The rigors of riding, jumping, mounting, and tacking a horse require related physical fitness. To participate in the equestrian program, students should be able to lift 25 lbs. unassisted and climb at least three steps independently. Typically, the School's horses can safely carry up to 185 pounds.

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

Equestrian Preseason

Riding pre-season is open to those students that wish to try out for the IEA team or are boarding a horse at Madeira.

Boarding a Horse at Madeira

Limited boarding for student's horses is available. Applications for boarding a horse are due by July 1st each year.

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 each year and it may be necessary to make cuts. 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 JV 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.

Athletic Season Dates

Please refer to the Athletic Calendar on the School's website which is updated regularly or call the Main Office for last minute changes due to weather and daily events.

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 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..."

Team Captains

Team captains are chosen for all Varsity and JV 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 three student assistants. Student assistants are required to attend all team commitments, including games, in order to receive credit.

Independent Athletic Activity/Team Sport Credit for Elite Athletes

Participation in afternoon activities ("D Block") is required at Madeira. As part of the school's graduation requirements, 9th and 10th grade students must participate in D Block activities three seasons yearly, at least two of which must be "team" experiences, and 11th and 12th grade must participate in the seasons in which they do not have their Co-Curriculum internship. In rare cases, a student who participates in athletics at an elite level may apply to receive athletic activity/team sport credit for their independent activities. This credit is never offered to equestrian riders or dancers, as Madeira offers those sports each of the three seasons. To apply for the athletics independent credit, please contact the Athletic Director three weeks in advance of the Madeira athletics season start date.

Attendance Policy

Athletics is graded Credit/No-Credit based on attendance and participation. A student may have no more than six (6) per season. After the sixth absence, they may lose credit for the activity or they may need to complete another approved make-up activity (during their evenings, weekends or winter/spring/summer break) in order to stay on track for graduation.

A student who becomes ill during the school day and cannot attend their lesson must report to the HWC. The nurse will evaluate them and notify the Athletic Department and D block instructor if it is necessary for them to stay in the center (boarder) or go home (day student). Failure to report to the HWC may result in the absence being considered unreported.

Practices

Practices for JV interscholastic team sports occur from 2:50 p.m. to 4:30 p.m. Monday through Friday, and an occasional Saturday. Varsity practices will occur from 4:00 pm to 6:00 p.m. Monday-Friday, and an occasional Saturday. Games regularly occur during the late afternoon between 4:00 p.m. to 7:00 p.m. During a season, athletes may also have required 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

Typically, athletes who wish to tryout for a fall Varsity or JV team are required to attend all fall preseason and tryout activities. Students who cannot attend fall tryouts should consider other D block options.

At times, team sport commitments will occur on Saturdays or 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 their coaches as soon as possible. Communication early and often is important as the School understands conflicts arise and wants to work with families to find a good solution.

Grading

Students will receive a Credit/No Credit at the end of the module for each athletic activity/team sport credit attempted or earned.

Athletic Recognition

Varsity athletes are awarded a Madeira Letter. Each athlete will receive a letter and a pin for their first year on a Varsity team and will then be awarded a pin for each subsequent season.

Athletic Trainers

Madeira employs two athletic trainers who are licensed healthcare professionals working in collaboration with the HWC. Athletic trainers provide 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.

Sports Clothing and Equipment

- For practice, students are required to wear appropriate Under Armour Madeira Athletics branded clothing such as shorts, t-shirt, sweatpants, and sweat tops. These items are purchased before each sports season through a team store.
- Cleats or turfs shoes are required for field hockey, soccer, lacrosse, and softball. Metal cleats are not allowed. Field hockey and lacrosse players are also required to wear approved protective eyewear.
- Shin pads, mouth guards, and spandex will be distributed at the first field hockey and lacrosse practice to those who do not have them, and parents will be billed through the Business Office.
- Student-athletes are also required to have the appropriate sports equipment for their sport (*i.e.*, *field hockey/lacrosse* sticks, softball glove, tennis racquets).
- At the beginning of the season, all players will be issued a home and away uniform, which they will be responsible for maintaining. Uniforms will be worn only on game days and will be collected at the end of the season. Any athlete who has not returned the athlete's uniform, or has returned it in poor condition, will be billed through the Business Office.
- Jewelry may not be worn during practices and/or during competitive events.
- All student-athletes who wear glasses when playing any sport must have polycarbonate lenses in their frames. No substitute is acceptable. A note from the student's optometrist or a receipt stating that the lenses are polycarbonate must be mailed to the Athletic Director prior to a student's participation in athletic activities.

Athletic Integrity

Athletics enhances the overall educational experience and builds well-rounded students and leaders. Integrity, fairness, and respect—these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Sportsmanship goals include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging them for striving to do their best while students seek to do their best at the same time;
- Looking at athletic participation as a potentially beneficial learning experience, whether a win or loss;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes with your actions on the court/field.

The School also encourages parents to act in a sportsman-like manner. As such, the School hopes parents will:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others will always turn in better or lesser performances;
- Participate in positive cheers and encourage our athletes, and discourage any cheer that would redirect that focus;
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
- Respect the task our coaches face as teachers, and support them as they strive to educate our youth;
- Respect our opponents as students, and acknowledge them for striving to do their best; and
- Remember that we would all like to be victorious in every situation we face in life, but just like in athletic competition, sometimes we fall short.

Students, parents, teachers, and coaches are all expected to refrain from:

- Use of profanity or displays of anger that draw attention away from the game;
- Booming or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call;
- Trash talking or yelling that antagonizes opponents;

- Using verbal abuse or intimidation tactics;
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners;
- Any distracting activity such as yelling, waving arms, or feet-stomping during an opponent's free-throw attempts or other solo efforts; and use of artificial noisemakers of any kind.

STUDENT LIFE

Dean of Student Life & Culture Office

| | | |
|--|------------------|--|
| Dean of Student Life & Culture | Macy Kleinfelder | mkleinfelder@madeira.org |
| Associate Dean of Student Life & Culture | Hadley Zeavin | hzeavin@madeira.org |
| Associate Dean of Student Life & Culture | Roselvy Flores | rflores@madeira.org |
| Assistant Dean of Student Life & Culture | LeNae Franklin | lfranklin@madeira.org |
| Adult on Duty (AOD) Desk | 703-556-8211 | dos@madeira.org |

Class Deans

| | | |
|---------------|-----------------|--|
| Class of 2025 | Sheila McGory | smcgory@madeira.org |
| Class of 2026 | Katie Fotofili | kfotofili@madeira.org |
| Class of 2027 | Heidi Freeman | hfreeman@madeira.org |
| Class of 2028 | Desmond McGlone | dmcglone@madeira.org |

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 many 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. 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.

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

Class Deans

Each grade-level has a Class Dean, an adult who will “travel” with the class each year, and whose job it is to help build a relationship with and among the class and the family members of the class, deepening the institutional memory related to the class.

Advisors

Each student is assigned an advisor by the Associate Dean of Student Life & Culture 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 their 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 their parents, the advisor is the first point of engagement/contact. Advisors regularly meet each week with their advisees in small groups and attend class meetings, assemblies, and Community Meeting Time (CMT) with their advisees. Students remain in the same advisory group throughout their time at Madeira.

If parents have any questions about their child’s experience at Madeira, they are encouraged to talk to their 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 the Associate Dean of Student Life & Culture. 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 grades, 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 regularly with each advisee's family.
- 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.

Class Meetings

Each class meets regularly to plan and execute activities for both the community and the class. At their meetings, all grade levels 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.
- **TENTH GRADERS** – Incorporating new class members, deepening an understanding of community service, planning for junior events, transitioning to 'upper class women'.
- **JUNIORS** – Developing a class legacy, negotiating increased responsibility and increased options, thinking beyond high school, planning Junior/Senior party, planning for senior events.
- **SENIORS** – Establishing a leadership identity, enjoying and building on traditions, transitioning out of high school, honing the class legacy, preparing for Affirmation, graduation, and beyond.

Red & White Teams

All students, faculty members, and staff members are assigned to either the Red Team or the White Team. Red and White Team Captains serve to foster school spirit through various athletics, arts, and community events throughout the school year.

Student Clubs

Student clubs and interest groups are formed and operate under the guidance of student government and the Dean of Student Life & Culture Office. 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 club 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 Assistant Dean of Student Life & Culture maintains the paperwork for the Student Government. Typically, each year there is a Club Fair at which clubs are showcased. Students will be given the opportunity to sign up for clubs following the Club Fair.

STUDENT ORGANIZATIONS AND LEADERSHIP

Student Government

Madeira is proud of its legacy of founding a student government in 1906, the first student government of its kind in the Washington, D.C. area. In keeping with the mission, philosophy, and history of Madeira, girls continue to lead the student government today. Three rising seniors are typically elected, each spring, to lead our School as the head of boarding, head of day, and head of judiciary. The School believes that helping to lead the different components of school life hones students' skills, encourages compassion, helps them develop a sense of responsibility, and allows the community to be cared for by peers.

Other elected members of student government include:

- Co-heads of community service
- Co-heads of student diversity board
- Senior class presidents

- Junior class presidents
- 10th grade class presidents
- 9th grade class presidents

Members of student government meet regularly with the Dean of Student Life & Culture. The meetings, which are open to the entire student body, are chaired by the student heads of school, and they serve as a forum for student concerns, a channel for growth in the Madeira community, a means of communication between the students and faculty and administration. 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 student head of boarding and 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, to foster dorm spirit and identity, to uphold community standards, and to plan dorm and community wide events. As a committee, they meet weekly to discuss topics related to residential life, such as boarding activities. They also make recommendations to the student government and the School administration regarding the boarding community.

OTHER STUDENT ORGANIZATIONS

STUDENT CLUBS

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 coffeehouses and All School Meetings. SDB is open to any Madeira student committed to promoting and celebrating the diversity of our community.

Student Weekly Activities (S.W.A.G.)

S.W.A.G. is a group of eight selected student leaders, four juniors and four seniors. 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 Dean of Student Life & Culture Office regarding the Weekly Activity program. Student Activity Representatives plan major community-wide social events throughout the year, lead the student Prom Committee, and help promote and plan weekly activities.

Student Publications

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

Gate is Madeira's literary arts 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. All students are 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 Student Life & Culture oversees the coordination of activities and special on-campus events. During the school year, students 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 may have an additional cost. Day students are always welcome to participate in all activities!

All school rules apply for off-campus trips, as well as the following expectations:

- Know the departure times and be prompt.
- Complete any required paperwork and obtain the proper permissions ahead of time.
- Report to the chaperone in charge and follow the chaperone's instructions.
- Dress suitably for the event.
- At theaters and concerts, remain in your seat throughout a concert or theater performance
- When visiting another school, abide by the rules and customs of the school hosting the event

The Dean of Student Life & Culture Office may choose to cancel an event, including when such activities are under-subscribed. Sign-ups for events are generally shared via REACH. Should a student sign up for a School-sponsored trip or event and then change their mind about attending, they are expected to remove their name off the list no later than 7:00 p.m. the night before the trip leaves campus (unless otherwise noted). If they fail to do so, consequences, including losing weekend privileges, may result. This policy encourages students 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-specific guidelines and expectations are articulated to students at the start of the year by the Assistant Dean of Student Life & Culture.

Religious Life

Madeira is a nondenominational school and does not promote the religious beliefs of any one religion. However, personal beliefs are valued and as such, Madeira offers transportation for boarding students 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, they are welcome to make a request with the Dean of Student Life & Culture Office, which will then seek to set 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 students. Madeira is a member of the Fellowship of Christians in Universities and Schools (FOCUS).

Student Fiscal Responsibility

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

Every student should have access to funds, and we encourage the use of credit/debit cards or other similar instruments 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 typically be cashed in the Business Office.

Madeira Campus Store Purchasing Options

Students may pay for purchases at the school store by cash, credit card, debit card, Apple Pay, Google Pay, and Madeira Store digital gift card.

