

RANDOLPH-MACON ACADEMY

The information provided in this packet will better prepare you for what your student will need to bring for the regular school year.

Communication is important to us. Please log in to your MySchoolApp account at rma.myschoolapp.com for up-to-date information. Please also “like” our Facebook page and/or follow us on Twitter (@RandolphMaconA) for up-to-date news and events.

Registrations will be held on our Upper School campus and are scheduled for the following dates and times. You MUST arrive to register within the time listed for your specific registration:

REGISTRATION	DATE	TIME	LOCATION
Falcon Scholars	Tues, August 6	10:00 a.m. - 11:00 a.m.	Stan Fulton Hall
Cadre Cadets	Wed, August 7	10:00 a.m. - 11:00 a.m.	Stan Fulton Hall
Football Team*	Mon, August 12	10:00 a.m. - 11:00 a.m.	Stan Fulton Hall
All Upper School International	Tues, August 20	2:00 p.m. - 3:00 p.m.	Melton Gym
New Upper School Cadets**	Wed, August 21	10:00 a.m. - 11:00 a.m.	Melton Gym
All Middle School Students	Thur, August 22	10:00a.m. - 11:00 a.m.	Melton Gym
Returning Upper School	Thur, August 22	2:00 p.m. - 3:00 p.m.	Melton Gym

* Any student (new or returning) intending to join the football team must notify Coach Frank Sullivan (fsullivan@rma.edu) prior to registration and return the football camp form included in the football camp packet.

**All ninth grade students are considered new Upper School students even if they attended the Middle School in 2018-19. Ninth grade international students will need to register on Tuesday, August 20th. All other ninth grade students will register on Wednesday, August 21st.

Helpful Contacts

Admission Office	540-636-5484	admission@rma.edu
Finance Office	540-636-5207	finance@rma.edu
Athletics	540-631-3831	fsullivan@rma.edu
Medical Clinic	540-636-5210	nurses@rma.edu
Tech Support	540-631-3800	techsupport@rma.edu
Upper School Academics	540-636-5486	academics@rma.edu
Upper School Student Life	540-636-5496	tdavis@rma.edu
Upper School JROTC	540-636-5203	afjrotc@rma.edu
Upper School Student Services	540-636-5208	studentservices@rma.edu
Upper School Commandant	540-636-5203	mstarling@rma.edu
Middle School Principal	540-636-5417	tballard@rma.edu
Middle School Assistant	540-636-5480	mgrove@rma.edu

When school is not in session, some offices have reduced hours. If you leave a voicemail, it is suggested to also follow up with an email and someone will be back in touch as soon as possible.

THE POWER OF RISE.



RANDOLPH-MACON ACADEMY

Each parent and guardian should make sure they have an account set up in R-MA's MySchoolApp. MySchoolApp is where you will access grades, daily announcements, and send messages to your child's teachers. If you have not done so already go to the site <https://rma.myschoolapp.com/app#login/request>, type in your email address and click for both your Username and Password to be emailed to you. Once you have logged in to your account, please save your username and password for easy access throughout the year.

Students will not be able to register without the following additional items:

Online Consent Forms

You will receive an email with additional instructions on how to complete the online consent forms. If you have any questions, contact admission@rma.edu.

Financial Contract

Please make sure that you return the contract and enrollment fees/payments by the dates outlined on your contract. For questions contact finance@rma.edu.

Medical Forms

New families will receive an email with information on how to upload medical forms through a secured program (mymagnus.com). Returning families should log in and update their account. All students are required to have a completed Magnus Health account, which will include a current physical and proof of insurance that is valid in Virginia. The physical is valid for one calendar year, therefore, R-MA requires this physical be completed after June 1st, but before your student's registration date. If you have questions contact nurses@rma.edu.

AFJROTC Physical Fitness, Wings Access, and Media Form (Upper School Only)

Please make sure that you email the release forms with a parent/guardian signature to afjrotc@rma.edu or hand in the original copy to the AFJROTC department during registration. You can access these forms at <https://www.rma.edu/Accepted-Students> and within the Online Consent Forms.



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Required Upper School Uniforms

JROTC will issue one complete set of uniform items to all cadets. Issued shirts, pants/slacks, service coat, rank and silver name tag must be returned at the end of the school year. Items marked with an asterick (*) must be purchased through the R-MA Uniform Store/The Jacket's Nest, authorized military clothing store, or Parents' Association Used Uniform Sale.

