



R-MA Packing & Planning Lists

2017-2018 Academic Year

Students Will Not Be Able To Register Without The Following Additional Items:

Online Consent Forms: An email will be sent on how to complete the online process. This will include consent forms such as Media and Athletic as well as updating contact information. If you have any questions, contact amharriman@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 to their existing 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 will be valid for one calendar year before a new physical will be required. **R-MA requires that this physical be completed after June 1st but before your student's registration date.** If you have questions contact nurses@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.

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 visit www.rma.edu/rmalife for up-to-date information and bookmark it in your "favorites." Daily announcements, the Cadet/Student Manual, Event Calendar, and other important information will be posted on this site throughout the school year. Please also "like" our Facebook page and/or follow us on Twitter (@RandolphMaconA) for up-to-date news and events.

Registrations will be held in **Melton Gymnasium 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:

Football Team*	Mon, August 14	10:00 a.m. - 11 a.m.
Falcon Scholars	Wed, August 16	10:00 a.m. - 11 a.m.
Cadre Cadets	Thurs, August 17	10:00 a.m. - 11 a.m.
All Upper School International	Mon, August 28	2:00 p.m. - 3:00 p.m.
New Upper School Cadets **	Tues, August 29	10:00 a.m. - 12:00 p.m.
All Middle School Students	Wed, August 30	10:00a.m. - 11 a.m.
Returning Upper School Cadets	Wed, August 30	2:00 p.m. - 3:00 p.m.

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

**All ninth grade students are considered new Upper School students even if they attended the Middle School in 2016-17. Ninth grade international students will need to register on Monday, August 28th. All other ninth grade students will register on Tuesday, August 29th.

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
Infirmery	540-636-5210	nurses@rma.edu
Tech Support	540-631-3825	techsupport@rma.edu
Upper School Academics	540-636-5486	academics@rma.edu
Upper School Student Life	540-636-5496	mwilliams@rma.edu
Upper School JROTC	540-636-5203	fliink@rma.edu
Upper School Student Services	540-636-5208	studentservices@rma.edu
Middle School Principal	540-636-5417	dleasure@rma.edu
Middle School Assistant	540-636-5480	mgrove@rma.edu

We look forward to seeing you on registration day!



Required Middle School Uniforms

Please keep this handout as a reference!

These uniforms are required for all R-MA Middle School students. Middle School students spend most of their time in khaki pants and polo shirts, usually adding their blue sweaters during colder weather. The more formal uniforms are worn once a month for classes and also on field trips off-campus.

Helpful Hints:

The Parents' Association conducts a Used Uniform Sale during the fall and spring registrations. These uniforms are offered at **discount prices.**

All uniforms purchased at R-MA will be billed to the student's account.

Questions about this form?

Contact the Admission Office at 540-636-5484 (admission@rma.edu) or the Middle School Office at 540-636-5480 (msacademics@rma.edu)

ALL items listed below must be bought at the R-MA Middle School Uniform Store or through the Parents' Association Used Uniform Sale (except any marked *).

Required Daily Uniform Items

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

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 or plaid skirt for females)
- 1 plain black belt (without ornamentation)*
- 2 pairs black or blue cotton socks, crew length or higher (females wearing skirts should purchase blue or black knee socks)*
- 1 pair black R-MA dress shoes



Middle School Grooming Standards

**Please keep this handout
as a reference!**

Please review the Student Manual at www.rmalife.net/ms-handbook for more detailed grooming standards and additional information.

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.

Questions about this form?

Contact the Admission Office at 540-636-5484 (admission@rma.edu) or the Middle School Office at 540-636-5480 (mgrove@rma.edu).

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.
- Spiked, mohawked, or shaved-head haircuts are not permitted.
- Dyed hair (including highlights) is not permitted.
- Barrettes or headbands or “scrunchies” may be worn by girls, although they need to be as “uniform” as possible and as close to matching natural hair as practical.

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.



School Supplies

Please keep this handout as a reference!

These items are recommended to help you prepare for the school year.

Note:

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.

Questions about this form?