Students will be able to pay for weekend events and activities (such as movies, King's Dominion, bowling, etc.) using a credit card, debit card, Apple Pay, Google Pay, and Madeira Store digital gift card. A parent or student would sign-up and pay for an event/activity by going to the Madeira store online site under the section Events and Activities. Once they have selected the event/activity, they would check-out and pay.

The Madeira store gift card is only available in digital form. There is no physical gift card. The gift card will have a unique number and the Madeira store can look-up and apply the gift card at check-out. The Madeira store gift card can be used for in-store and online purchases. Parents can purchase a gift for their child from the store in-person or online. Students may withdraw cash from the gift card.

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 8:00 p.m. on Graduation Day. In May, international students typically work with the Admission Office and the Dean of Student Life & Culture Office to attend to paperwork associated with their travel. Lockers for summer storage may be available for boarding students, for a fee, and are arranged through the Dean of Student Life & Culture 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 always encouraged. Students are expected to support the School's efforts to reduce our impact on the environment. 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.

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 typically 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 Student Life & Culture to offer regular community service opportunities both on and off campus.

RESIDENTIAL LIFE

Dormitory Cell Phones

| | | |
|---------------------------------------|------------|--------------|
| <i>Weekdays 7:00 p.m. - 7:30 a.m.</i> | East Dorm | 571-766-8683 |
| <i>Weekends 7:00 p.m. - 9:00 a.m.</i> | Main Dorm | 571-207-5873 |
| | New Dorm | 571-207-5434 |
| | North Dorm | 571-207-5695 |
| | South Dorm | 571-206-8467 |
| | West Dorm | 571-207-6410 |

RESIDENTIAL LIFE PHILOSOPHY AND GOALS

The dormitory is home while a student is at Madeira. 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. At Madeira, the dormitory is often the place where there are many ‘teachable moments’ and important conversations.

Every Madeira day student is assigned to a dormitory so that they feel 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 students are welcome to spend the night, provided they have permission from the Dean of Student Life & Culture and a completed overnight form is on file with the School. The overnight form can be obtained from the AOD desk in the Dean of Student Life & Culture Office.

RESIDENTIAL EXPECTATIONS

Dormitory Parents

In general, boarding students are expected to be on campus from Sunday evening (by 7:15 p.m. for ninth, tenth, and eleventh graders; by 9:30 p.m. for twelfth graders) through their last obligation on Friday afternoon/evening. Each dormitory is staffed by a team of four “parents”, who are campus residents. One to two of the team members live full-time in dormitory-attached housing. The remaining team members share evening responsibilities and weekend duty with the Dorm Director(s). The Dorm Director is responsible for scheduling and working with the Associate Dean of Student Life & Culture, the dorm parents, and the student resident assistants (RAs) to set the direction of their dorm for the year.

Dorm parents are intended to be 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. They are responsible for communication about the well-being of the students with their families, advisors, the Dean of Student Life & Culture Office, and the HWC. Parents are encouraged to reach out to members of their child’s dorm team, whether to share exciting family news, voice a concern, or ask a question. Our goal is that parents will find the dorm parents to be a great resource as their child moves through their Madeira career. Each dormitory has its own cell phone, which is the most expedient way to reach the adult on duty in the dorm each evening, beginning at 7:00 p.m.

Dormitory parents begin duty in the dorm each night of the week at 7:00 p.m. and are on duty until the following morning. During the day, students who need assistance may reach out to the AOD in the student center, the HWC, or the posted administrator on duty. Phone numbers and duty schedules are posted for the students in each dormitory.

THE DORMITORY TEAMS FOR THE 2024-2025 SCHOOL YEAR:

| DORMITORY | DORMITORY DIRECTOR | DORM PARENTS |
|-----------|--------------------|--|
| EAST | Emily Dowd | Ethan Abensohn, Katie Fotofili, Xiaofu Ding |
| MAIN | Nacola Smith | Hadley Zeavin, Stacy Tippens, Dharma Sears |
| NEW | Lauren Roy | K Khozein, Stacey Boyette, Shields Sundberg |
| NORTH | Mereweather Lackey | Alena Pacheco Carroll, Heidi Freeman, Sean Brunett |
| SOUTH | Ka'Shauna Cook | Amber Saville-Andree, Ellie Peaks, Desmond McGlone |
| WEST | Jillian Meyer | Andy Lehto, Paige Carroll, Adam Tamburello |

Resident Assistants

Resident assistants (RAs) are student leaders within the dorms who are selected by the Dorm Directors and the Dean of Student Life & Culture 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 create a welcoming, home-like environment. RAs share in the responsibility for evening dormitory check-ins, maintaining study hall and quiet hours, coordinating activities for the dormitory members, helping to ensure 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 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

Each dorm is a small community within the larger Madeira community. Students are expected to respect each other, their property, and the dormitory expectations. Specific expectations include, but are not limited to:

- *Respect for members of the community* should be demonstrated by behavior, consistent with our community values of compassion, integrity, and awareness of self and others. At the start of each year, each dorm meets to articulate norms specific to their dorm community and their space.
- *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 not permitted and is in violation of a major school rule.
- *Respect for dormitory expectations* should be demonstrated by supporting the expectations set forth by the School, the RAs, and dorm parents, and working cooperatively to build a shared dorm culture.

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 they start at Madeira. Boarders are expected to present their room key and electronic swipe card to a dorm parent prior to each break. It is each student's responsibility to return their room key and Madeira swipe card to the Dean of Student Life & Culture Office at the end of every school year (no later than Graduation Day) or when they are no longer enrolled at Madeira.

If a student loses their room key or their swipe card, it is their responsibility to come to the AOD desk within 48 hours to purchase a replacement key (\$25.00) or swipe card (\$50.00). Students' accounts will be charged if they do not turn in their room key when they are required to do so, as outlined above.

Care of Spaces

Each boarding student is provided a standard twin bed, desk (with built-in bookshelf and lamp), chair, bureau, trashcan, and lock box. Students may not remove any school furniture from their rooms as there is no storage for furniture. Students may not bring large pieces of furniture to school. 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.

Students are expected to keep their rooms neat and clean and to treat all common spaces with respect. Before each major vacation and at the conclusion of the school year, a student may not leave until their room has been checked and approved by an adult. 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 on the School’s website. Boarders should protect their property by keeping their rooms locked when unoccupied. Money and valuables should generally not be brought to school and, if such items are necessary, they should be secured in the student’s closet lockbox. Students should prominently label their belongings with their names. Boarders 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). Air-conditioners are not allowed. Students are permitted to bring their own mini-fridge to be kept in their dorm room (it should be under 2.0 cubic feet and without a freezer). Dormitories are equipped with a common printer, refrigerator, microwave, washers, dryers, irons, Keurig, blender, and electric kettle for hot water. In addition, students may not have pets residing with them on campus.

The Madeira School is not responsible for loss of or damage to any student’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 or used at the School’s discretion.

Printers and Wireless Service

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

Smart Home Devices

Smart home devices, such as Amazon Alexa, Google Home, or similar systems, are not permitted on Madeira’s network. Students may use Bluetooth-enabled speakers.

Gaming Consoles and Streaming Devices

Students may register one gaming or streaming device for use on the Madeira’s network.

The Common Room

Each dormitory has a common room that is shared by all 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.

Ninth graders, tenth graders, and juniors may enjoy television/movie/streaming/etc. viewing 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 dorms, in Senior Clubhouse, and elsewhere on campus during study hall as well.

Day students are welcome to visit the dormitories between the hours of 8:00 a.m. and 9:30 p.m. on study hall nights and until 10:30 p.m. on Fridays and Saturdays when it acts as a common space. Day students are expected to leave these spaces in the condition in which they find them.

Check-In

Each day there are several times when students are expected to check in. This process is designed to promote the safety of our students. Each evening, all boarding students must check in at the appropriate time and location. Day students who are spending the night on campus must follow these same procedures. Students 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. 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 ninth, tenth & eleventh graders 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.
 - Seniors are required to return by 9:30 p.m. on Sunday evening.
- 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 until 10:30 p.m. This is considered a privilege which has historically been initiated by the Dean of Student Life & Culture Office in the fall and can be taken away at the discretion of the Dorm Director or the Dean of Student Life & Culture 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 students who are on campus must check in with the AOD desk in the Student Center 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. Students 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.

Lights Out

Ninth and tenth grade students 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 beginning 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 ninth-grade students, 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. Students may not remove or otherwise use their phone during lights out.

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 their parent and approved by the Associate Dean of Student Life & Culture no less than 24-hours in advance of their stay. Madeira provides a camping sleeping pad but students should provide their own linens or sleeping bag.

Students wishing to have non-Madeira student guests stay overnight with them must request permission from the Dean of Student Life & Culture Office at least one week in advance and guests must be at least 12-years of age and should not be older than 19-years of age. Day students and guests must obey the Madeira School rules, including all check-ins, while visiting on campus. These visits will generally be limited to Friday and Saturday evenings.

Boarding students may request to sleep in the room of another boarder on Friday and Saturday nights. Sometimes there is an empty bed for the student to sleep in; if not, each dorm is supplied with camping sleeping pad to utilize. Students may not share beds. All sleepovers must be arranged for by the students and approved by dormitory faculty on duty in both dormitories by 10:00 p.m.

Dormitory Visitation Expectations for Those in an Intimate Relationship

Any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students. Moreover, in a residential community such as the School's, there are special considerations that students must respect: the campus is a shared space, and all members of the community have the right to be free of unwanted exposure to the intimate, sexual behaviors of others.

Therefore, students in an intimate relationship are expected to abide by the following rules when visiting one another:

- The dorm room door must always be all the way open when in the room together.

- Students may not be under the covers together.
- Students in a relationship may not lie down together.
- Students in a relationship 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 dorm parent goes off-duty for the evening.

Dormitory Assignments

Each May, returning students will participate in the housing selection process. During the housing selection process, Residential Life 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 (unless discussed with the Dean of Student Life & Culture Office); this information is shared upon their arrival at school on opening day. The Associate Dean of Student Life & Culture with the help of the admissions staff, makes these room assignments, considering various factors, including students' interests and habits.

Historically, there are very few roommate changes requested during the school year. It is the School's expectation that students 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 Associate Dean of Student Life & Culture and can expect to attend a meeting with the Associate Dean and a subsequent submitting a written request. The dormitory faculty, the Associate Dean of Student Life & Culture, and the Dean of Student Life & Culture, in cooperation with the School Counselor, will help roommates navigate roommate issues. Students should appreciate that it is not always possible to accommodate a change. It is rare that the Dean of Student Life & Culture Office would begin the roommate change process before the return from Thanksgiving Break.

Requesting a Change of Status

It is generally assumed that a student will remain a boarding or a day student - as noted on the student's original enrollment agreement - throughout their time at Madeira. However, in some years, the School may be able to consider a request to change status. If a student is considering changing status for the upcoming academic school year, the family must submit a request to the Director of Enrollment Management by January 15. Requests should be provided in writing and should articulate why the student is interested in changing status. The School cannot guarantee a change in status as there are limited numbers of spots for day and boarding students. Depending on availability, requests might not be reviewed until after the admissions season has concluded in late April. In general, and except for students with extenuating circumstances, priority is given first to rising seniors, then juniors, then sophomores. Please direct any questions about requesting a change of status to the Director of Enrollment Management.

Day students interested in considering a change in status to boarding are encouraged to experience being a boarding student for a week. For more information, families should email the Associate Dean of Student Life & Culture Office.

If a boarding student would like to act as a day student for a period of time (any time during which they sleep at home but continue to come to classes), they should make that request to the Associate Dean of Student Life & Culture at least two weeks in advance. This will begin a conversation between the family and the School to discuss the special circumstances which necessitate a request for a temporary change of status. In general, boarders may not act as a day student for more than one module.

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 students to develop the capacities necessary to become independent learners.

Study hall is held each Sunday through Thursday, 7:30 p.m to 9:30 p.m. All ninth, tenth and eleventh grade students 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. Seniors are required to return by 9:30 p.m. on Sunday evenings.

