

# Randolph-Macon Academy

200 Academy Drive ♦ Front Royal, Virginia 22630

SINCE 1892

Admission Office  
Sonner-Payne Hall  
(800) 272-1172  
(540) 636-5484  
(540) 636-5419 FAX  
admission@rma.edu



Welcome to Randolph-Macon Academy's Summer School Program!

**Registration for all students will be on Sunday, July 2, 2017 from 1:00 p.m. to 2:00 p.m. at the Melton Gymnasium on the Upper School Campus. Parent orientation will begin at 3:00 p.m. in Boggs Chapel on the Upper School Campus.**

You will receive an enrollment contract from our Finance Office. Please review it thoroughly when received and sign and return it to the Finance Office along with the tuition by the dates advised.

Randolph-Macon Academy collects and stores all of our student medical forms electronically in a secured online program, Magnus Health. New students will receive an initial email on how to set up an account and additional instructions. Returning students can log into their account to review and update necessary forms and information. **The deadline to complete your Magnus Health account is June 26, 2017.**

Please review the enclosed materials and should you have questions, the following contact information may be helpful:

Admission Office	540-636-5484	admission@rma.edu
Finance Office	540-636-5207	finance@rma.edu
Medical Clinic	540-636-5210	nurses@rma.edu
Residential Life (Commandant)	540-636-5203	fink@rma.edu
Summer School Office	540-636-5486	academics@rma.edu
Student Services	540-636-5208	studentservices@rma.edu

We look forward to seeing you here on registration day!

Sincerely,

A handwritten signature in black ink that reads 'Clare M. Dame'.

Clare M. Dame  
Director of Enrollment Management

# *Randolph-Macon Academy*

## *Summer School Schedule for*

### *Rising 9<sup>th</sup> – 12<sup>th</sup> Graders*

<b>Mon., Wed., Thurs.</b>			<b>Tuesday</b>			<b>Friday</b>		
Breakfast	7:25am		Breakfast	7:25am		Breakfast	7:25am	
First Block	8:00am	9:45am	First Block	8:00am	9:45am	First Block	8:00am	9:45am
Break	9:45am	9:55am	Break	9:45am	9:55am	Break	9:45am	9:55am
First Block	10:00am	11:45am	First Block	10:00am	11:45am	First Block	10:00am	11:45am
Lunch	11:50am	12:30pm	Mentoring	11:50am	12:10pm	Mentoring	11:50am	12:10pm
Second Block	12:35pm	2:20pm	Lunch	12:15pm	12:55pm	Lunch	12:15pm	12:55pm
Break	2:20pm	2:30pm	Second Block	1:00pm	2:45pm	Second Block	1:00pm	2:45pm
Second Block	2:35pm	4:20pm	Break	2:45pm	2:55pm	Break	2:45pm	2:55pm
Break	4:25pm	4:35pm	Second Block	3:00pm	4:45pm	Second Block	3:00pm	4:45pm
Study Hall	4:40pm	5:55pm	Break	4:50pm	5:00pm	Break	4:50pm	5:00pm
Dinner	6:00pm	6:30pm	Dinner	5:00pm	5:30pm	Study Hall	5:00pm	5:55pm
Activity Period	6:30pm	9:30pm	Activity Period	5:45pm	8:30pm	Dinner	6:00pm	6:30pm
Dorm Time	9:30pm	10:00pm	Dorm Time/SH	8:30pm	10:00pm	Dorm Time/SH	9:30am	10:00pm
Lights Out	10:00pm		Lights Out	10:00pm		Lights Out	10:00pm	

<b>Saturday (8<sup>th</sup> and 15<sup>th</sup>)</b>			<b>Saturday (22<sup>nd</sup>)</b>			<b>Sunday</b>		
Breakfast	7:25am		Breakfast	7:25am		Brunch	11:00am	
First Block	8:00am	9:45am	First Block	8:00am	10:10am	Return to Campus	7:30pm	
Break	9:45am	9:55am	Break	10:10am	10:20am	Study Hall	8:00pm	9:00pm
Second Block	10:00am	11:45am	Second Block	10:25am	12:35pm	Dorm Time	9:30pm	10:00pm
Lunch	11:50am	12:30pm	Lunch	12:40pm	1:20pm	Lights Out	10:00pm	
Field Trip	12:40pm		Field Trip	1:40pm				