Admission
540-636-5484
admission@rma.edu

Upper School Academics
540-636-5486
academics@rma.edu

Middle School Academics
540-636-5480
msacademics@rma.edu

School Supplies

The R-MA bookstore carries all school supply items listed below.

* Items must be purchased at the R-MA Bookstore.

Middle School Supplies

- | | |
|--|---|
| <input type="checkbox"/> 1-inch 3-ring binders (5) | <input type="checkbox"/> Premier Agenda * |
| <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"/> USB (thumb) drive | <input type="checkbox"/> Protractor & Compass |
| <input type="checkbox"/> R-MA Jansport backpack * | |

Upper School Supplies

- | | |
|---|--|
| <input type="checkbox"/> Three-ring binders | <input type="checkbox"/> Dictionary |
| <input type="checkbox"/> College-ruled loose-leaf paper | <input type="checkbox"/> Pencils |
| <input type="checkbox"/> Premier Agenda * | <input type="checkbox"/> Black and blue ink pens |
| <input type="checkbox"/> USB (thumb) drive | <input type="checkbox"/> Printer paper |
| <input type="checkbox"/> Stapler/staples | <input type="checkbox"/> Paper clips |

Once students start algebra they will need a graphing calculator, such as Texas TI - 83, 84, 85, 86, or 89 editions. 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 R-MA Bookstore carries every item required by our faculty. The bookstore also carries a number of personal hygiene items and necessities.



Packing Information

Please keep this handout as a reference!

This information is very important and should be followed closely. While each room is sufficient for comfortable living, drawer space and the area for hanging clothes is limited.

Rooms are inspected regularly and students will be required to follow all policies printed in the Cadet/Student Manual, which can be found on rmalife.net.

Upon arrival, students will register the serial number, make and model of all electronic equipment brought into the R-MA dormitories.

Questions about this form?

Contact Upper School Student Services at 540-636-5208 (studentservices@rma.edu) or Middle School Student Life at 540-636-5480. (mgrove@rma.edu).

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
- ___ One-piece swimsuit (tankini allowed at Middle School only)
- ___ 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 (10) (**must be V-neck**)
- ___ Pantyhose (**Upper School only**)
- ___ Hair accessories (**must match natural hair color**)
- ___ Wristwatch
- ___ Laundry bags (2): (must be purchased at R-MA) white for Upper School, green for Middle School

Electronics

- Only laptop computers or tablets will be allowed. If bringing a printer it must be small enough to set on desktops or bookshelves. 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. R-MA reserves the right to restrict inappropriate CDs, especially if they are violent or sexual in nature. External speakers are not permitted.

R-MA will not be responsible for damage or loss of these or other student items. Check your homeowner's insurance for available coverage.



Packing Information (cont.)

**Please keep this handout
as a reference!**

Helpful Hints:

There is no place for hang-up clothing **other** than uniforms. Wearing of **civilian/personal clothing** is limited to free time on the dorm floor.

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, iPods, mobile devices, and all other valuable items must be secured in a **footlocker**. Footlockers are not available in our bookstore.

Bulky **winter clothing** is normally not needed until after Thanksgiving.

Questions about this form?

Contact Upper School Student Services at 540-636-5208 (studentservices@rma.edu) or Middle School Student Life at 540-636-5480 (mgrove@rma.edu).

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.

- Use an indelible pen/marker on clothing and a permanent marker on property. Students should keep markers at the Academy.

Dorm Accessories

* Items must be purchased at the R-MA Bookstore

- ___ Footlocker or storage container no larger than 31" long x 17" wide x 13" tall
- ___ White pillow cases** (2-3)
- ___ White sheets** (2 sets) for twin bed
- ___ Pillow(s)
- ___ Shoe shine kit
- ___ Upper School-black polish
- ___ *R-MA insignia blankets (2)
- ___ Solid bath towels (6-8)
- ___ Wash cloths (4-6) **optional**
- ___ Alarm clock (*not phone*)
- ___ Blanket or comforter (Middle School)

(Upper School only. 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.



Dorm Policies

The following are not permitted in the dormitories. Please do not bring these items to school with you.