Study hall is required for all ninth, tenth and eleventh graders, and students who benefit from academic structure. These students who are on campus during these hours are expected to participate in study hall, this includes day students who are spending the night or have not yet departed for the day. In general, seniors are not required 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.

Locations

- All ninth graders on campus are expected to be in the Lecture Hall.
- All sophomores on campus are expected to do in-room study hall. The Dean of Student Life & Culture Office will determine

if sophomores will be given the opportunity to apply for any modification in study hall location at some point during the school year.

- All juniors on campus 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 parent where they will be. If they are at the library, they must sign in.
- At times, other spaces may be available to students.

Guidelines

- All mobile devices are turned in to the on-duty dorm proctor by 7:30 p.m. check-in.
- Group study is permitted in the library private rooms or in the Dorm Common Rooms when approved by the Dean of Student Life & Culture Office or Dorm Parents on Duty.

Co-Curriculum

- Sophomores can expect to continue with standard study hall expectations for the first hour of study hall. It is a time to complete Co-Curriculum homework, review or preview academic work, or read. The second hour of study hall can be used to continue with homework or may be used to get ready for bed which may include taking a shower, cleaning up for room inspection, preparing for the next day, laundry if time permits, etc.
- Juniors 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.

Boarding Student Permissions for Leaving Campus

Opportunities to go off campus to explore the Washington D.C. area, visit the home of a classmate, or just go to the mall are an essential part of the boarding experience. As is always the case, student safety, whether on campus or off campus, is our top priority. Our electronic leave request system REACH allows for parents to see what trips their students have planned, and to grant permission for individual outings on a consistent basis. The permission form parents complete over the summer provides the School with guidance if a parent is unable to grant permission for a specific outing. As such, boarding students may leave campus only with approval from either their parent/guardian or a representative of the Dean of Student Life & Culture Office who will act in accordance with the permissions designated by the parents or guardians. The School's sign-out system (REACH) is designed with three goals in mind:

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

Each student is expected to know and understand the permissions and restrictions that their parents have directed. Students may review their permission forms from the Dean of Student Life & Culture Office upon request.

If a student needs to depart from or return to campus when the DOS desk is closed, they need to meet with a member of the Dean of Student Life & Culture staff to ask for permission to do so. This meeting should occur no later than 24-hours in advance of their arrival/departure. It is the responsibility of each student to ensure that their leave request is submitted and approved by their parents or guardian with enough advanced notice for the AOD or Admin on Duty to review and approve the leave request before the departure date and time. Failure to plan in advance and obtain the necessary approvals may result in a delayed departure.

Parents should be aware that many rideshare companies, such as Uber or Lyft, have policies that prohibit transporting unaccompanied minors. The School does not recommend that families use these services for students and will not take responsibility for calling car services for students. The School will not permit a student to use a rideshare service without an adult present unless the School receives prior, authorization from the student's parents/guardians. Students who plan to use a rideshare service must submit a Leave Request through the electronic REACH system.

The School will not approve of any student(s) staying in a hotel or motel unless accompanied by their parents/guardians or with special permission from a parent for unique situations.

The privilege of leaving campus may be withdrawn for academic, disciplinary, or other reasons, as determined appropriate by the School. 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 by emailing the Dean of Student Life & Culture Office (dos@madeira.org).

All information on leave requests must be accurate. Once a student 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/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 Student Life & Culture 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.

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

Leave Request Types:

A student who wishes to sign out for an outing must fill out their leave request, as follows in the chart below.

| Type of Outing | Day | Overnight |
|--|--|--|
| <p>Instructions</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. Students must identify a Host if they are visiting someone or being transported by someone other than a hired driver or parent. The host listed in the leave request must be an adult. Use the General Notes section to share any information that the Dean of Student Life & Culture Office should have regarding the outing.</p> <p>Submitting the leave request will initiate an email to a student’s parent(s)/guardian(s), as well as the host (if applicable). Students may not depart campus unless the leave request has been approved in REACH and students sign out at the AOD desk via the REACH kiosk before departing and sign back in upon returning.</p> <p>It is a student’s responsibility to submit the leave request early enough to give their parent(s)/guardian(s) time to approve it before scheduled departure. 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/guardians to confirm if a student has approval. This accommodation will be made in cases when the parent(s)/guardian(s) 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>Leave Type Needed</p> | <p>Day Outing <i>(departing and returning during the same day)</i></p> | <p>Overnight Outing <i>(spending one or more nights off campus)</i></p> |
| <p>Fill out and submit leave requests to AOD via REACH</p> | <p>Leave requests may be submitted up to 15 minutes before the time of departure.</p> <ul style="list-style-type: none"> • 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. • If completed less than 24 hours before leaving campus, AOD will approve request as quickly as possible. • Leave requests submitted when the AOD is closed will not be reviewed or approved until the AOD re-opens. Students <u>may not depart</u> campus without an approved leave request. | <p>Leave requests may be submitted up to 15 minutes before the time of departure.</p> <ul style="list-style-type: none"> • 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. • If completed less than 24 hours before leaving campus, AOD will approve request as quickly as possible. • Leave requests submitted when the AOD is closed will not be reviewed or approved until the AOD re-opens. Students <u>may not depart</u> campus without an approved leave request. |

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| <p>Weekday Outings (M-Th): Seniors and Juniors</p> | <ul style="list-style-type: none"> • Madeira-Chaperoned or -Sponsored Outings <ul style="list-style-type: none"> ○ Open to all students ○ May not miss an obligation • All Other Outings <ul style="list-style-type: none"> ○ Open to students in good standing ○ May not miss an obligation ○ May depart after 2:15 p.m. ○ Must return no later than 7:00pm (11th) / 9:30 p.m. (12th) | <p><u>Special permission only:</u> Students must request permission from a member of the Dean of Student Life & Culture staff no later than 24 hours in advance of departure date/time.</p> |
| <p>Weekday Outings (M-Th): Sophomores and Ninth Graders</p> | <ul style="list-style-type: none"> • Madeira-Chaperoned or -Sponsored Outings <ul style="list-style-type: none"> ○ Open to all students ○ May not miss an obligation • All Other Outings <ul style="list-style-type: none"> ○ By special permission only: Students must request permission from a member of the Dean of Student Life & Culture staff no later than 24 hours in advance of the departure date/time. <ul style="list-style-type: none"> • Because we value study hall, any missed study hall hours will be made up. Prior to participation, you are required to get approval from a parent, as well as notify your advisor of the outing. | <p><u>Special permission only:</u> Students must request permission from a member of the Dean of Student Life & Culture staff no later than 24 hours in advance of departure date/time.</p> |
| <p>Weekend Outings (F-Sun)</p> | <p>Leave requests must be approved by a member of the Dean of Student Life & Culture Office via REACH.</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 Student Life & Culture Office.</p> <p>Any planned extension to the return time is by special permission only and requires approval from a member of the Dean of Student Life & Culture staff no later than 24 hours in advance of the departure date/time.</p> <p>Any unplanned extension to the return time requires approval from the AOD and/or Administrator on duty. The request for an extension must be communicated to the AOD by a <u>parent/guardian</u> before the original return time and before the office closes (AOD weekend hours: Friday 8:30 a.m.-11:30 p.m., Saturday 9:00 a.m.-11:30 p.m., Sunday 9:00 a.m.-8:15 p.m.).</p> | |
| <p>Departing when the AOD is closed</p> | <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 the student should check in advance at a time when the AOD desk is open in case there are any issues.</p> <p>In the event of an emergency, a student is expected to contact the AOD (703-556- 8299) to receive approval to depart campus before leaving.</p> | |

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| Taxi/Rideshare | If a student will be traveling by taxi, rideshare, or other car service, their leave request must already be approved and they must notify the AOD prior to requesting the taxi/ rideshare/car service so the AOD can inform the Gatehouse to allow the vehicle to enter campus. Pick-up and drop-off for all taxi/rideshare/car service vehicles must take place at the Student Center. |
| Once Leave Request is Approved | Sign out via the REACH kiosk at the AOD desk prior to leaving campus. Upon returning to campus, a student must immediately sign in via the REACH kiosk at the AOD. Failure to sign out or back in properly and promptly may result in loss of off-campus privileges, a meeting with the Associate Dean of Student Life & Culture, and other consequences as determined appropriate by the School. |
| If a Student Will Be Late | A <u>parent or guardian</u> must call and alert the AOD at 703-556-8211 as soon as you are aware of an anticipated delay. If you are unable to reach the AOD, contact your dorm parent via the dorm cell phone or the Administrator on duty. <i>Simply sending an email is not sufficient.</i> 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. |

Community Weekends

Several weekends each school year boarding students are expected to remain on campus for the weekend. These weekends afford us an opportunity to build community and dorm spirit, and as such, we ask families' cooperation to ensure that students do not have conflicts on these weekends.

We realize that conflicts do arise due to significant family events. To request that the student be excused from a portion of a Community Weekend, please email the Associate Dean of Student Life & Culture (dos@madeira.org) with an explanation of the event and all pertinent details. The student is also expected to meet with the Associate Dean of Student Life & Culture to request a special exception. These requests should be made at least one week in advance. Requests made less than one week in advance are unlikely to be granted.

Leaving Campus on a Weekday

The School may offer 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 REACH 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 9:30 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 may 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 Student Life & Culture Office, among others.

Automobile Policy for Senior Boarding Students

Senior Boarders, who are in good standing, may request permission to have a car on campus. Students must complete the Boarding School Vehicle Application, Agreement & Release and submit it to the Dean of Student Life & Culture 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 Dean of Student Life & Culture or Associate Dean of Student Life & Culture for more information, including a full application.

Local Guardians for Boarding Students

Per the enrollment agreement, all boarding students are required to have an Emergency Departure Plan on file that designates a local guardian who will take responsibility for the student within twenty-four (24) hours of notification by the School. The Local Guardian must be at least 21 years old and live within driving distance of the School, preferably within a three-hour drive. In the event of health issues, discipline, or an emergency, having a local guardian allows for the student to be placed in their care. Exceptions to this requirement may be granted by the School, in its sole discretion.

School Vacations

The calendar for the upcoming school year, outlining vacation periods, has been provided to all families. 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. Move-out will run until 8:00 p.m. to allow students to participate in commencement events. Students may leave after their last obligation on the day that break begins. 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.

Vacation Travel Arrangements

The calendar for the upcoming school year outlining vacation periods is posted on the School's website.

For Thanksgiving, Winter Break, and Spring Breaks the School offers shuttle transportation service to Reagan National Airport, Dulles International Airport, and Union Station train station. All boarding students must complete a REACH leave request two weeks before each break. This REACH leave request will indicate how your student is traveling home, how they will get to the airport/train/bus station, and how they will return to campus after the School Break.

The school airport shuttle schedule will be shared with students and parents by the Associate Dean of Student Life & Culture every August during orientation. Students who wish to sign up for a shuttle may select it in their travel form and indicate which type of shuttle they need: curbside pick-up/drop-off, chaperoned, or an unaccompanied minor shuttle.

The school will offer select options of free shuttles scheduled to leave at the start of a School Break after all academic requirements are done, and to pick up the student after the School Break according to the student's REACH leave request details. All other shuttle requests beyond the school-scheduled shuttles should be individually submitted to the Associate Dean of Student Life & Culture. The School will do its best to fulfill these requests but cannot promise anything beyond the school-scheduled shuttles. Any requested shuttle service beyond the school-scheduled shuttles will have an applicable fee based on the type of shuttle request made (curbside, chaperoned, or unaccompanied).

Families who prefer to have their child take a taxi or rideshare should remember that the school is not liable for inconveniences of a third-party vendor being used for travel. Families are responsible for any associated costs when requesting a taxi/rideshare.

Change in Plans

Should travel plans change when returning from break, the student must notify the AOD as soon as possible to ensure the appropriate drivers are notified of the change. In the event that the DOS 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.

