

Note: this record redacted pursuant to FERPA, U.S.C.  
1232(g) - personally identifiable information.

Date : 8/14/2017 8:11:43 PM

From : "Southworth, Hunter"

To : "Linda Schilling"

Cc : "Jeff Schilling" , "DOS Office" , "Katie Harris" , "Helen Lewis" , "Academic Office"

Subject : RE: 2017-2018 Madeira Student/Parent Handbook

Mrs. Schilling,

Hello and welcome to the Madeira community. I look forward to meeting you when [REDACTED]  
It sounds like [REDACTED] is having a wonderful summer, I can't wait to hear about the trip to Spain.

I'm sorry that there has been confusion surrounding [REDACTED] transcript. I have CC'd our Academic Office on this email, they will confirm whether we have received the transcript and any other related paperwork.

As for [REDACTED]

Please let us know if there is anything else we can do as we approach the start of the school year.

All the best,  
Hunter Southworth

---

Hunter Southworth  
Director of Residential Life

[The Madeira School](#)

8328 Georgetown Pike, McLean, VA 22102

703.556.8215 | [HSouthworth@Madeira.org](mailto:HSouthworth@Madeira.org)

[Follow](#) | [Like](#) | [FAQs](#) | [Give](#)

---

**From:** Linda Schilling [mailto:linda.schilling@gmail.com]

**Sent:** Friday, August 11, 2017 11:16 AM

**To:** AOD <AOD@MADEIRA.org>; Katie Harris <katie@enf.org>; Helen Lewis <helen.lewis@acsgmail.net>

**Cc:** Jeff Schilling <jeff.schilling@gmail.com>

**Subject:** Fwd: 2017-2018 Madeira Student/Parent Handbook

Thanks for receiving this and my voicemail message this morning, Hunter. Any direction you grant me today would be a gift to easing Mary.

Sent from my iPhone

Begin forwarded message:

**From:** Linda Schilling <linda.schilling@gmail.com>

**Date:** August 11, 2017 at 11:07:17 AM EDT

**To:** [knewsome@madeira.org](mailto:knewsome@madeira.org), Katie Harris <katie@enf.org>, Helen Lewis <helen.lewis@acsgmail.net>

**Cc:** Jeff Schilling <jeff.schilling@gmail.com>

**Subject:** Re: 2017-2018 Madeira Student/Parent Handbook

Thank you for welcoming my daughter [REDACTED] [REDACTED] I just called your number below and left a voicemail message in hopes of getting two big specifics in place if possible today.

1. [REDACTED]

2. [REDACTED]

[REDACTED]  
[REDACTED] I am copying people here that connect us to both schools in hopes of clearing any missing details up today. Katie and Helen, I thank you.

[REDACTED]  
I thank you for you all for your support.

Fondly.

Linda Schilling

Sent from my iPhone

On Aug 10, 2017, at 7:00 AM, Kim Newsome, Dean of Students <[knewsome@madeira.org](mailto:knewsome@madeira.org)> wrote:



Dear Madeira Parents and Students:

On behalf of the entire Madeira community, we welcome families who are new to The Madeira School. We look forward to meeting you in just a few weeks and to seeing you on campus often in the coming years. To those of you who are already part of our community, we thank you all in advance for the warm welcome that we know you will extend to our new girls and their families. When you arrive on campus, we are all looking forward to meeting those of you whom we do not yet know and to communicating with you throughout the year.

In these last few weeks before your daughter's return to campus we encourage you to spend some time reviewing our [Student/Parent Handbook](#), which is located on the [Forms & Schedules](#) page of our website. The Handbook provides a detailed outline of everything from the attendance policy to the dress code, to when girls may have guests on campus. It is a wealth of information as to how things work on a day-to-day basis. As important as this nuts and bolts information is, the handbook also articulates our community values and expectations as well as some of the traditions and activities that make Madeira such an amazing community. As we will be reminding the girls in the opening days of the new year, our school rules are designed to keep them safe and healthy, and we appreciate your support reinforcing these expectations. Parents, your familiarity with our rules and community norms will allow us to convey a unified, clear message to girls. The handbook is not only for new students. Returning girls should re-read it each summer as it reflects adjustments to school policies and protocols that have been put into place over the summer.

We also wanted to share a few reminders:

- The **Important Dates Calendar** is on the [website](#) and is a snapshot of the most important dates of the year. Please familiarize yourselves with it, and reference it for travel and vacation planning. You will want to take special note of two sets of dates, *Weather Makeup Days* and *On Campus Weekends*. Weather makeup days are Saturdays when classes will be held in the event that a make-up day is needed because of snow or other school closures. All students should be available to attend school this day if needed. On campus weekends are those in which all boarding students are expected to stay on campus. There will be community wide events and outings planned for these weekends. Day students are always encouraged to attend weekend activities on these and all weekends. Madeira is a busy community, and as such, we place a high value on community events and class time. Thank you in advance for helping us to ensure that your girls are able to attend all of their school obligations.
- You will find a more detailed look at the opening days **Orientation Schedule** on our [website](#). New parents have been invited to attend a dinner at the home of Ms. Cabeza de Vaca on the evening of August 31<sup>st</sup>. This is a great opportunity to meet school leadership, members of the Parent's Association and most importantly other parents of new students.
- Girls, once you arrive, you will have several days full of commitments some of which will have you scheduled well into the evening and the first few weekends are chock full of fun activities for all students so make sure to take a peek at the schedule before you arrive.
- Don't forget to create your daughter's [Campus Store](#) Debit Account. The Madeira Campus Store Debit Account payment system, which may be used to purchase items from Lucy & Company School Store, to pay for items at the General Store and bake sales, to pay for some weekend activities, and to withdraw up to \$20.00 at a time for cash needs on a declining balance basis is available through your existing [MY BACKPACK](#) Parent Portal website, and will allow you to load funds into a student "debit" account for your daughter. This system replaces our prior "charge home" accounts. For more information about how your daughter can pay for items that she used to "charge home" click [here](#).
- **SAVE THE DATE!** for [Family Weekend](#) which this year is October 6th-7th. A more detailed schedule is available on our website. We look forward to seeing many of you on campus for this event.

As always, if you have any questions, please don't hesitate to contact the Dean of Students Office, either by phone at (703) 556-8211 or email at [aod@madeira.org](mailto:aod@madeira.org).

Enjoy the last few weeks of summer!

Sincerely,  
Kim Newsome  
Dean of Students  
The Madeira School