**Please keep this
handout
as a reference!**

Please refer to your Cadet/ Student Manual for additional information on items that are prohibited in the dorms. You can view the Cadet/Student Manual and any addendums on www.rmalife.net.

Note:

Hair dryers and curling irons are allowed in the dorms.

Questions about this form?

Contact Upper School Student Services at 540-636-5208 (studentservices@rma.edu) or Middle School Student Life at 540-636-5480 (mgrove@rma.edu).

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".



Computer Information Handout

Please keep this handout as a reference!

All students are strongly encouraged to bring and use a computer as a part of their educational tools, and R-MA seniors are **required** to do so.

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

Computers will be scanned prior to gaining access to the network. Please ensure that computers have current service packs and up-to-date anti-virus software prior to arrival.

Questions about this form?

Contact R-MA Customer Support at 540-631-3825
or e-mail
techsupport@rma.edu.

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 via R-MA), LibreOffice** (www.libreoffice.org)
- * Word processing – Microsoft Word 2016, Google Apps (provided by R-MA), LibreOffice** (www.libreoffice.org)
- * Spreadsheet – Microsoft Excel 2016, Google Apps (provided by R-MA), LibreOffice** (www.libreoffice.org)
- * Presentation – Microsoft PowerPoint 2016, Google Apps (provided by R-MA), LibreOffice** (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 maximum 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, such as Microsoft 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, such as 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.



Infirmiry Services and Information

The two infirmiry locations are in Stan Fulton Hall at the Upper School and in Community Hall at the Middle School.

The clinic is open from 7:00 a.m. to 7:00 p.m. during the week and 10:00 a.m. to 2:00 p.m. on the weekends.

During the school day, a doctor is available to examine any 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 him or her until they are released or until a parent or guardian arrives to the hospital.

Questions?

Email nurses@rma.edu or call 540-636-5210.

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/guardian 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 is 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 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 them. 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 Arrangements

Please keep this handout as a reference!

As a boarding school, we recognize that planning for seasonal breaks, travel arrangements, and medical appointments is very important to our students. We want to help in any way we can. Feel free to contact our Upper School Student Services Office or Middle School Office to help with travel arrangements. It is very important that students and families pay particular attention to the Academic Calendar and plan accordingly.

Helpful Hints:

We provide transportation at the beginning and end of our seasonal breaks to Dulles, Reagan, and Union Station.

Questions about this form?

Contact Upper School Student Services at 540-636-5208 (studentservices@rma.edu) or the Middle School Office at 540-636-5480 (mgrove@rma.edu).

Seasonal Breaks

- Students are not allowed to leave before the vacation period begins or to return late from vacation. Upper School students who leave early and/or return late unexcused and miss academic functions will receive an academic penalty as determined by the Academic Dean.
- Students who leave the area by plane must make reservations for departure/return date prior to arrival at R-MA.
- These are the seasonal break dates. Holiday flights can fill up quickly, so book early to avoid last-minute problems:

School Breaks

Students are not permitted to stay on campus during the below breaks unless they are participating in an approved school activity.

Thanksgiving Break

Friday, Nov. 17, 2017: Thanksgiving break begins at end of Fall Family Day Events
Monday, Nov. 27, 2017: Thanksgiving break ends at 6:30 p.m.

Christmas Break

Thursday, Dec. 21, 2017: Christmas break begins at 12:40 p.m.
Sunday, Jan. 7, 2018: Christmas break ends at 6:30 p.m.

Spring Break

Friday, Mar. 23, 2018: Spring break begins at 1:00 p.m.
Monday, Apr. 2, 2018: Spring break ends at 6:30 p.m.

Long Weekend Breaks

Students do not have to depart but are permitted to.

Semester Break

Thursday, Jan. 18, 2018: Semester break begins after last exam
Monday, Jan. 22, 2018: Semester break ends at 6:30 p.m.

Mid-Winter Break

Thursday, Mar. 2, 2018: Mid-winter break begins at 12:40 p.m.
Monday, Mar. 5, 2018: Mid-winter 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:

September 2-3 Closed for new Academic Year**
October 6-7 Closed for Homecoming Weekend

** Middle School also must stay on campus