DAY STUDENT INFORMATION

| | | |
|-----------------------------------|--------------|--|
| Academic Office | 703-556-8254 | academicoffice@madeira.org |
| Adult-on-Duty (AOD) | 703-556-8211 | dos@madeira.org |
| Health and Wellness Center | 703-556-8244 | healthcenter@madeira.org |

We encourage all day students to take part in as many aspects of campus life as possible. They are encouraged to be on campus for meals, to participate in 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 child will not be in school. In the event that a student becomes ill during the day, they will go to the HWC and their parents will be notified. Students going home sick will depart and sign out through the HWC. Please refer to the Attendance section of the Handbook for more information.

Day students may leave campus after their last school obligation. Students may not leave campus during the school day without the express permission of the Dean of Academics. They must sign out and sign back in with the Academic Office and via REACH.

Driving Rules and Regulations for Day Students

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

Lockers

Lockers are available to students for books, papers, athletic clothing, and equipment. The lockers are assigned by the Dean of Student Life & Culture Office and are located around campus. Students 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.

All lockers are the property of the School and are subject to search and inspection. Personal materials are to be stored in lockers. All books and notebooks should be properly identified. A student should never open another student's locker. Decorations must be in the spirit of good taste and judgment (at the discretion of the School) and need to be taken down within two weeks of the end of the academic year. Lockers should be kept neat and organized. The area around lockers is students' responsibility and should be kept clean. Except for bottled water, food may not be kept in lockers.

Swipe Cards

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

If a student loses their swipe card, it is their responsibility to come to the Dean of Student Life & Culture Office within 48 hours to purchase a replacement swipe card (\$50.00 for replacement). If they do not turn in their swipe card by Graduation Day or when no longer enrolled at Madeira, the family may be charged.

Meals at School and Community Dinners

Day students 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 students 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.

Staying on Campus Late and/or Overnights at School

If a ninth, tenth, or eleventh grade day student will be staying for study hall (7:30-9:30 p.m. Sunday – Thursday), they are expected to spend that time in the dining hall (ninth) or library (tenth or eleventh) as these spaces are supervised by student leader proctors and/or on-duty adults. Students are expected to abide by all study hall rules. Parents are encouraged to pick up students outside of the student center or the library. 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 DOS desk in advance

of their visit to request the sleepover permission form, which needs to be signed by their parent and then approved by the Dean of Student Life & Culture or the Associate Dean of Student Life & Culture no less than 24 hours in advance of their stay. The day student must pick up a copy of the completed form from the DOSLC and then present it to the proctor in the dorm prior to study hall the first evening of their stay.

- If for some reason, a student needs to stay at school for an extended time, parents should make arrangements with the Dean of Student Life & Culture Office by emailing (dos@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 10:30 p.m. on Friday and Saturday. Day students should be accompanied by a boarding student while spending time in the dorms. In addition, all day students are assigned a dormitory to help build community and for participation in dorm competitions and dorm gatherings.

Each dormitory has a common room that is shared by all 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 Students

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 of the Handbook. Students are expected to be under the supervision of their host families when off campus. On all occasions when a student invites another student to their home, the School expects that parents or designated approved adults will supervise activities. If a student would like to invite a boarding student to their home, the student being invited should submit a leave request via REACH, our electronic residential management program. In the request, the invited student should indicate the parent as their host. This will generate an email to the parent with the name of the invited student, the date/time the student will be hosted, as well as transportation arrangements for the visit. Fellow students may not be listed as the "host" on any leave request in the REACH system; we require that an adult be listed as the "host" so that they may approve all invitations related to leave requests. This applies when a student is driving another student to any location (not just when going to the driver's home); the driver's parents must be listed as the host and they must give approval for any trip where their child is driving a boarding student.

COMMUNITY VALUES AND EXPECTATIONS

Independent school life is both exciting and demanding. At Madeira, 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. Successes and failures, joys, and disappointments, are all part of learning and we believe that Madeira provides the type of environment to support such 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.

Madeira's disciplinary process is designed to allow students to learn from and grow from mistakes made. It seeks to balance a student's obligations to the Madeira community and the community's responsibility to uphold its own values. The accountability process provides an opportunity for the student to reflect on mistakes made and to better understand their obligations to a broader community. The School's values and expectations apply to all Madeira students during the school year, whether they are on or off campus.

Every student who is enrolled at the School is expected to behave in accordance with the School's rules and in a manner that reflects the School's values in their activities and their life. 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 student or the community or impugn the reputation of the School.

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 Madeira 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.

Parent Expectations

While our primary relationship is with students, 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 student's successes, but also their challenges. We expect parents to give their daughters room to experience the Madeira program and assist us in upholding the standards and expectations of the School. A positive and constructive working relationship between Madeira and students' parents/guardians is essential to the fulfillment of the School's educational purpose. Madeira expects parents and other individuals interacting with the School and/or the School community by virtue of their relationship with a student to support Madeira's educational philosophy and its implementation and operation in the day-to-day School and classroom programs, as well as Madeira's community expectations and values, as expressed in this Handbook and other policies and procedures. Madeira may suspend, dismiss, or decline to re-enroll, a student if the Head of School, in her sole discretion, determines that the actions of a parent/guardian or other individuals interacting with the School or School community by virtue of their relationship with the student, impair or make it difficult to have a positive and constructive relationship with the School, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies, or standards. Madeira's expectations about the behavior and actions of parents/guardians include both on- and off- campus behavior and actions. By enrolling at Madeira, students and parents agree to abide by all the rules and policies, both stated and implied. Please see the Parental Comportment policy in the Parent section of the Handbook for more guidance regarding expectations for parents and other individuals associated with students.

Community Values and Major School Rules

The information below articulates our community values as they fall within the framework of and guide the intent and adherence to the Major School Rules.

Compassion and 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 of the community feel comfortable from the first moment they arrive on our campus. We expect each individual to exhibit a sense of personal responsibility and mature and ethical behavior that enhances the quality of the School and community environment. We also expect that we will treat one another with compassion in difficult moments.

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 is a violation of our community values and rules. Should a student appear before the Judiciary Committee, honesty is expected and failure to be forthright may result in heightened consequences. If the committee determines that a student has not been forthright, the student may face a more significant disciplinary response or be more likely to be subject to dismissal.

Creativity & Intellectual Curiosity

As our educational philosophy articulates, a Madeira education is designed to “build critical thinking, creativity and problem-solving skills.” As such, we expect that all coursework a student submits is their own.

Resilience

We are all always learning. The ability to grow from feedback, especially that relates to missteps, and to move forward in a constructive manner is an essential life skill. Our community helps to cultivate resilience by supporting students not only in moments of celebration but also in those of discomfort.

MAJOR SCHOOL RULES

Major School Rule #1: Honesty & Integrity

Academic Integrity Policy

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

Honesty is expected in the classroom whether on a test, paper, lab, or homework. Academic integrity 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 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 their 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 their 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 their classroom teacher as their 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 course or beginning of the individual assignment. These expectations will also be put in writing so the student may share them with their parents or tutors.

Stealing and/or causing the deliberate destruction or defacement of school or personal property will not be tolerated and are violations of this rule. Students may not enter another student's room uninvited, or when the room's inhabitants are not present.

Major School Rule #2: Citizenship, Speech, and Respect for Community Members

Behavior is based on respect for others, kindness, awareness, safety, and pride in our School. Behavior is governed by two rules: a student cannot hurt themselves, and they cannot hurt others. More than that, however, our expectations of student conduct are aligned with the concepts of character development that underlie all our guiding principles for students.

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their Advisor, or the Dean of Student Life & Culture Office so that the School can respond appropriately.

Major School Rule #3: Technology Use & Electronic Citizenship

Responsible Use Policy

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" to think 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 student and their parent/guardian accept the MEANS (Madeira Educational Access Network Service) Responsible Use Policy and Agreement (RUPA) as a condition of enrollment. This agreement outlines the conditions under which Madeira students may use technology, specifically computers, and Internet access provided by Madeira.

Major School Rule #4: Drugs, Alcohol & Tobacco

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (such as e-cigarettes and vaping), and/or any paraphernalia associated with the use of illegal drugs or alcohol and may not intentionally misuse products that can act as inhalants, while enrolled in the School. Such conduct is also prohibited by all community members while on campus and at School-sponsored events and activities. The School provides information to parents and students about the health and social impact of drug, substance, and alcohol use and abuse. Students are prohibited from using medications, both prescription and over the counter, in any manner other than as prescribed or intended by the manufacturer.

The School views the act of supplying alcohol, drugs, or tobacco (or any paraphernalia associated) to others as egregious misconduct. If parents host Madeira students at their home and alcohol or drugs are being consumed by minors, their child may be considered the supplier of the substance.

In addition to the restrictions above, all students, parents, visitors, or other members of the School community are prohibited from using any tobacco products while on campus, participating in any School-sponsored activities, or traveling via any School transportation. The prohibition on the use of tobacco products also extends to the advertising or promotion of tobacco products anywhere on campus, at School functions, and in School publications, as well as on clothing worn by students, parents, visitors, or other members of the School community on the School's campus or at School-sponsored events.

The School may require any student to undergo drug or alcohol testing if the School suspects that the student is under the influence. Parents may be required to cover the cost of these expenses. Students may be prohibited from remaining on campus until the results of these tests are reported to the School and the School has determined that the student's return to campus does not pose

any risks to the health or safety of the student or anyone else.

Major School Rule #5: Personal & Communal 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). Using fire in any School building in an area not specifically designated for that purpose is unacceptable. Students may not tamper with fire alarms or other safety equipment.

In order to ensure the safety and well-being of our students, no student may leave campus, a School-sponsored event, or a Co-Curriculum placement without the appropriate permission and authorizations. 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. Please refer to the Residential Life and Day Student sections of the Handbook for more information about the School's signing out and leave policies and practices.

In the interest of personal safety and the associated risks to both the individual and the community, the School prohibits conduct that compromises students' health and safety. The following situations are some examples of conduct that the School may consider to be a violation of the personal safety expectations:

- Swimming in Black Pond, the Potomac River, the pool, or any other areas 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 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 Student Life & Culture Office and/or Academic Office is not permitted.
- 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 and comply with any sign-out/notification requirements.
- 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.

All students are responsible for taking appropriate precautions to ensure the safety of their possessions. Every boarding student is expected to lock their dorm room. Every boarding student also has a lockbox in the closet of their dorm in which they can safely store smaller items such as their passport, credit card, or jewelry. Students should never keep large amounts of cash or other valuables 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.

OTHER POLICIES AND EXPECTATIONS

Digital Devices: Cell Phones

Non-academic smart devices and phones are not allowed to be used in any part of campus during the academic school day (8:30 am-2:45 pm) or during other classroom times (classroom-based D-Block and E-Block classes), except for when a teacher requires device use in class. This includes turning off notifications/messages on academic devices.

We expect that these devices will not be on a student's person, such as in their pockets or in their hands. In learning spaces, we will have cellphone storage pockets for students to check in phones and other devices during class time. We believe that this will create the best learning environment for all. We deserve to have the gift of time and the gift of learning without distraction.

If a cellphone/device is out, an adult will ask the student to put it away. If a student has trouble keeping the cellphone/device away, they will be asked to turn it off and hand it over to the adult (who will bring it to the Dean of Student Life and Culture Office for the student to pick up at the end of the day). When a pattern arises that indicates a cellphone/device is interfering with a student's ability to stay engaged with the community, further intervention may be implemented.

We recognize cellphones may be necessary for some part of the students' classroom time. Teachers may ask students to use their phones or other smart devices in a classroom activity, and our teachers will set those parameters to reflect our hope that the devices will be used in limited ways.

Dress Code

Madeira values students 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. Students are expected to dress in a manner that demonstrates respect for themselves and for those in our community. Our dress code is designed to support a school setting in which students feel comfortable and are dressed appropriately for a learning environment. When a student does not comply with the dress code, an advisor, Class Dean, faculty/staff member, or member of the senior class or student government may alert them, and they will be asked to change when possible. The student will be allowed to return to class or the School activity once they make the required change to their clothing. A student who has been asked by an adult to change, who is then late to an obligation, will then be considered late to their appointment/class.