Provided JROTC Uniform Items (Each Student, No Cost)

Blue Air Force service dress coat (1)	Blue Air Force short-sleeve shirt/blouse (1)
Blue Air Force long-sleeve shirt/blouse (1)	Blue Air Force trousers (1 pair)/skirt (1) females
Belt and Buckle (1 of each)	Black leather oxford shoes or black pumps for female cadets (1 pair)
Collar insignia (4)	Flight cap (1)
Silver name tag (1)	Performance uniform (as required)
Necktie or tab (1)	

Additional Required JROTC Uniform Items

Males	Females
* Blue Air Force trousers (4 pairs)	* Blue Air Force female slacks (4 pairs)
* Flight cap (2)	* Flight cap (2)
* Black leather oxford shoes (1 pair)	* Tabs (1)
* Neckties (1)	* Service hat with cover (1)
* Service hat with cover (1)	* Blue Air Force long-sleeve blouses (4)
* Blue Air Force long-sleeve shirts (4)	* Blue Air Force short-sleeve blouses (4)
* Blue Air Force short-sleeve shirts (4)	* Flight jacket (1)
* Flight jacket (1)	* Solid black shin height dress socks (6)
* Solid black shin height dress socks (6)	* Blue name tags (2)
* Blue name tags (2)	* Parade accessories
* Parade accessories	* Black leather oxford shoes (1 pair)
V-neck white tank top undershirts (5)	Nylons matching skin tone for skirt
	Solid plain black or corfam style pump shoes (no devices, buckles or bows, heels not exceeding 1 1/2 inch, and shoe must have sole.)

R-MA Blazer Outfit

Males	Females
* Navy blazer with R-MA patch (1)	* Navy blazer with R-MA patch (1)
White oxford cloth shirt (1)	White blouse (1)
* Gray slacks (1 pair)	* Gray slacks (1 pair) or gray skirt
* R-MA tie (1)	Skin tone nylons
Black or blue belt (1)	* Crosstie with R-MA logo (1)
* Blue sweater vest (1)	Black or blue belt (1)
	* Blue sweater vest (1)

R-MA /Activity Uniform

- * Blue R-MA logo polo shirts (3)
- * Flight shirts, color specific (3)
- * Khaki pants (3 pairs)/shorts (2 pairs)
- * Blue R-MA squall jacket

R-MA Athletic Uniform

- * Athletic shorts/shirts (3 shirts and 5 shorts)
- Compression shorts (2) (males only)
- Athletic shoes & swimsuit



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Upper School Grooming Standards

Male Cadets

- Hair, when groomed correctly, should not touch the ears or eyebrows. Hair should not exceed 1¼ inch in bulk and should have a tapered appearance that when viewed from any angle, the outline of the hair on the side and back will match the shape of the skull.
- Shaved heads are unacceptable.
- No facial hair other than sideburns is allowed. Sideburns must be neatly trimmed and tapered. The sideburns must not extend below the lowest part of the exterior ear opening.
- Cadets must be clean-shaven with no mustache. The neck will be clean-shaven to a point even with the bottom of the “Adam’s Apple.”

Female Cadets

- Hair should be styled to present a professional appearance. It may not be worn in an extreme or fad style.
- Hair may not extend below the bottom edge of the shirt collar.
- “Conservative” hairpins, combs, headbands, elastic bands and barrettes that match the hair color are permitted. Ribbons, beads, jeweled pins or hair “scrunchies” are not.
- Long hair must be secured with NO loose ends. Long hair should be styled in a manner that prevents loose ends from extending upward on the head.
- When long hair is worn in a bun, all loose ends must be tucked in and secured.
- When wearing a ponytail, it must be pulled all the way through the elastic band and must hang naturally downward, not extending below the bottom of the collar. Hair must not exceed three inches in bulk and will not prevent proper wear of the hat.
- Bulk is defined as the distance that the hair projects from the scalp when groomed.
- Bangs, if worn, will not touch the eyebrows.
- Braids, micro-braids and cornrows are authorized, but must be a solid color similar to the individual’s hair color, conservative and not present a faddish appearance.

Additional Information

Cadets will keep their hair neat and well-groomed. The annual campus services fee entitles cadets to as many haircuts as are needed to comply with R-MA/AFJROTC standards.

Fingernails will be clean and well-groomed. Males are not authorized to wear nail polish. Females who choose to use polish must use a conservative color. Only “French Manicure” with clear-coat and white tips or “Pale Pink” is permitted. If polish is used, the same polish must be used on all fingernails. Multicolored nails or nails with ornamentation are unacceptable. Fingernails will not exceed ¼ inch.