#### **Friday (28<sup>th</sup>) Last Day of Classes**

Breakfast	7:25am	
First Block	8:00am	9:30am
Break	9:30am	9:40am
Second Block	9:45am	11:15am
Awards	11:30am	

#### **Weekend Trip Opportunities**

Saturday, July 8<sup>th</sup>: Massanutten Water Park  
 Saturday, July 15<sup>th</sup>: Kings Dominion Theme Park  
 Saturday, July 22<sup>nd</sup>: Tysons Corner or Fair Oaks Mall  
 Sunday, July 23<sup>rd</sup>: Hershey Park Theme Park

All students still on campus at the time of the trip departure will go on the weekend trip.

# Randolph-Macon Academy

## Summer School Packing/Planning List for Rising 9th - 12th Graders

Although the summer program is non-military, there are grooming standards and a dress code that all students must observe. Male students **MUST** have a conservative haircut. This means no hair over the ears or over the collar in the back and no dreadlocks. Shirttails will be tucked in at all times. Please review the Summer School Student Manual on [www.rmalife.net](http://www.rmalife.net) for more information.

### Required Items

○ *Khaki pants/shorts (5)	○ *Khaki Capri pants (optional for females only) (5)	○ **R-MA polo shirts (5)
○ **R-MA athletic shirts (3 gray/2 gold)	○ Black gym shorts (5)	○ Socks (8 pairs)
○ Toilet article kits or cosmetic bag (no aerosol cans)	○ Sheets for single bed (2-3)	○ Blanket and Pillow
○ 10 pairs undergarments	○ Clothes hangers	○ Civilian belt (1)
○ Athletic shoes (1-2 pairs)	○ Casual shoes (ex. Boat shoes) (1-2 pairs)	○ Shower shoes and/or flip flops for dorm use
○ Bath towels & wash cloths (5)	○ Sleepwear	○ ***Swim suit (females)/swim trunks (male)
○ **White laundry bags (2) (If you plan on using the school's laundry service you must purchase your laundry bags at the bookstore.)		
○ Cleaning supplies: Paper towels, Windex, Clorox wipes, broom and dustpan, etc. (no aerosol cans)		

### Optional, But Recommended

○ Clock	○ Radio/CD equipment/iPods (with headphones)	○ Cell phone
○ Sunscreen/Sunglasses	○ Bathrobe	○ Laptop/printer if in English class
○ Personal sports equipment – basketball, soccer ball, tennis racket, and appropriate safety equipment		

\*Khaki pants, shorts, and Capri pants must be medium-tan in color. They cannot be relaxed fit, baggy or have extra pockets, zippers or designs. Shorts and Capris cannot be shorter than one inch above the knee. **CARGOS ARE NOT PERMITTED!** If shorts or pants do not meet R-MA's standards then the student will be required to purchase appropriate pants or shorts at the R-MA school store. (Note: All khaki pants or shorts that are worn during the regular school year **MUST** be purchased at the R-MA school store.)

\*\* Must be purchased at R-MA uniform store or Parents' Association Clothing Sale.

\*\*\* Bathing suits will be "swimming" style suits (no cutoffs), which for male and females cover the entire buttocks, and for females cover the entire chest. Two-piece bathing suits are allowed for females if they meet these criteria and are approved by our female student life supervisors.