The following guidelines are provided to help ensure students' good judgment:

- Clothing should be in good repair.
- Shoes must always be worn for safety reasons.
- Bathing suits are acceptable as outerwear only at the pool.
- Generally, shorts and skirts should be longer than the fingertips when held at one's side.
- Clothing must cover midriffs and cleavage.
- Strapless tops or spaghetti straps are not appropriate school day dress.
- Undergarments should not be visible.
- Pajamas or flannel drawstring 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.

Driving/Parking Regulations

All student vehicles that are parked on campus must be registered with the Security Office, the Dean of Student Life and Culture Office, and display a current school parking permit. Registration forms may be submitted through Security.

There is no fee for parent passes. If you change vehicles during the school year, we ask that you take your pass from your own car, put it in your new one, and send Security your new vehicle information so that we have it on file. If you forget and need a new pass, please call Security directly.

Student parking passes are also free; however, there is a \$25.00 replacement fee for each lost student vehicle parking pass. Students are required to park in the lower parking lot adjacent to the student center. Seniors have senior privilege of parking at the front of this lot in the spaces marked in yellow. If students are requesting a new parking sticker or need to update vehicle information, please email the Dean of Student Life & Culture Office at dos@madeira.org.

The School may suspend or revoke driving privileges for students, as it determines may be appropriate. The School expects students to observe the following expectations:

- 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 Student Life & Culture Office.
- Students are expected to obey the speed limit of 15 mph while driving on campus.
- 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 students' parents and the Dean of Student Life & Culture Office.

- Students may not drive other students from one on-campus location to another without the specific permission of both students' parents and the Dean of Student Life & Culture Office.
- Students may not be in their cars during the school day.
- Parents are responsible for making arrangements for automobile servicing. Inspections and routine maintenance must be taken care of at home.
- All students must comply with all laws, rules, and regulations of the Virginia Department of Transportation

Bicycles, Rollerblades, and Scooters

Students are expected to wear proper helmets and protective gear when using a bicycle, rollerblades, scooter, or other similar items, and to ride with caution and awareness of one's surroundings.

EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

Commitment to Respectful and Healthy Relationships

The School is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Awareness and acceptance of individual identity are central tenets of the School. The School expects all members of the Madeira community to treat others with civility, respect, and dignity, and to interact (whether in person or electronically) politely and appropriately. Before acting, students should consider how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others.

All students are valued members of the School community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the Commonwealth of Virginia, the School has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Head of School, the Dean of Student Life & Culture, advisors, the HWC staff, and/or the School Counselors with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Sexual Intimacy and Consent

The School recognizes that sexuality is a normal part of human nature, and its discovery is often a part of adolescence. However, any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students.

Students who would like to talk about the meaning of sexual intimacy in a relationship, or who engage in sexually intimate activity and then want to report or discuss the situation, are encouraged to reach out to a trusted adult or the HWC staff or a School Counselor so that appropriate support may be provided.

If students are found to have engaged in sexually intimate activity, or in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. Such a response may include notification to parents/guardians and, as appropriate, referral to the School's healthcare providers. It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the School.

Under certain circumstances, the School may be obligated to report to government authorities (including the Child Protective Services ("CPS") and the local police) sexual activity that violates the law, including rape, sexual assault, and statutory rape.

Student Interpersonal Misconduct

The School does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), hazing, bias, harassment or discrimination, racial discrimination, sexual harassment, and sexual assault (collectively referred to as "interpersonal misconduct", see Appendix for definitions). Madeira is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students' abilities to develop healthy

relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

Interpersonal misconduct is prohibited on the School's campus and the property immediately adjacent to School grounds, on School vehicles, and at School-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not School-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at the School, or (c) substantially disrupts the educational process or the School's orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School's disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students' safety while at school.

Legal Definitions and School Policies

In accordance with the School's mission, values, and standards of conduct, the School has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws (See Appendix). In essence, the School's standards may be stricter than the law and the School may impose discipline accordingly. The School's efforts to enhance its protection of students in no way expand an individual's rights under applicable laws. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Reporting Complaints

A student who is the target of interpersonal misconduct, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to the Dean of Student Life & Culture, a School Counselor, or to any other administrator or faculty member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an advisor, another adult, or a classmate to help. Madeira employees are required to report immediately to the Head of School, the Dean of Student Life & Culture, or a School Counselor any instance of interpersonal misconduct or retaliation the staff member becomes aware of or witnesses.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home, to a member of the HWC staff or to an external resource. When making such outreach, students may share as little or as much information as they would like.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such conduct, are urged to immediately notify the Head of School, the Dean of Student Life & Culture, or a School Counselor. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, are strongly encouraged to contact one of these administrators immediately.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of interpersonal misconduct or retaliation may be subject to disciplinary action.

Responding to Complaints

The goals of an investigation, and any disciplinary or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation. When a complaint is brought to the attention of the Head of School or the Head of School's designee, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be appropriate, to prevent bullying, witness interference, and/or retaliation during the course of and after the investigation.

The Head of School or the Head of School's designee will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, HWC staff, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Head of School (or the Head of School's designee) will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

Notification to Parents/Guardians

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Child Abuse and Neglect Reporting

The School is committed to the highest standards of care for our students and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with Virginia law, all School employees are required to report suspected abuse or neglect of children under the age 18.

Virginia law requires School employees having a reasonable cause to believe that a child has been subjected to abuse or neglect to immediately report such knowledge or suspicion to Child Protective Services (CPS) and the Head of School. Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause.

The Head of School (or the Head of School's designee) will review the situation and, in the Head of School's discretion, may consult with the School's healthcare providers, the student's family, legal counsel, and/or a consultant specializing in the care and protection of children, as may be appropriate. If the abuse or neglect is suspected to come from the student's family, the School will identify an approach to help protect the student. In all instances, the School will protect the confidentiality of the student and the student's family to the extent appropriate.

We ask that families understand that the School and its employees are sometimes required to make a report to CPS, and we ask that families support our decisions to do so.

DISCIPLINARY GUIDELINES

As a community, we expect students to act in a manner that reflects their investment in their education and affirms our community values.

Philosophy and Process Overview

These Guidelines are based on the School's philosophy and principles regarding good character and reflect the School's commitment to providing a safe and healthy environment for students. The School strives to promote effective and caring communication among faculty, students, and parents that supports students in their personal growth and provides room for a young person to make mistakes and learn from them. These guidelines apply to all conduct by students, whether on or off campus.

Disciplinary Responses for Academic Dishonesty

If a student submits work that appears to the teacher irregularly prepared, the teacher will consult with the department chair. The chair will notify the Academic Dean if the chair concurs the work is irregular. The teacher, with the direction of the chair, will keep the student apprised. If the Academic Dean, after consultation with the teacher and with the student, makes an assessment of academic dishonesty, and if this is a first offense, the Dean may resolve this situation with the student, the Class Dean, the teacher, and the advisor. If this is not a first offense or the incident is egregious, the Dean may direct the situation to Dean of Student Life and Culture, who will work within the School's disciplinary system. In all cases, the teacher will keep the student apprised of the status of the situation. As part of a response to a first offense violation of Madeira's Academic Honesty policy, consequences could include receiving a failing grade (59) on the assignment and/or a required redo of the assignment.

Disciplinary Responses for Minor School Rules Violations

In the case of a minor violation, the student will be asked to take responsibility for their choices. They may be required to identify the effects of their actions and then, in partnership with a Madeira adult, such as their advisor, dorm parent, or Class Dean, to determine an appropriate solution in accordance with the School's ethical standards. If needed, a student may be asked to develop a written plan that includes consequences for their behavior should it continue. Students who accrue multiple minor violations may be referred to the Student Life and Culture Office, and possibly the Head of School, and receive more serious consequences based on past violations.

The consequences for minor community standards violations may include a warning or loss of privileges. Violations of the restrictions may subject the student to further disciplinary action.

Disciplinary Responses for Major School Rules Violations

Community standards that the School considers particularly important for the health, safety, and well-being of the individual and the community are categorized as Major School Rules. Our disciplinary system tries to balance what is best for the individual student with what is best for the community. Students who violate Major School Rules will be subject to disciplinary sanctions ranging from restriction of privileges to dismissal. Recognizing that adolescents sometimes use poor judgment or make impulsive bad decisions, students are often given the opportunity to learn from their mistakes. However, egregious offenses, including those that hurt or endanger the community, may result in suspension, or even dismissal, for first offenses.

If there are concerns about student behavior or failures to meet community expectations, students will meet with the Student Life & Culture Office. The Dean of Student Life & Culture will determine whether the offense or repeated offenses may constitute a Major School Rules violation.

The disciplinary process will typically follow the following steps:

- An inquiry or investigation into the matter at hand. This typically includes a conversation about what has happened, who was impacted, and what actions and/or consequences will help restore the student as a positive member of the Madeira community.
- As part of restoring a student in the community, they may be required to participate in a restorative conversation with those impacted by their actions or choices. This is in conjunction with necessary consequences.
- Students are expected to be honest throughout the disciplinary process. Dishonesty by a student, even if discovered after the hearing, may result in further consequences, including the possibility of dismissal.
- Students are expected to participate fully in conversations regarding infractions. The student's advisor or other trusted adult may be requested to be present at the discretion of the member(s) of the Student Life & Culture Office.
- If the School determines that a violation has occurred, parents are notified. During a disciplinary process, a student may be required to be off campus.

- The member of the Student Life & Culture Office managing the matter, in collaboration with the Dean of Student Life & Culture (if not the one managing the issue) and the Head of School (when necessary), will determine an appropriate recommendation for accountability for the student's conduct.
- A member of the Student Life & Culture Office will meet with the student and convey the disciplinary response. A letter summarizing the decision will be sent to the family, the student's advisor, and other relevant Madeira adults.
- The School may share general issues of student discipline at a community meeting for the purpose of furthering the educational and learning opportunity of students and the community. Names and other identifying information of the individual students are not used.
- Consequences for violations of Community Standards and Expectations may be, but are not limited to, any one-off, or a combination of, the following: requirement of a letter of accountability and apology, rescinding of privileges, counseling, on-campus restrictions, suspension, disciplinary warning, disciplinary probation, withholding of re-enrollment agreement, 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.

Behavioral Expectations While Away from School

Students should be aware that they represent the School community at all times, both on and off campus. While it is not the School's intention to monitor students in all off-campus activities, the School may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus.

Parent Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. Parents should speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

UNDERSTANDING DISCIPLINARY RESPONSES

Loss of Privileges

Various privileges, such as going off campus, or participating in School activities, may be withheld as a disciplinary response.

On-Campus Restrictions

On-Campus restrictions allow for the student to participate in their academic commitments but prohibits them from participating in other school-life elements, including communal meals and breaks.

Disciplinary Warning

Disciplinary warning is a category of discipline that is often used for first-time offenses. Disciplinary warnings are assigned for a specific time period. At the end of this time period, the warning is lifted if the student demonstrates their commitment to the community and their education by displaying acceptable behavior and demonstrating growth. In some cases, the re-enrollment agreement for the next school year may be withheld until the end of the warning period. A student on Disciplinary Warning may be ineligible to apply for student leadership positions.

At the end of the warning period, the student must meet with a member of the Student Life & Culture office to reflect on their growth during this period. Should the student violate any Major School Rule during the warning period, it is likely that they will face dismissal from Madeira.

Disciplinary Probation

Disciplinary probation is a serious consequence, assignment of which should be considered one step short of separation from the School. Disciplinary probation is mostly assigned for a specific period, though it may extend to the end of a student's Madeira tenure depending on their class year and the egregious of the violation in question. At the end of this time period, the student will meet with the Dean of Student Life and Culture to reflect on their growth and the probation may be lifted if the School determines it is appropriate. As with disciplinary warning, their re-enrollment agreement for the next school year may be withheld until the end of the warning period. If their agreement is withheld, they may be ineligible to apply for student leadership positions.