Please review the Cadet Manual at rma.schoolapp.com for more detailed grooming standards and additional information.



RANDOLPH-MACON ACADEMY

School Supplies

R-MA's school stores carry all school supply items listed below, but families are permitted to purchase these items off-campus.

Middle School Supplies

- | | |
|--|--|
| <input type="checkbox"/> 1-inch 3-ring binders (5) | <input type="checkbox"/> Protractors and compass |
| <input type="checkbox"/> Tab dividers (5 packages) | <input type="checkbox"/> Pocket folders (5) |
| <input type="checkbox"/> Loose leaf paper (200 sheets) | <input type="checkbox"/> Glue stick |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Ruler |
| <input type="checkbox"/> Pens (blue or black ink only) | <input type="checkbox"/> Pencils with erasers |
| <input type="checkbox"/> Backpack | |

Upper School Supplies

- | | |
|--|---|
| <input type="checkbox"/> 1-inch 3-ring binders (5) | <input type="checkbox"/> College-ruled spiral paper |
| <input type="checkbox"/> Pencils | <input type="checkbox"/> Black and blue ink pens |
| <input type="checkbox"/> Small pocket notebook (will be purchased at registration) | |

Once students start pre-algebra or algebra they will need a TI-84 graphing calculator. These are available in our school store.

The school supplies required will vary according to the classes taken. This list consists of items that are commonly needed. The Jacket's Nest (R-MA's bookstore) carries every item required by our faculty. The Jacket's Nest also carries a number of personal hygiene items and necessities.

Be sure to remember to purchase and read your Summer Reading books before arriving to school. You can find the summer reading list at www.rma.edu/summer-reading.



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Packing Information

Personal Items

___ Personal clothing

One civilian outfit (pair of pants/shorts and a shirt). Civilian clothing is permitted for paintball, snow activities, and sleepwear. If other events occur where civilian clothing is permitted you will be notified. Please keep this in mind when packing, as closet and dresser space is limited. Any personal clothing must be free of inappropriate logos and messages. No cutoffs, bare midriffs, or tank tops.

___ Personal sports equipment

Volleyball, basketball, golf clubs, tennis rackets, etc. Skis should only be brought during the appropriate season. All safety equipment (i.e., helmet, knee pads, etc.) must accompany sports equipment.

___ Clothes hangers (plastic or no-slip)

___ Pajamas

___ Bathrobe & slippers (required for going to and from dorm rooms to showers)

___ Bathing suit (“Swimming” style suits, no cutoffs)

___ Athletic supporters/compression shorts (2) (males only)

___ Toilet article kit or cosmetics bag (no aerosol cans, except shaving cream)

___ Shower shoes/Crocs/plastic sandals/flip-flops (for bathroom and/or pool)

___ Extra solid black socks (Upper School only); logo socks not permitted

___ Solid white socks

___ Civilian shoes (2 pairs)

___ Black belt (Upper School only)

___ Undergarments (10)

___ T-shirts (5) (must be V-neck)

___ Pantyhose (Upper School only)

___ Hair accessories (must match natural hair color)

___ Wristwatch

___ Sunscreen and insect repellent (no aerosol cans)

___ Water bottle

___ Laundry bags (2)(must be purchased at R-MA): Upper School, white; Middle School; green

Electronics

• R-MA will be providing a school-issued laptop for student’s use on campus. Personal laptop computers or tablets will be allowed, but will be restricted to use in the dorm. If bringing a printer, it must be small enough to set on desktops or bookshelves and must support direct connection to the student’s laptop. Kiosk printers are available throughout campus. R-MA prohibits the use of inappropriate graphics and games that are violent, occultist, or sexual in nature on students’ computers.

• Audio listening devices (e.g. radios, computers, etc.) will be limited in size and must be used with headsets. External speakers are not permitted.



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Packing Information

All property (uniform items, civilian/personal clothing, bedding, electronics, school supplies, athletic equipment, etc.) must have the student's last name & R-MA ID number. Upper School students will be provided a markit kit to label uniforms. Bring additional permanent markers for other items.

Dorm Accessories

* Items must be purchased at The Jacket's Nest (R-MA's bookstore).

