



2023-24 Packing and Planning List

Welcome to R-MA! Please review this packet carefully, and feel free to reach out to us with any questions.

Communication



Log in to your MySchoolApp account at rma.myschoolapp.com for up-to-date information.



Facebook
www.facebook.com/Randolph.Macon.Academy.VA



Instagram
[@randolphmaconacademy](https://www.instagram.com/randolphmaconacademy)



YouTube
<https://www.youtube.com/RandolphMaconAcademy>



Registration Dates

Make sure you show up for the right registration on time!

REGISTRATION	DATE	TIME	LOCATION
Falcon Scholars	Mon, August 7	10:00 a.m.	Stan Fulton Hall
Cadre Cadets	Mon, August 7	1:00 p.m.	Stan Fulton Hall
New Upper School Cadets**	Tues, August 15	10:00 a.m. - 11:00 a.m.	Melton Gym
All Middle School Students	Wed, August 16	10:00 a.m. - 11:00 a.m.	Melton Gym
Returning Upper School	Wed, August 16	2:00 p.m.	Melton Gym

**All ninth grade students are considered new Upper School students even if they attended the Middle School in 2022-23.



Helpful Contacts

Admissions Office	540-636-5484	admissions@rma.edu
Finance Office	540-636-5207	finance@rma.edu
Athletics	540-631-3831	cpeter@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	denglish@rma.edu
Upper School Student Services	540-636-5208	studentservices@rma.edu
Upper School Commandant	540-636-5203	fcarlucchi@rma.edu
Middle School Principal	540-636-5417	mkuehl@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.



Complete These Online Forms



Each parent and guardian has an account set up in R-MA's MySchoolApp. This is where you will access grades and daily announcements, and send messages to your child's teachers. If you cannot access your account go to the site <https://rma.myschoolapp.com/app#login> type in your email address and click Next to follow the prompts to sign in. Once you have logged into 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 admissions@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.

MAILBOX NAMES

Please add these mailbox names to your safe-senders list so spam filters do not block your emails.

rma@myschoolemails.com
rma@myschoolapp.com



Required Upper School Uniforms

As R-MA will be transitioning to new uniforms, there will be some flexibility on uniform pieces, and additional items may be added. Items marked with an asterisk (*) must be purchased through the R-MA Uniform Store/The Jacket's Nest, authorized clothing store, or Parents' Association Used Uniform Sale.

Required Uniform Items - as of 1 August 2023

Males

- * Blue trousers (1 pair)
- * Belt and Buckle (1 of each)
- * Flight Cap (1)
- * White S/S military shirt (2)
- * Black name tags (2)
- * Parade accessories
- * Black leather oxford shoes
- V-neck white undershirts (5)
- Solid black shin height dress socks (5)

Females

- * Blue female slacks (1 pair)
- * Belt and Buckle (1 of each)
- * Flight Cap (1)
- * White S/S military shirt (2)
- * Black name tags (2)
- * Parade accessories
- * Black leather oxford shoes
- Solid black shin height dress socks (5)
- Nylons matching skin tone for skirt
- If wearing pumps – Solid black or corfam style (no devices, buckles or bows, heels not exceeding 1 ½ inch, and shoe must have sole.

R-MA Blazer Outfit

Males

- * Navy blazer with R-MA patch (1)
- * White cloth shirt (1)
- * Gray slacks (1 pair)
- * R-MA tie (1)
- * Blue sweater - optional (1)
- Black or blue belt (1) without ornamentation

Females

- * Navy blazer with R-MA patch (1)
- * White blouse (1)
- * Gray slacks (1 pair) or gray skirt
- Skin tone nylons
- * Crosstie with R-MA logo (1)
- * Blue sweater - optional (1)
- Black or blue belt (1) without ornamentation

With the blazer uniform males may bring 1 pair of conservative dress shoes (penny loafer, not sneaker style). Females may bring 1 pair of personal, conservative dress shoes (flats or heels, not sneaker style). Avoid metal appliques/multicolored/flashy style.

R-MA /Activity Uniform

- * Blue R-MA logo polo shirts (3)
- * Flight t-shirts, color specific (2)
- * R-MA fleece
- * Khaki pants (2 pairs)
- * Khaki shorts (2 pairs-optional)

R-MA Athletic Uniform

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

R-MA Utility Uniform

TBD



Required Middle School Uniforms

ALL items marked with an asterisk must be purchased at the R-MA Middle School Uniform Store or through the Parents' Association Used Uniform Sale.

Required Daily Uniform Items

- * 5 R-MA polo shirts (3 for day students)
- * 5 pairs of R-MA khaki pants (3 for day students)
- * 5 pairs of R-MA khaki shorts (3 for day students)
- * 5 sets of R-MA PE shirts and shorts (3 for day students)
- * 1 R-MA sweat suit
- * 1 R-MA mesh gym bag
- 1 plain brown belt, without ornamentation
- 7 pairs white cotton crew-length socks

Students may wear their own sneakers with the daily uniform. Students should be prepared to participate in PE and other outdoor activities that require walking and/or running. Bright neon colored sneakers should be avoided.

Note: Only R-MA sweatshirts are permitted when students are in uniform. Other sweatshirts will not be allowed unless the day or situation specifically mentions civilian clothing.

Required Blazer Uniform Items

- * 1 white dress shirt (or plain blouse for females)
- * 1 R-MA blazer, with patch
- * 1 R-MA tie (or tab for females)
- * 1 pair gray pants (or gray skirt for females)
- 1 plain black belt (without ornamentation)
- 3 pairs black or blue cotton socks, crew length or higher
(females wearing skirts should purchase blue or black knee socks)
- 1 pair black dress shoes



Middle School Grooming Standards



Haircuts

- Boys must keep their hair trimmed above the ears in a conventional style and may have no facial hair. The hair should not touch the back of the collar. Students must be clean shaven.
- Spiked, mohawked, or shaved-head haircuts are not permitted.
- Only natural-colored dyed hair is permitted.
- Barrettes, headbands or “scrunchies” may be worn by girls.



