



# R-MA Packing & Planning Lists

2010-2011 Academic Year

Dear Student and Parents/Guardians,

Welcome to Randolph-Macon Academy! We are excited to build a partnership with you that will help your child achieve great academic and personal success in life.

Communication is important to us. Please visit [www.rmalife.net](http://www.rmalife.net) for up-to-date information and bookmark it in your "favorites." Daily announcements and other important information will be posted on this site throughout the school year.

Registrations will be held in the **Middle School Gymnasium** and are scheduled for:

Football Team	Monday, August 16	10 AM
Cadre Cadets	Thursday, August 19	10 AM
Varsity Boys' Soccer Team	Monday, August 23	10 AM
*All Upper School Day Cadets	Monday, August 30	10 AM - 1 PM
**New Upper School Boarding Cadets	Monday, August 30	10 AM - 1 PM
All Non-International Middle School	Tuesday, August 31	10 AM - 12 PM
All New and Returning International	Tuesday, August 31	2 PM
Returning Upper School Boarding Students	Tuesday, August 31	2 PM

*\* Students will go through an orientation from August 30 - September 1.*

*All new day students are expected to attend the orientation on those days as well.*

*\*\*All 9th grade students are to register on Monday, August 30, even if they attended the Middle School in 2009-10.*

Should you have any questions, the following numbers may be helpful:

<b>Admissions Office</b>	<b>540-636-5484</b>
<b>Finance Office</b>	<b>540-636-5207</b>
<b>Upper School Offices</b>	
Academic Dean	540-636-5486
Commandant of Cadets	540-636-5203
Residential Life	540-636-5496
JROTC	540-636-5212
Student Services	540-636-5208
Athletic	540-636-5416
<b>Middle School Offices</b>	
Academic Office	540-636-5480
Student Life, Dorm	540-636-5465

We look forward to seeing you on registration day!

The information provided in this packet will better prepare you for what your student will need to bring for the regular school year. Please read through it carefully to ensure that your student has everything that he or she needs to make the school year a success.

Most students will have the opportunity to enroll for next school year directly online. The Admissions Office will send out a "snapcode" with instructions on how to do the enrollment process. If you believe that you have received this information and misplaced it, please contact [amharriman@rma.edu](mailto:amharriman@rma.edu).

**Important Note:**

Parents/guardians of all new and returning students are required to provide an updated physical, immunization records, emergency medical release, and medical insurance card upon registration each year.



# Required Middle School Uniforms Handout

---

**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**.

## **Questions about this form?**

Contact the Admissions Office or the Middle School Office at  
800-272-1172 or  
540-636-5480

**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**

(indicates day student requirements as they differ from boarding)

- 5 (3) R-MA green polo shirts
- 6 (3) pairs of khaki pants (girls may also opt to buy R-MA plaid skirts)
- 1 plain brown belt (without ornamentation)\*
- 1 pair brown school shoes
- 1 R-MA pullover sweater
- 1 R-MA winter coat
- 5 (3) sets of R-MA PE shirts and shorts
- 1 R-MA sweat suit
- 1 R-MA mesh gym bag
- 7 pairs white cotton crew-length socks\*
- 1 pair plain white, black, or gray athletic shoes (for PE class)\*

## **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 (females wearing skirts with knee socks may wear with brown school shoes)



# School Supplies & Personal Clothing

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

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

**Notes:**

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 faculty. The bookstore also carries a number of personal hygiene items and necessities.