__Footlocker or storage container no larger than 31" long x 17" wide x 13" tall

__White pillow cases** (2-3)

__Solid bath towels (3-4)

__White sheets** (2 sets) for twin bed

__Wash cloths (2-4) optional

__Pillow(s)

__Alarm clock (not phone)

__Shoe shine kit (Upper School, black polish)

__Blanket or comforter (Middle School)

__*R-MA insignia blankets (2)(Upper School) (One civilian blanket is also permitted.)

__ Plug-in air fresheners or any non-aerosol air fresheners (optional)

__ Hard plastic containers with sealable lid for food storage

__Cleaning supplies. Each cadet/student must have the following: Swiffer mops and wet cloths, small trash bags, Windex, broom and dust pan, "Clorox" (or equivalent) wipes for window door glass, sinks, mirrors and desks, paper towels. Upper School girls should bring toilet brushes and bathroom cleaning supplies.

** Middle School sheets/pillow cases may be colored.

Food items are permitted in the dorms, but must be stored in airtight sealable plastic containers. Items needing refrigeration should not be brought with you.

Upper School cadets may have fans. There is a limit of one fan per room and the size may not exceed 12 inches in diameter. Fans larger than 12 inches are not allowed, nor are window fans.

Hair dryers and curling irons are permitted, provided they are unplugged when not in use.

Throw rugs are permitted (bound on all sides) -- no carpet remnants are permitted.

Desk space consists of three drawers, totaling 28" in height. Each chest/dresser is 20" wide and 20" deep. When students leave on a pass, valuable items should be secured in a footlocker.

While each room is sufficient for comfortable living, drawer space and the area for hanging clothes is limited. Rooms are inspected regularly and will be maintained in accordance with the policies printed in the Cadet/Student Manual. R-MA will not be responsible for damage or loss of student items. Check your homeowner's insurance for available coverage.



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Dorm Policies

Prohibited Items

- Television sets
- Flammables
- Microwaves
- Air conditioners
- Pets and fish
- Weights/exercise equipment
- Weapons (including knives)
- Hair cutting equipment
- Desk lamps, halogen and nightlights
- Offensive materials/pornography
- Skateboards, skates, and bicycles
- Lighted signs, black lights and strobe lights, etc.
- Drugs (including synthetic drugs)/alcohol/tobacco and related paraphernalia
- Aerosol products (except shaving cream)
- Any “R” or higher rated video games/movies/DVDs/music (PG-13 and higher not permitted at Middle School)
- Any liquid edge dressing or shoe polish
- Electronic cigarettes or anything containing nicotine
- Stand-alone game systems such as X-Box, Sony PlayStation, or Nintendo
- Network Access Points, Routers, Switches, or Hubs
- All medications, to include over-the-counter medicines and vitamin supplements, must be distributed by the school nurse. Asthma inhalers are allowed in the dorm with permission of the nurses.
- Refrigerators
- Coffee pots
- Tools/tool kits
- Laser pointers
- Lighters, fireworks, matches
- Glass bottles
- Potted plants or flowers
- Electric blankets or pads
- External speakers
- Hot pots/plates/heating devices
- Socks other than solid white or black

Decorations

- Posters are limited to two per student. “Pin-up” type posters (magazine cutouts included) are not allowed (defined as posters or pictures with sexual themes or overtones). Posters that advertise illegal drugs or depicting items prohibited at R-MA such as alcohol, tobacco, etc., are not allowed. Derogatory or threatening posters, banners, flags, etc., aimed toward ethnic/religious groups are also prohibited. Such items will be confiscated and will not be returned.
- Cadets may only use “Plasti-Tak” to affix items to the walls. Nails, tacks, tape of any kind or anything that leaves any type of permanent mark or residue is prohibited. “Plasti-tak” is available at the school store.
- At the Upper School, the display of stuffed toys and other personal items of that nature is limited to two per person, size not to exceed 8” x 8” x 12”.



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Technology

All students will be provided an Apple laptop computer as a part of their educational tools, and this will be the only computer that will be used by the students in the classroom. Kiosk printers will be located around campus to support any printing that is needed for classwork.

Students will receive information on their school email account, access to cloud storage for files, and access to the school information system. The laptops will have the student's electronic textbooks needed for their classes preloaded. The school will be providing access to the needed software for classwork, to include the Microsoft Office and Adobe Products.

R-MA provides Internet access to all students via the R-MA WiFi. In addition, all students will have an R-MA e-mail address for correspondence with parents, faculty, and fellow students.

Any personal computers will not be supported by the school. We will allow them to connect to our WiFi network. Please ensure that computers have current service packs and up-to-date anti-virus software prior to arrival.