Jewelry

- Jewelry should be kept to a minimum.
- Necklaces may be worn, but cannot show outside the shirt.
- Students may wear one simple bracelet.
- Rings are limited to one per finger and should not exceed two per hand.
- Girls may wear one small post earring in the lower lobe of each ear. Boys may not wear earrings.
- No other body piercings are allowed.



Personal Hygiene

- Make-up is not appropriate except for natural shades of lip-gloss. Nail color, if worn at all, is limited to clear nail polish.
- No body art graffiti (permanent or temporary).
- Good hygiene must be practiced, to include daily tooth brushing, showering, shampooing hair, and undergarment changing.

The “rule of thumb” is that anything that calls special attention to a student is no longer “uniform” and is therefore not appropriate. It is within the discretion of the principal or designee to ask a student to refrain from wearing anything that would be a disruption to the program or the school day.



Upper School Grooming Standards

Male Cadets



- Hair should be styled to present a professional appearance. It may not be worn in an extreme or fad style. Hair, when groomed correctly, should not touch the ears or eyebrows. Hair should not exceed 2 inches in length 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 not permitted.
- 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. The neck will be clean-shaven to a point even with the bottom of the “Adam’s Apple.” A neatly groomed mustache is permitted (see Cadet Manual for standards).

Female Cadets



- Hair should be styled to present a professional appearance. It may not be worn in an extreme or fad style. If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member’s back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member’s back. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured.
- Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s).
- No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Bulk is defined as the distance that the hair projects from the scalp when groomed.
- Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes.

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 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.myschoolapp.com for more detailed grooming standards and additional information.



General School Supplies to Bring

R-MA's school stores carry all school supply items listed below, but families are permitted to purchase these items off-campus. Students will receive a syllabus from individual faculty members with any specific requirements. Our school store will carry any additional items required by faculty.



Middle School Supplies

- 1-inch 3-ring binders (5)
- Tab dividers (5 packages)
- Loose leaf paper (200 sheets)
- Scissors
- Pens (blue or black ink only)
- Colored pencils
- Backpack
- Calculator (Once students start pre-algebra or algebra they will need a TI-84 graphing calculator. These are available in our school store.)
- Pocket folders (5)
- Glue stick
- Ruler
- Pencils with erasers (12)
- Markers
- Reusable water bottle



Upper School Supplies

- Pencils
- Notebooks (7)
- Black and blue ink pens
- Pocket folders (7)

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.

Contact academics@rma.edu (Upper School) or msacademics@rma.edu (Middle School) if you have any questions.



Packing Information: Personal Items



___ Personal clothing

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. Bikes and skateboards must be stored in Student Services.

___ 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. 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.

• All electronics must be registered with the Academy.



Packing Information: Dorm Supplies

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.

* 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
- ___Pillow cases (2-3) White for Upper School, Middle School can be solid colors
- ___Twin sheets (2 sets) White for Upper School, Middle School can be solid colors
- ___Solid bath towels (3-4)
- ___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 (1) (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 no larger than 32.50" L x 17.75" W x 6.50" H (1) Per Student
- ___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.

Falcon Scholars should bring a brown CamelBak Hydration Pack.

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. Upper School cadets may also bring an adjustable window screen to fit a 36" wide window.

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.



Dorm Policies



Items Not Allowed In The Dorms

- Television sets
 - Flammables
 - Microwaves
 - Air conditioners
 - Pets and fish
 - Weapons (including knives)
 - Hair cutting equipment
 - Halogen and nightlights
 - Offensive materials/pornography
 - Lighted signs, black lights and strobe lights, etc.
 - IP Cameras/surveillance cameras or motion sensors
 - Drugs (including synthetic drugs)/alcohol/tobacco and related paraphernalia
 - Aerosol products (except shaving cream)
 - Any liquid edge dressing or liquid shoe polish
 - Electronic cigarettes or anything containing nicotine
 - 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
 - Electric blankets or pads
 - External speakers
 - Hot pots/plates/heating devices
 - Mattress toppers

Decorations

- Posters are limited to three 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”.





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. Printers are 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 text-books 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 540-631-3800 or email techsupport@rma.edu with any questions.



Medical Clinic Services and Info



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, students will be transported to the nearby Warren Memorial Hospital 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 10 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, the nurses must give approval for the student to keep it with him or her.

All medications including over the counter and prescription require a physician's order if taken for more than 10 days. There must be a signed medication permission form on file for medications to be administered. If we receive medications at school for the student without the medication form we will contact the parent or guardian for the form. If it is not received within 10 days then the medication will be mailed to the parent or guardian's address on file.

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.



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 for a fee that is charged to the student account
- 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. Early departures from school or late arrivals to school for breaks will be considered an unexcused absence.

School Breaks

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

Thanksgiving Break

Friday, November 17, 2023: Thanksgiving break begins at the end of the class day.

Monday, November 27, 2023: Thanksgiving break ends at 6:30 p.m.



Christmas Break

Friday, December 15, 2023: Christmas break begins at the end of final exams.

Tuesday, January 2, 2024: Christmas break ends at 6:30 p.m.

Spring Break

Friday, March 22, 2024: Spring break begins at the end of the class day.

Monday, April 1, 2024: 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 all students must stay on campus. Day student should also be on campus during these weekends. Exact sign-in and sign-out times will be sent out later.

August 19-20

Closed Weekend for Start of Academic Year

October 21st

Homecoming Weekend

May 3-4

Apple Blossom



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.