When a student is placed on disciplinary probation, they must demonstrate their commitment to the community and their

education by displaying acceptable behavior and demonstrating growth. Should the student violate any Major School Rule during the probationary period, it is likely that they will face dismissal from Madeira.

Suspension

A suspension is a temporary separation of the student from the community. If suspended, the student may not come to campus or participate in any activity. It is expected that a student who has been suspended will use the time away from the community to reflect on their previous contributions and their commitment to remaining a student at the School.

For off-campus suspensions, the student is responsible for collecting all their books, assignments, and other materials. The student must submit homework assignments, including papers and projects, upon their 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 a suspension. The Dean of Academics will communicate with the family about protocols during this time.

Dismissal

A dismissal is a complete separation of the student from the School. The student will be required to depart campus immediately and will not be eligible to complete any remaining academic work. At the discretion of the Head of School, parents may be offered the option of withdrawing their child in lieu of a dismissal.

If a student is dismissed or withdraws because of circumstances surrounding a discipline case, they may not return to campus until after their class year's graduation date without the permission of the Head of School. No student dismissed or withdrawn due to discipline may reapply without written permission from the Head of School.

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 as part of the conditions for returning to Madeira. Additional suspension and/or discipline may be recommended individually.

Disclosure of Discipline to Colleges and Other Educational Institutions

College applications may ask students or college counselors for information concerning the applicant's disciplinary history. When asked, the student must honestly and fully disclose if they have been subject to a disciplinary response including, but not limited to probation, suspension, dismissal, or withdrawal from the School. When asked, college counselors will fully disclose if a student has been subject to a disciplinary response including probation, suspension, dismissal, or withdrawal from School. The College Counseling Office works closely with students under these circumstances. If a student is involved in a disciplinary situation after college applications are submitted, the student and the college counselor each send an update to any college that requested disciplinary history on the application, honestly and fully disclosing the new disciplinary situation.

If a student applies to another secondary school or educational institution, those institutions may also ask students or the School for information concerning the applicant's disciplinary history. When asked, the student must honestly and fully disclose if they have been subject to a disciplinary response including, but not limited to probation, suspension, dismissal, or withdrawal from the School. When asked, the School will fully disclose if a student has been subject to a disciplinary response including probation, suspension, dismissal, or withdrawal from School. If a student is involved in a disciplinary situation after applications are submitted, the student and the School each send an update to any institution that requested disciplinary history on the application, honestly and fully disclosing the new disciplinary situation.

ELECTRONIC CITIZENSHIP

Purpose

Madeira's community values of honesty, respect, and compassion extend into the use of information and computing resources. Everyone who uses the Madeira computer systems and network is expected to act in line with the School's values and general standards of conduct and to be accountable for their conduct.

At Madeira, we believe:

That emerging technology, including generative AI, is an integral part of an innovative, experiential, joyful, and personal learning environment. "Leading innovation in girls' education" means that our educational programs and assessment practices adapt and transform continuously to equip learners to use new tools ethically and effectively.

Students are encouraged to use new technologies, such as AI, when instructed to do so by their teacher, using the assigned resources, in an ethical manner, and in compliance with the school's Electronic Citizenship policy. Work generated by AI or other technologies must be clearly attributed using guidelines specified by the teacher, as it would be for any sourced material or quotations. Failure to acknowledge an AI-generated contribution or unauthorized use of AI on a graded assignment is an academic honesty violation. For any assignment or assessment, a teacher may decide that use of AI is not permitted.

Madeira's Responsible Use Policy (RUP)

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.

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.

Access to the MEANS is a privilege. Students 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 Responsible Use Policy (RUP). Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the School, whether linked to the School's network from in school or from a remote location or not at all or using their own personal computer or communication device on or off campus, students are expected to comply with this Electronic Citizenship policy, the RUP, and any other applicable policies and procedures as long as they are enrolled in the School.

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 are reminded that some expressions used in in-person interactions 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

Students should understand that there is no guarantee of privacy associated with their use of the School's technology resources. Students should not expect that email, voicemail, or other information created or maintained on the School's network, School-issued devices, or School-administered services (even those marked "personal" or "confidential") will be private, confidential, or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School's network. By using the School's devices and/or networks, each student consents to the School's right to view and/or monitor the School's network and all of its associated accounts.

Email

The School provides students with an email account which should be used only for School-related communication (*e.g.*, contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc.). Students are expected to comply with the policies outlined in the School's RUP when using their School-issued email account.

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 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, smartphones, language translators, video players, and audio 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 RUP, or any other school rules of conduct; (b) that the safety of a person or property is in jeopardy; or (c) that the best interests of Madeira otherwise so require.

Sexting and Sexually Explicit Material

The School prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. Virginia law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Social Media Policy

The School understands the desire of students to use social media. For purposes of this policy, social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo-sharing platforms, Internet websites, Internet forums and wikis. Examples of such participation include starting websites, creating social media accounts, commenting on public or private forums, or posting photos. Whether or not a student chooses to use social media is a decision the student should make in consultation with their parents. However, to the extent that students, parents, or members of the School community represent the School to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the forum where one chooses to participate, and the content posted reflect on that person individually and on the School. Individuals who use social media should assume that all content will be publicly available on the Internet and, therefore, publicly accessible without limitation or protection of any kind. Consequently, items can be captured, distorted, and distributed out of context, regardless of the intended audience, leading to the negative portrayal of all parties involved. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in social media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media and the School's network. Students are expected to comply with the policies outlined in the School's RUP regardless of whether they are using School-provided equipment or their own personal devices.

In addition, the following guidelines apply to online and social media participation:

- Be courteous, respectful, and constructive.
- Be one's best self– post accurate information and be accountable.
- Exercise the utmost caution when participating in any form of social media or online communications
- Remember that all activity is guided by the Student/Parent Handbook and its constituent parts: MEANS School rules prohibiting certain types of communication, such as harassing communications, also apply to electronic communications.
- Take cyberbullying seriously. If a student is being cyberbullied or hears about/observes someone else being cyberbullied, the student should report the behavior to the School. If the behavior is School-related, print out the messages and provide them to the School when reporting the incident.

Madeira actively works to ensure that its online presence reflects the mission, values, and integrity of the School. The Communications Department, under the leadership of the Head of School, oversees the School's online presence. Official social networking sites bearing the Madeira name, logo, or affiliated images are approved by the Director of Communications. As such, logos and graphics used are consistent with the branding and standards of the School. The School will endeavor to monitor official School social media accounts that accept public comments or postings to ensure respect for community standards.

Other social networking sites and/or uploaded content created by others and not approved by the Director of Communications are unofficial, but still contribute to the School's reputation. Therefore, the School may take steps to remove or eliminate any unofficial content that masquerades as official content, contains defamatory or illegal material, remains neglected or abandoned in virtual space, or detrimentally impacts the public perception of the School. Such steps may include, but are not limited to, requesting that individuals remove content, hosting companies' shutter sites or accounts, or further legal action.

GENERAL SCHOOL POLICIES

Student Records and Transcripts

Each student's record contains grade and activity reports and an up-to-date transcript. Students and parents may access academic and advising comments for the current year through the parent/student portal.

School Directory

The School has a directory of class lists and contact information for families, faculty and staff, and other members of the community. The Directory is updated each September and made available to families online. The Directory may only be used for School-purposes, and not for personal or commercial purposes. Failure to properly use the Directory may result in restricted use and other consequences, as determined appropriate by the School.

Student Media Information

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media

formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students’ voices, video recordings of students, and/or reproductions of students’ work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook, Instagram, and Twitter), newsletters, and local newspapers.

While the School strives to abide by parent/guardian wishes, we do not guarantee use of a student’s name or image will never occur. Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

Background Checks

With student safety as a priority at the School, the School conducts state and national criminal history and sex offender registry checks on any applicant who accepts employment with the School, whether full time or part time, permanent, or temporary.

The School also requires any individuals who will work independently with students on School grounds to undergo a background check. In addition, volunteers working with students must also undergo a background check. A background check is typically not necessary for parent volunteers involved with larger School functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the School grounds.

These background checks require the completion of a brief application form and verification of a government-issued photographic identification and are only conducted with the consent of an individual employee or volunteer. A contractor’s/volunteer’s service, and an individual’s employment, is contingent upon successful completion of the checks, which may take several days or weeks to process.

Please contact Madeira’s Chief Financial & Operations Officer for more details.

Surveillance Cameras on Campus

The School has installed video cameras at certain open and public spaces on campus, such as the official entrance to the School’s campus, as well as at outside of buildings. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School’s employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, all entrances to the School’s campus are posted with signs notifying School community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

Guests on Campus

Upon arrival, all visitors are requested to check in with the Security Gatehouse to obtain a Visitor’s Pass. Special events for an entire class and all School meetings are exceptions to this policy. For the safety of our students, our Visitor Pass policy includes parents, family members, alums, and visitors from outside of the School community.

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

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

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

- The student should notify the Adult–On–Duty (AOD) 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. (Students 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. Students may not entertain guests in meetings rooms in these spaces unless they have permission from the Administrator on Duty
- Each student is responsible for the behavior of their guest(s). A visitor who does not follow the School’s rules may be asked to leave and students may be liable for disciplinary action.
- Students 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.

- Students are limited to three guests per visit unless special approval has been granted by the Dean of Student Life & Culture
- Students may invite only their own guests and may not sign in another student's friends.
- Guests may not be invited to classes.
- Guests are not permitted in school vehicles without specific permission from the Dean of Student Life & Culture.
- If a student wishes to have a female guest sleepover, they must request permission from the Dean of Student Life & Culture Office at least one week in advance. See Appendix for more.

Gender Identity, Name, and Pronoun

Madeira is a diverse community where all individuals have the opportunity to express their authentic selves and feel supported. To that end, the School promotes respect for all people, and will not tolerate harassment or bullying based on actual or perceived sexual orientation, gender identity, or gender expression. Particularly with respect to transgender and gender non-conforming students, the School will work closely with students and their families to strive to honor their wishes with respect to use of School facilities, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School's campus facilities reasonably permit.

Madeira'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. Additionally, this policy aims to clarify the structures and support available to students who are questioning their gender identity 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 may 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 Student Life & Culture.

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 Student Life & Culture. In the event a student asks faculty, staff, or other members of the Madeira community to address the student using male, plural, gender-neutral, or alternative pronouns, other Madeira community members may refer the student to the Dean of Student Life & Culture. Any student can, at any time, make a request for alternate pronoun usage directly with the Dean of Student Life & Culture.

Conversations with Parents

As educators, faculty/staff are under the obligation to work in partnership with the parents of our students. Therefore, the Dean of Student Life & Culture may initiate conversations with both the student and the student's parents to discuss any requested change in pronoun use. The Dean of Student Life & Culture may discuss with the student a protocol for communicating with the student's parents, so that the student can anticipate what to expect and when. Throughout these conversations, the School may assess 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/or the concurrence of the student, the Dean of Student Life & Culture or Dean of Academics may distribute formal notification informing faculty/staff and other members of the community of the change in preferred name and/or pronoun use for the student. Faculty/staff and other students are expected to abide by these requests. 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 an obligation to disclose this information consistent with the School's policies. Please refer to the School's Confidentiality policy in this Handbook for more information.

Safe Spaces and Faculty/Staff Support

The School Counselors are dedicated to providing a safe space for students to come to them with questions or for support. 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.

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 other students as well as the housekeeping staff. The School's philosophy is to "leave it cleaner than you found it."

Searches & Seizures

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers **and dorm rooms** are the property of the School. Students exercise control over their lockers **and dorm rooms** from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers **and dorm rooms** as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property or constitute a health hazard.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

Confidentiality

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators and faculty, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

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 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, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at the School.

International Students

Students enrolled in the School from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the School calendar. The School is not responsible for housing international students outside of the published School calendar.