Document your device serial number and label your device with the student's name. Password protection is recommended. All devices should be in English.

Contact R-MA Technology Support at 540-636-3800 or email techsupport@rma.edu with any questions.



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Medical Clinic Services and Information

The health clinic is open during the school day and is staffed by our R-MA nurses. A doctor is available to examine students as needed. When the clinic is not open, the supervising adults have copies of our school's medical action plan, which outlines what to do in the event of an illness for our students. This includes our own nurses' cell phone numbers and treatment of basic first aid needs.

If anything arises that needs additional care, Warren Memorial Hospital is located less than a mile from campus and students will be transported by an R-MA employee who will stay with them until they are released or until a parent or guardian arrives at the hospital.

Magnus Health System

Our school has partnered with Magnus Health System to provide more efficient and consistent health care services to your child. All of your child's health information is collected, stored, and managed in one location. Magnus allows the school to have immediate access to your child's medical record from any necessary location. Magnus account login information will be sent to your family upon acceptance. Families will answer online questions regarding health history (called the Vital Health Record) and upload essential medical information to include immunizations, a valid physical, PPD skin test and proof of health insurance that is valid in Virginia.

Medications

R-MA dispenses regularly scheduled medications using a bubble packing system. Bubble packing medication is a process done at the pharmacy in which the medication is placed in a card with 30 individual bubbles for each corresponding day of the month. The medication is then dispensed from the card for the corresponding day and time that the medication is to be administered. The pharmacy (Front Royal Family Pharmacy) will handle all refills, however it is the parent's/guardian's responsibility to ensure that Family Pharmacy has current prescriptions on file for refills. If your student is on a schedule II medication, you will need to request a new prescription from your student's prescribing physician monthly. The only exception to this policy is if your student is on a medication that has been prescribed for 30 days or less. The pharmacy accepts insurance and will bill appropriately; co-pays will be billed to your student's R-MA account. Parents/guardians will need to mail prescriptions to the R-MA clinic. Additional details on the prescription policy are located within the Magnus Health System.

Over-the-Counter-Medications

Over-the-counter medications are kept in the clinic, or with appropriate school personnel in the evenings and on weekends. Students are not permitted to have any medications in their dorm rooms, to include vitamins, unless it is approved and authorized by the nurse. If a student has an inhaler, it must be reviewed by the nurses before approval can be given for the student to keep it with him or her.

If your student is on an herbal supplement, please provide a written statement from the student's physician stating the medical reason for supplementation, the strength, dose, and frequency of the supplement. Performance enhancing supplements are not allowed at R-MA; this includes weight loss or weight gain supplements, protein powders, mass gainers, etc.



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Transportation and Breaks

- Students are not allowed to leave before the vacation period begins or return late from vacation.
- We provide transportation at the beginning and end of our breaks to Dulles, Reagan, and Union Station.
- These are the seasonal break dates. Holiday flights can fill up quickly, so book early to avoid last-minute problems. Please check the announcements and myschoolapp.com calendar throughout the year for any updates.

School Breaks

Students are not permitted to stay on campus during these breaks.

Thanksgiving Break

Friday, Nov. 22, 2019: Thanksgiving break begins at 3:00 p.m.

Monday, Dec. 2, 2019: Thanksgiving break ends at 6:30 p.m.

Christmas Break

Friday, Dec. 20, 2019: Christmas break begins at 11:00 a.m.

Sunday, Jan. 5, 2020: Christmas break ends at 6:30 p.m.

Spring Break

Thursday, Apr. 9, 2020: Spring break begins at 3:00 p.m.

Sunday, Apr. 19, 2020: Spring break ends at 6:30 p.m.

Appointments

- To avoid delays and lost academic time, special attention should be given to the medical, optical, and dental needs of your student prior to arrival at the Academy.
- Appointments to meet these needs are not easily scheduled once the student is on campus.
- To assist you in your planning, the following weekends are “Closed Weekends,” when Upper School students must stay on campus:

August 24-25	Closed for new Academic Year**
August 31-Sept. 1	Closed for new Academic Year**
October 18-19	Closed for Homecoming Weekend

Vehicles on Campus

- All cars must be registered. The student’s keys must be turned in upon arrival and picked up before departure at Student Services. Students may not have another set of keys; to have another set is an honor code violation.
- Boarding students’ cars are kept in the Middle School lot.
- Day students’ cars are parked in the lot between Crow Hall and faculty housing.