**Questions about this form?**

Call 800-272-1172:

Admissions  
540-636-5484

Upper School Academics  
540-636-5426

Middle School Academics  
540-636-5480

**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**

- 5 1-inch 3-ring binders
- Tab dividers (5 packages)
- IBM-compatible USB (thumb) drive
- Loose leaf paper (200 sheets)
- Scissors
- Pens (blue or black ink only)
- 3-inch white display binder (8th grade English only)
- Small R-MA soft book bag \*
- Premier Agenda \*
- Pocket folders (5)
- Protractor & Compass
- Glue stick
- Ruler
- Pencils with erasers

**Upper School Supplies**

- Three-ring binders
- College-ruled loose-leaf paper
- Premier Agenda \*
- IBM-compatible USB (thumb) drive
- Dictionary
- Pencils
- Black and blue ink pens

*Calculators will depend on the courses that a student is taking. Please wait to purchase a calculator until you receive instructions from the student's teachers.*

**Personal Items**

- Personal clothing
  - Must be free of inappropriate logos and messages.
  - Worn during free-time or study hall on the dorm floors only.
  - 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
- Pajamas
- Bathrobe & slippers
- One-piece swimsuit (Tankini allowed at middle school only)
- Athletic supporters (2) (males only)
- Seasonal personal/civilian clothes (limited amount due to limited space)
- Toilet article kit or cosmetics bag (no aerosol cans, except shaving cream)
- Shower shoes/plastic sandals/flip-flops (to use in bathroom and/or pool)
- Extra black socks (Upper School only)
- Undergarments (10)
- T-shirts (10) **(must be V-neck)**
- Pantyhose **(Upper School only)**
- Hair accessories **(must match natural hair color)**
- Wristwatch **(required)**
- Laundry bags (2): (Must be purchased at R-MA) White for Upper School, green for Middle School.



# Dorm Policies & Packing Handout

## 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 daily and students will be required to follow all policies printed in the Cadet/Student Manual that they will receive during orientation.

### Note:

Hair dryers and curling irons are allowed in the dorms.

### 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, radios, CD players, and all other valuable items must be secured in a **foot-locker**. Special bulky **winter clothing** is normally not needed until after Thanksgiving.

### Questions about this form?

Contact Upper School Student Services at 540-636-5208 or Middle School Student Life Office at 540-636-5480.

## Identification Number

- 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 such a marker at the Academy.
- Name tapes are acceptable; send at least three extra dozen.

## Dorm Accessories

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

- |   |  |
|---|--|
| <input type="checkbox"/> Footlocker - no larger than 1' x 4' (R-MA will provide lock) | <input type="checkbox"/> White pillow cases** (2-3)                      |
| <input type="checkbox"/> Shoe shine kit   | <input type="checkbox"/> Pillow(s)                                       |
| <input type="checkbox"/> Upper School-black polish                                    | <input type="checkbox"/> White sheets** (2 sets) <b>for twin bed</b>     |
| <input type="checkbox"/> Wash cloths (4-6) <b>optional</b>                            | <input type="checkbox"/> Bath towels (6-8)                               |
| <input type="checkbox"/> Alarm clock  | <input type="checkbox"/> *R-MA insignia blankets (1) (Upper School only) |
|   | <input type="checkbox"/> Blanket or comforter (Middle School)            |

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

## Prohibited Items

- Television sets •Refrigerators •Flammables •Coffee pots •Microwaves •Web cams (cameras) •Tools/tool kits •Air conditioners •Laser pointers •Pets and fish •Lacrosse sticks •External computer hard drives •External speakers •Lighters, fireworks, matches
- Weights/exercise equipment •Weapons (including knives) •Hair cutting equipment
- Potted plants or flowers •Desk lamps, halogen and nightlights •Racially offensive materials
- Pornography •Hot pots/plates/heating devices •Skateboards, skates, and bicycles •Lighted signs, black lights and strobe lights, etc. •Drugs/alcohol/tobacco and related paraphernalia
- Aerosol products (except shaving cream) •"Walkie talkies," two-way communicators, or comm scanners •Any "R" or higher rated video games or movies/DVDs/music (PG-13 at Middle School) •All medications to include over-the-counter medicines and vitamins (must be kept by the school nurse) •Electronic cigarettes or anything not prescribed by a physician containing nicotine • Any stand-alone game systems such as X-Box, Sony PlayStation, or Nintendo

## Electronics

- Monitors and printers must be small enough to set on desktops or bookshelves. Lap tops are highly encouraged at the Upper School. Only lap tops will be allowed in the Middle School. **Parents must understand that R-MA will not be responsible for damage or loss of these or other student items.** 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. **No "BOOM BOXES" or STEREO WITH EXTERNAL SPEAKERS** will be permitted for any student. R-MA reserves the right to restrict inappropriate CDs, especially if they are violent or sexual in nature.