SERVICES

Dining

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 Nurse Manager and Meriwether Godsey's Director of Dining Services.

- Take only what you can reasonably eat.
- Refrain from using your device.
- Be mindful of your volume.
- Clear the table and your spills.
- Eat in the dining hall; Do not take food, dishes, glasses, or silverware out of the dining room.
- Keep glassware, cutlery and dishes in the dining hall.
- Abide by dress code.
- Sign guests in before eating in the Dining Hall; While we welcome guests to all our meals, please be conscientious of the cost to the School.

Dining Room Hours

| | | |
|---|--|--|
| Breakfast | Monday through Friday | 7:30 a.m. - 9:00 a.m. |
| Lunch | Monday through Friday | 11:15 a.m. - 1:00 p.m. |
| Dinner | Monday through Friday Saturday and Sunday | 5:15p.m. - 6:45 p.m. 5:00 p.m. - 6:30p.m. |
| Brunch (Full Brunch) <i>Continental options available</i> | Saturday and Sunday | 11:00 a.m. - 1:00 p.m. 9:00 a.m. - 11:00 a.m. |

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, and checks. Lucy & Co. is open **Monday through Friday 11:30 a.m. to 3:00 p.m.** For offsite Madeira apparel purchases, contact the school store staff at 703-556-8304 or visit the [Online Store](#) Textbooks are not sold at Lucy & Co.

Mail and Deliveries

All boarding students are assigned a mailbox. Mailbox numbers and combinations will be distributed during orientation. Any correspondence or packages sent to the School should include the recipient's name.

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 paid or purchased using cash, check, 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:

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

Food and Other Deliveries to Campus

Students may order food, groceries, flowers, etc. from an approved list of vendors. Any time a student calls to request a delivery of anything to campus, it is that student's responsibility to alert the AOD and the security gate via an Outlook Invite at the time they

order the food that a delivery is on the way. Students may call for such deliveries only when the AOD desk is open (7:30am-8pm weekdays, 9am-8pm weekends). 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, or they have not sent an Outlook invite to security, security will not permit the driver to enter campus.

Students may have food delivered at the following times (it must **arrive** between these times):

- Weekdays after last D block commitment and until 7:00 p.m. Seniors permitted until 9:00 pm.
- Saturday from 9:00 a.m. until 9:00 p.m.
- Sunday from 9:00 a.m. until 7:00 p.m. Seniors permitted until 9:00 p.m.
- Food arriving earlier or later than permitted times will be held at the DOSLC Office. Violations of this will result in restrictions of food ordering privileges.

Parents or guests may leave items for a student to pick up at the DOSLC front desk during the day. The AOD will email or Teams the student when a delivery has been made. It is the student's responsibility to pick up the delivery in a timely manner. If you are sending something as a surprise or gift, please contact the AOD at dos@maderia.org so they can assist in coordinating the arrival with our security team. The DOSLC is not responsible for any deliveries or items left belonging to the students.

Lost and Found

If an item is turned in to the Dean of Student Life & Culture front desk, it will be safely stored in the office, and a Microsoft Teams message will be sent out to all students via the 'All Students' Group with a vague description of the item, so that the student may claim it after giving a more specific description of the lost item. The item will be kept for 2 weeks from the day it was turned in, at which point the DoSLC will either repurpose, donate, or discard the lost item. Often items that are misplaced are handed in to the nearest office to that location, so be sure to check with the offices in the building where the item was last seen. At the end of the year, the DoSLC will clean out any remaining lost items. The Madeira School and its faculty and staff are not in any way responsible for a student's lost belongings.

The Hurd Athletic Center and Swimming Pool

The pool facilities are open to the campus community each day. Community swim hours vary with the season and are shared via Madeira email. Please reach out to Athletics for a current schedule.

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 employees 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

The School encourages parents to take advantage of opportunities for parental and community involvement. Parents are encouraged to visit the **Parents and Families page on our website** for the most up-to-date parent information.

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 for each 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. 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.

Please visit the [Parents and Families page of our website](#) for more information on the Parents' Association, including a list of current leadership council members, and details about ways to get involved in the organization.

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 families to use this directory as a resource so that they can engage in conversations with other parents. Parents can also access this information on Student/Parent Portal. Any corrections to the information provided should be directed to the Academic Office or made through the Student/Parent Portal. The community directory may only be used for School-purposes, and not for personal or commercial purposes. Failure to properly use the community directory may result in restricted use and other consequences, as determined appropriate by the School.

STAYING CONNECTED

News & Social Media

The website (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, and Instagram.

Social Media Accounts

The Communication Department's bi-weekly email newsletter, *Around the Oval*, is designed to help keep families up to date on recent campus events, including links to photos of recent activities. On alternate weeks, the Parents' Association sends *News Parents Can Use*, which is full of reminders and information on upcoming events and programs.

Family Fridays

Family Fridays will be hosted in the fall and the spring. Family Fridays are great chances to connect with other Madeira families, meet with students' advisors, and attend programs offered by the School.

Cell Phones

We strongly encourage all students to have a cell phone. Their telephone number should be registered on their Student/Parent Portal account. All cell phones must be an American phone number.

Dean of Student Life & Culture Office and Adult-On-Duty Desk (DOSLC & AOD)

The Dean of Student Life & Culture Office is in the student center and the DOS Desk is often a hub of activity for leaving and returning to campus, deliveries, permissions, etc.

PARENTS ON CAMPUS

Walking

With more than 370 acres, it's possible to walk or run several miles on the trails in the woods and on the roads. We advise students, parents, and other community members to travel in pairs when accessing the School's walking and running areas.

Pets

Pets should be leashed and picked up after during your visit. No matter how gentle and beloved, we do not want a dog, cat, ferret, bird, or any other pet introduced into a classroom, hallway, or area where a student may have severe allergies or fears that can be triggered by the presence of animals. Pets are not permitted in the dorms.

Rules and Restrictions

Parents visiting the campus are expected to respect and adhere to School rules. In appropriate circumstances, a parent's visit to the campus maybe restricted or prohibited.

Driving and Parking on Campus

Everyone who drives onto Madeira's campus is expected to obey all traffic rules, including the campus 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 the Student/Parent Portal (Vehicle Registration Form) are furnished to families at the start of the year. Decals will be available for pick up during orientation. To request additional decals, please send an email to dos@madeira.org with the following vehicle information: make, model, and license plate number.

OTHER EXPECTATIONS FOR FAMILIES

Parental Comportment and Support for School Policies

At Madeira, we believe that a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Madeira, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

- 1. Share in the School's vision.**
 - Support the mission of the School.
 - Understand and support the School's philosophy, policies, and procedures.
 - Support the School's disciplinary process and understand that the School's authority in such matters is final.
 - Be supportive of the School's commitment to a diverse and inclusive community.
 - Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
 - Support the School's emphasis on sustainable practices.
- 2. Provide a home environment that supports the intellectual, physical, and emotional growth of the student.**
 - Create a schedule and structure that supports a student's study and completion of homework requirements.

- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion regarding confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Parent-School Communications

Madeira values the home-school partnership and believes it is critical to student success. Parent-teacher, parent-advisor, and parent-coach communication are all important. It is assumed that parents and Madeira faculty and staff will understand their respective roles to best support our students. To promote effective communication, the following guidelines should be followed:

Parents may expect to learn from teachers, advisors and coaches information about:

- Their educational or coaching philosophy;
- Individual and class expectations;
- Location and times of all classes, practices, games, etc.
- Class requirements (*i.e.*, academic syllabus or athletics season information)
- Behavioral concerns

Parents are expected to:

- Reach out directly to a teacher, advisor, or coach and to seek first to understand
- Support the mission and program; and
- Encourage students to strive for excellence.

Appropriate questions for parents to discuss with faculty and staff include, but are not limited to:

- Ways to help students develop and improve;
- Questions about the philosophy; and
- Concerns regarding students' performance and skill development.

Specific to Athletics: Inappropriate concerns for parents to discuss with coaches include, but are not limited to:

- The amount of playing time for students;
- Team strategies or play calls; and
- Other student-athletes.

If a parent has a question to discuss with a teacher, advisor, or coach, the parent should call to set up an appointment with the individual teachers, advisor, or coach. If the teacher, advisor, or coach cannot be reached, a parent should call the Dean of

Academics or the Athletic Director.

Specific to Athletics: Parents should not confront a coach before, after, or during a practice or game.

Current Family Contact Information

Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergencies.

Multiple Households

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the School, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the School should be informed.

The School expects separated or divorced parents to cooperate and partner with the School with respect to their child's education. For this reason, the School will not get involved in parental disputes or custody issues.

These situations can be stressful for parents and confusing for students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive access to the online grades, as well as other informational mailings and electronic communications during the year.

School Gatherings Off Campus (Not sponsored by the School)

It is important to remember, through their quest for acceptance from peers and their desire for greater independence, that students still need clear boundaries and guidance, and the following section provides some ideas to consider. They are designed to be practical and, more importantly, are based on the values that we, as a school, stand for as part of our mission. In this sense, we hope that all our parents will support these in spirit, if not in letter.

1. Always be at an event or party in your own home.

- The parents should be the greeters. During the event, parents should casually make their presence known.
- Have the event in a part of the house where the guests will be comfortable and where you can maintain adequate supervision.
- Be the ones to bring in the food and beverages. This will keep the party/event running smoothly, and it will allow you to meet your child's friends.
- Occasionally walk around outside.

2. Clearly establish ground rules and expectations with your child before the party takes place (and before your child goes to any social event).

- Let students know your expectations: they want guidelines, though you may hear something quite different.
- Give students options, but with clear guidelines. Discuss their responsibilities and discuss what the consequences are for inappropriate behavior and what the rewards are for appropriate behavior.
- Stress the concept of shared responsibility.
- Parents should take the responsibility of "playing the heavy," if there is inappropriate behavior.

3. If your child is invited to a party, you should contact the parent giving the party and:

- Verify the location.
- Verify that parents will be present.
- Verify the starting and ending time.
- Offer assistance (*e.g.*, chaperone, food, etc.).
- If there is to be a sleepover, find out what the ground rules will be.

If parents must be away for any length of time, make arrangements for quality supervision to ensure that parents, students, and the home are protected. Let the School and neighbors know if parents are away.

ENROLLMENT AND FINANCIAL OBLIGATIONS

Enrollment Agreements

Enrollment agreements are typically sent to families in February. Students may not attend classes unless a properly executed enrollment agreement is submitted to the School in a timely manner. Enrollment agreements will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance and behavior. Please see the Re-Enrollment section in this handbook for additional information.

Tuition Assistance

The School is committed to helping families effectively meet the cost of a Madeira education to the extent that the School's resources permit. Families may apply for financial assistance via [Clarity](#) and are granted awards based on information provided in the application and adherence to designated deadlines. Families must re-apply for this resource each year. Awards are renewed subject to continued demonstrated need. Additional information is available on the School's website.

Tuition Refund Plan

The Tuition Refund Plan offers enrolled families an insurance policy for recovering tuition in the event of certain absences, withdrawals, or dismissals. Information can be found at www.madeira.org/enroll. This insurance plan is strongly recommended for all families and required for families participating in the 10-payment plan. Families opt-in or opt-out of this insurance when they complete the enrollment agreement, and changes can be made through August 1 by contacting the Business Office.

Tuition

The School expects tuition, fees, and charges to be paid when they are due. Monthly statements, 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 agreement 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;
- Tuition payment plans canceled;
- Diploma withheld;
- Participation in Graduation barred;
- Other School services withheld;
- Letters of recommendation withheld; and

Dismissal of the student.

The School recognizes that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Chief Financial Officer and payments must be received on a regular basis.

Re-Enrollment

The School reviews the academic and behavioral records of students annually. A decision to re-enroll a student and to subsequently forward a re-enrollment agreement to the parents is based upon a student's academic record, effort, attitude, and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment agreements are held until later (usually April or May) when the School decides that an appropriate decision about placement can be made, or are not extended at all, if the School determines that such a recommendation is in the best interest of the student and/or the School community. The Head of School, in the Head's sole discretion, makes the final decision as to whether a student will be invited to return for another year.