Acceptable khaki shorts



Not Acceptable



# *Randolph-Macon Academy*

## *Summer School Packing/Planning List for Rising 9th - 12th Graders*

### **Prohibited Items**

○ Aerosol products (except shaving cream)	○ Skateboards, skates, bicycles, hover boards	○ Any liquid edge dressing or shoe polish
○ See-through, muscle or midriff T-shirts	○ Pets and fish	○ Tools and tool kits
○ Laser pointers or beam-emitting devices	○ Candles, lighters, fireworks, matches, inflammables	○ Electronic cigarettes or anything containing nicotine
○ Lighted signs, black lights, strobe lights, desk lamps, nightlights, etc.	○ CDs, DVDs or computer games that are rated R or contain other parental advisories	○ Cookware (coffee machines, hot plates, crockpots, heating devices, etc.)
○ Hair cutting equipment	○ Glass bottles	○ Weights/exercise equipment
○ External speakers	○ External computer hard drives	○ Pornographic material
○ Potted plants and flowers	○ Racially offensive materials	○ Drugs, alcohol, tobacco, and related paraphernalia
○ Stand-alone game systems (Xbox, Sony PlayStation, Wii, etc.)		
○ TVs, DVD players, extra computer monitors, refrigerators, microwaves, air conditioners or any other appliances		
○ Clothes/items with lewd, suggestive messages, logos promoting alcohol or drug consumption or sexual connotations		
○ Anything that could be considered a weapon, to include (but not limited to) knives or swords (even toy ones), darts, guns of any kind (including air guns, paintball guns or BB guns), ammunition, slingshots, throwing stars, fighting sticks, pepper spray or mace.		
○ Medications, including over-the-counter medications, vitamins, supplements or prescribed medicines are prohibited in the dorms. Asthma inhalers are allowed in the dorms after notifying the nursing department. All medications will be stored in the medical clinic.		

### **Summer Flight Camp Additional Required Items**

○ <b>Copy of your United States Passport or a copy of your United States birth certificate along with a government issued photo identification.</b> <i>A state-issued driver's license, state-issued learner's permit, or a non-driver identification are all permissible forms of photo identification. A non-driver identification can be obtained at your local Department of Motor Vehicles.</i>		
○ Large Water Bottle	○ Notebook	○ Pens/Pencils
○ Sunglasses	○ Sunblock	○ Pilot logbook (This can be purchased online or at the R-MA school store.)

# *Randolph-Macon Academy*

## *Minimum Requirements for Computer Devices*

### **Operating System**

Windows 8 or higher (English version only)  
Mac OS 10.10 or higher (English version only)

### **Software**

- Antivirus – Up-to-date Antivirus software is required on all connected computers. Free antivirus is available from AVG (<http://www.avg.com>).
- Software – Office 365, Microsoft Student 2016 (Mac or PC) or Google Apps (provided by R-MA), LibreOffice\*\*
  - Word processing – Microsoft Word 2016, Google Apps (provided by R-MA), LibreOffice\*\* ([www.libreoffice.org](http://www.libreoffice.org))
  - Spreadsheet – Microsoft Excel 2016, Google Apps (provided by R-MA), LibreOffice\*\* ([www.libreoffice.org](http://www.libreoffice.org))
  - Presentation – Microsoft PowerPoint 2016, Google Apps (provided by R-MA), LibreOffice\*\* ([www.libreoffice.org](http://www.libreoffice.org))
- Internet Browser – Latest version of Chrome, or Internet Explorer

### **Hardware**

- Wireless Connection – Devices must have wireless capability. R-MA campus is equipped with both 2.4Ghz and 5Ghz WiFi radios, so a device with either or both capabilities is acceptable.
- Battery Life – Devices should be expected to last the entire school day (minimum of 5 hours) with normal use. Opportunities to charge devices during the day are limited and subject to teacher discretion.
- Storage and RAM – Recommend a minimum of 64GB of storage on the device and a minimum of 4GB of RAM.
- Screen size – R-MA recommends a minimum of 11” screen.
- Input devices – A device with a keyboard and mouse, trackpad, or another pointing device is required. Some touch screens may meet this requirement, such as a Microsoft Surface.
- A protective case is recommended.
- Printer – A small desktop printer is recommended for boarding students.

### **Considerations**

- \*Tablet Devices- Generally do not meet the necessary requirements for use as the only device for classes, if used they will need additional keyboard, storage to work offline, and software-Office or Google Apps.
- \*Google Chromebooks- Generally do not meet the necessary requirements for all classes, if used they will need keyboard, storage to work offline, and software- Google Apps.
- \*\* LibreOffice is an alternative for Microsoft Office and is not required in addition to Microsoft Office. It is a free open source software suite that is compatible with most formats. Microsoft Office is still recommended.
- Microsoft Surface 3 and Surface Pro 4 tablets with a keyboard work well and meet the requirements. It is important to note the difference between the Surface Pro and previous Surface RT models. The RT version is limited by apps that can be installed through Microsoft, while the Pro model can run almost all software that may be used.
- Document your device serial number and label your device with the student’s name. Password protection is recommended.
- All devices should be in English.

For questions regarding computer requirements contact [techsupport@rma.edu](mailto:techsupport@rma.edu) or (540) 631-3825.