## Decorations

- Posters are limited to two per student. **No "pin-up" type posters will be allowed** (defined as posters or pictures with sexual themes or overtones). Students may not display any posters depicting items prohibited at R-MA such as alcohol, tobacco, illegal drugs, etc., or any posters that would be offensive to minority sensitivities. Such posters or pictures will be confiscated and will not be returned.
- 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

---

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.

If you are planning to bring a personal computer from home, please use the following system components as a guide:

**Up-to-date Anti-Virus protection is required. R-MA also recommends purchasing “lojack” anti-theft software as well as an extended warranty for the computer.**

## System Component

## Recommended

**Processor:**

**1 GHz or faster**

**RAM:**

**512 MB or higher**

**Operating Software:**

**Windows XP/Vista**

**Word Processor:**

**Microsoft Word and/or Office**

**Printer:**

**Small Inkjet Printer**

**LAN Card:**

**10/100 Base-T rj45 Ethernet  
LAN Adapter**

**R-MA does not offer support for Apple computers or for computers using an operating system earlier than Windows 2000.**

R-MA provides content filtering on all student internet access to the web from any computer on campus. Web sites that may contain inappropriate material are blocked from student access using third-party products including an automatically updated database. Our networks are also protected by firewalls to prevent unauthorized external access. However, due to the constant change of content on the internet, R-MA cannot guarantee that all sites containing inappropriate materials will be successfully blocked. R-MA makes no claims to this effect and assumes no liability for sites visited by students that may contain inappropriate content.

**Only lap top computers will be allowed in the Middle School and lap tops are highly recommended at the Upper School.**

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

All R-MA dormitories are equipped with Internet connections and the R-MA Local Area Network (LAN). In addition, all students have an optional private e-mail address for correspondence with parents, faculty, and fellow students, as well as an individual voice mail system.

**Questions about this form?**

Contact R-MA Customer Support at 800-272-1172, ext. 3825, or e-mail them at [techsupport@rma.edu](mailto:techsupport@rma.edu).



# Transportation Arrangements Handout

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

As a boarding school, we recognize that planning for seasonal breaks, travel arrangements, and medical appointments are 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 into Washington, D.C., to major airports and a train station.

**Questions about this form?**

Contact Upper School Student Services at 540-636-5495 or the Middle School Office at 540-636-5480.

***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:

<b>Thanksgiving Break Christmas Break Spring Break</b>	<b>November 19 - November 29 December 17- January 2 March 25- April 10</b>
<p><b><i>Drop-Off Dates</i></b>            Saturday, November 20            Saturday, December 18            Saturday, March 26</p>	<p><b><i>Pick-Up Dates</i></b>            Monday, November 29            Sunday, January 2            Sunday, April 10</p>
<p><b><i>Drop-Off Locations and Times</i></b>            Dulles Airport @ 9:30 am            Reagan National Airport @ 10:30 am            Union Station @ 11:00 am</p>	<p><b><i>Pick-Up Locations and Times</i></b>            Union Station @ 4:00 pm            Reagan National Airport @ 4:30 pm            Dulles Airport @ 5:30 pm</p>

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

***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,” i.e., times when Upper School students must stay on campus:

September 3-6	Closed for new Academic Year**
October 22-23	Closed for Homecoming Weekend
November 5-6	Closed for Fall Family Weekend
April 22-23	Closed for Spring Family Weekend
May 6 - May 7	Apple Blossom Festivities
	** Middle School also must stay on campus

***Vehicles On Campus***

- All cars must be registered. The student’s only set of 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 locked compound west of the soccer field.
- *Day students’* cars are parked in the parking lot between Crow Hall and faculty housing.