Student Leave

Unless involved in an approved program such as Student Year Abroad, a student who withdraws or takes a leave of absence from the School for a year or more is generally expected to apply to the School for readmission. The student will be considered on a

space-available basis, as well as within the context and competition of the applicant pool for the student's grade level. Strength of the applicant's file is important, including a strong finish to the student's last year at the School, as well as a strong record of academic performance and citizenship while the student is away. Ultimately, the School cannot predict the number of openings or competitiveness of applicant pools for specific grade levels, and given the School's high enrollment, there is never a guarantee of readmission for the following year. Applications for admission, from both current and new families, must be submitted by the published date in January of each year. Enrollment decisions, regardless of a family's prior or current relationship with the School, are always made in the School's discretion.

TRADITIONS

100 DAYS: An assembly to honor the seniors is held 100 days before their graduation. Each class president speaks on behalf of their class 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.

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 students and faculty/staff members are assigned to either the Red or White Team. Legacy students are generally assigned to the same color team as their relative(s). Competition continues all year between the teams, resulting in an annual winning team.

SENIOR BELL: The historic old bell in Main is rung only by seniors.

SENIOR PRIVILEGES: Seniors enjoy a variety of privileges and freedoms such as 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 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 two seasons during their Senior year.

SENIOR WHITE DAYS: The senior class honors pending graduation (and the wearing of white graduation attire) by wearing white at opening and closing convocation and 100 Days. Ninth, tenth, and eleventh graders are expected not to wear white on these days.

THE OVAL: No member of the community is allowed to cross the Oval. Students 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.

INSIDE MADEIRA

A Guide to our School Acronyms, Shorthand & Places

| | |
|--|--|
| Amphitheater | Located in the woods just west of the C/A |
| AOD / DOS Desk | Adult-On-Duty who sits at the Dean of Students Desk in the Student Center |
| ASM | All School Meeting is a scheduled meeting time where the whole school convenes to hear about campus ongoings, upcoming events, and special announcements. |
| Beeches/Cottages | A neighborhood on campus located behind the playing fields. Many of the faculty with families live here. The Beeches “circle” is the location for many iconic campus events such as the Madeira version of the Pillsbury Bake-Off. |
| Black Pond | A beautiful spring-fed pond on campus, adjacent to the Potomac. One of the most serene places on campus. |
| C/A | Chapel Auditorium. |
| Calleva | Company that runs our ropes course and outdoor education program. They are headquartered in the log cabin that resides across from the Hurd. |
| CMT | Community Meeting Time is a time for announcements about what is happening that week. |
| D Block | D block is the part of the day for extracurriculars including team sports, the fall play, winter musical, and other activities like Model UN, Newspaper, etc. |
| Dorm Director/Dorm Parent/Adult | A Madeira adult who lives in the dorm and supervises the RAs and administration of the dorm. Often the primary contact in the dorm for parents. |
| DoSLC | Dean of Student Life & Culture |
| Hurd | Hurd Sports Center- where our gym, fitness center, and indoor pool are located. |
| ISL | Independent School League (athletic league). |
| Junior Senior | This spring evening celebration is planned by the Junior class to honor the Senior class. |
| The Land | Home of the Head of School, located across from the Hurd. |
| Lucy & Co. | School store, which sells food, school supplies, and sundry items. |
| Main | Both a dorm and home to a beautiful living room, the offices of the Head of School, Admission, and other administrative offices. |
| NPCU | <i>News Parents Can Use</i> is a bi-weekly electronic newsletter published by the Parents’ Association. |
| De Sole Octagon | Beautiful Meeting Room in the back of the Dining Hall |
| Community Weekends | Several weekends a year in which boarders remain on campus and community-wide weekend activities are held. |
| Oval | Grassy area in between West/East Dormitory, Schoolhouse I/II and Main -Walking across the sacred space that is the Oval is forbidden, though it is permitted to meet in the middle of it, sit on it, and conduct classes on it. |
| Maynard Quad | This is the area between North & South dorms where there is a patio and play space including comfy outdoor furniture, badminton, and a firepit. |
| R&W or RAW | Red and White Teams—Every Madeira student is assigned to either the Red or the White team. Since 1929, the teams have competed for points during special days and competitions throughout the year. |
| REACH | Our electronic student leave management system, used for approval & tracking of off-campus outings. |
| Ring Sisters | A senior and a younger student to whom they are close. The senior asks the younger classmate to wear their class ring for the year as a sign of their affection. |
| SWING Sisters | Students Welcoming in New Girls –Returning students who are assigned a new student each fall to help them transition to Madeira. |
| Yellow Sheet | The form (on yellow paper) which a parent requests from the Academic Office when their student needs to miss a School obligation. |
| SWAG | Student Weekend Activities Group is made up of the Co-Heads of Ambassadors and two Activity Representatives. They lead the SWING Sisters, plan community-building activities for the student body, and promote an enthusiastic and engaged School community. |

APPENDIX

APPENDIX A - Harassment Policy

Our community seeks to be a place where every individual is treated with sensitivity and respect.

I. Non-Discrimination Statement

The Madeira School does not discriminate on the basis of race, color, religion, sex, (including gender identity or perceived nonconformity with gender stereotypes), national or ethnic origin (including English Language Learners), age, status as an individual with a disability, or any other legally protected class and will not tolerate any type of discrimination on the basis of any such legally protected class.

II. Non-Sexual Harassment and Misconduct Policy and Complaint Procedure

This policy prohibits any type of harassment of an individual for any reason, including, but not limited to, race, color, religion, national or ethnic origin (including English Language Learners), age, sexual orientation, status as an individual with a disability, or any other legally protected class.

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. If individuals have concerns, they should report these to the Dean of Student Life & Culture 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 based on 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 based on 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.

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 Student Life & Culture or the school counselor, and in the case of employees, to Head of School. 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 Student Life & Culture 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.

APPENDIX B - “What to Bring” list for boarding students

What to Bring

As we get closer to the beginning of the school year, you may wonder what you should (and should not) bring. Hopefully, this list will be helpful to you as you shop and pack. Upon your arrival, there will be trips to local stores so you can purchase some of the items below, Amazon and other online retailers also deliver to Madeira, and the school store on campus also carries a few of the items listed below.

The School provides each student with a standard twin bed, desk, desk lamp, desk chair, dresser, trash can, and lock box for valuables.

Students should bring the following items:

- Sheets, pillow, pillowcases, blankets, quilts for a **standard size twin bed**
- Towels, wash cloths, laundry bag or basket, detergent
- Toiletries, hair dryer, bathrobe and flip flops or slippers for the shower
- Clothes hangers
- **Cell phone with an U.S. phone number** (voicemail must be set up and able to accept messages) (**required**)
- Personal computer or tablet
- Surge protector for electronics
- Alarm clock *other than your cell phone* (**required**)
- Book lamp (*to read/work if your roommate goes to bed early for the night*)
- Fan
- Flashlight (**required**)
- Reusable water bottle
- Tupperware container(s) for storage of snacks
- Students are permitted to bring their own mini-fridge to be kept in their dorm room (it should be under 2.0 cubic feet and without a freezer)
- Approved removable adhesive (i.e. *blue painters tape, frog tape, or something similar*) for hanging posters; command hooks are acceptable as well. Masking tape, tacks, nails, and poster putty are not allowed as they damage the walls/paint.
- Athletic shoes, clothing and any personal gear needed for sports (Shin guards, Field Hockey sticks, Tennis racquets etc.)
- Under-bed storage containers (*these can be very helpful for storing out-of-season clothes and other bulky items*)
- Bed risers to increase the height of the bed and allow for more storage under the bed
- Reloadable Debit Card or Credit Card (there is no ATM on campus, *we encourage the use of credit/debit cards to make purchases on and off campus*)

Madeira DOES NOT allow the following in dorm rooms:

- Air conditioner units – All of our dorms have central air conditioning, we do not permit personal air conditioning units in rooms
- Electric teakettles, coffee pots, toaster ovens, hot plates, rice cookers, halogen lamps
- Candles, matches, incense
- Space heaters, electric blankets, or heating pads
- Refrigerators, microwaves, irons (each dorm is equipped with these items)
- Scales
- Televisions

Each Dorm has the following which are available to students:

- Refrigerator, microwave, electric teakettle, Keurig, blender, and a water fountain
- 2 washing machines, 3 dryers, and an iron in the laundry room
- 1 printer

A note about medication:

All medications {including prescription, non-prescription, over-the-counter (OTC), vitamins, supplements, herbs, natural remedies, and products for weight control} **must** be turned in to the Health & Wellness Center (HWC) upon arrival to school. With the exception of emergency medications (i.e., asthma inhalers, epinephrine auto-injectors, diabetes medications), Madeira policy prohibits all students from carrying and/or self-administering medication of any kind. The Health and Wellness Center nurses provide OTC medication for most temporary illnesses so, unless a student requires an OTC medication every day or daily during certain seasons or times of the month, they should not bring their own OTC medication to school. All OTC medication for student use must be pre-approved by the HWC and must be mailed to the attention of the Madeira HWC (not directly to the student) and arrive in original container with intact label.

Students may ship belongings to campus prior to their arrival beginning August 10th. Please address the packages to:

[Your student's name]

The Madeira School
8328 Georgetown Pike
McLean, VA 22201

APPENDIX C - Definitions related to Student Interpersonal Misconduct

Aggressor

A student or faculty/staff member who engages in bullying (including cyber-bullying), harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation towards another person.

Bias

A bias-related incident occurs when language or behavior conveys prejudice against a target because of a dimension of the target's identity (race, color, national or ethnic origin, ancestry, gender, religion, gender identity, gender expression, sexual orientation, or mental or physical disability, or any other applicable legally protected status).

Bullying

Bullying is defined as the use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students or members of the faculty/staff directed at a target that: (a) causes physical or emotional harm to the student or damage to the student's property; (b) places the student in reasonable fear of harm to the student's self or damage to the student's property; (c) creates a hostile environment at school for the student; (d) infringes on the rights of the student at school; or (e) materially and substantially disrupts the educational process or the orderly operations of the School.

The School recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Cyber-Bullying

Cyber-bullying is bullying using technology or electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications.

Cyber-bullying includes but is not limited to: (a) the creation of a web page or blog in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyber-bullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Faculty/Staff

Faculty/staff members include, but are not limited to, educators, administrators, counselors, school nurses, dining services workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Harassment or Discrimination

Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment and discrimination can take many forms. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes harassment based on disability; race, color, or national origin; religion or creed; and sexual orientation, as well as sexual harassment (as such terms are defined below).

Harassment Based on Disability

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.

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.'

Harassment Based on Religion or Creed

Harassment based on 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.

Harassment Based on Sexual Orientation

Harassment based on 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.

Hazing

Hazing means doing any act or causing any situation that recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of a student or any other person, or which subjects the student or any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. The School does not condone any form of hazing, whether consent is implied or given, or any other circumstances whatsoever, regardless of the grade level of the student.

The following questions are intended to help students identify and understand what hazing is:

- Would you have any reservation describing the activity to your parents, a teacher, or a School administrator?
- Would you object to the activity being photographed for the School newspaper or local TV news?
- Is there a risk of injury or a question of safety?
- Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?
- Will current members refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?

Hostile Environment

A hostile environment refers to a situation in which certain misconduct causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, interpersonal misconduct), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

Sexual Harassment

Sexual harassment is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a person may interact in the course of attending the School or being present at School-sponsored activities.

Examples of behavior that may constitute sexual harassment include (regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable): (a) offensive body language (staring and/or leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats, as well

as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, “playful” slapping, etc.).

Target

Any student against whom interpersonal misconduct or retaliation has been perpetrated.

APPENDIX D - Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School's Business Office This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.