

# WELCOME

---

Welcome to the 2019 Joseph Baldwin Academy! What began as a small program with four classes and 60 students has become one of the unique programs of its kind in the nation. This summer we anticipate around 400 students from 6 states and 1 Canadian province will be on Truman's campus taking one of 21 classes taught by our faculty members.

From the outset, the Joseph Baldwin Academy has been grounded in the liberal arts. Living on a college campus and working with a college professor is a unique opportunity few students of this age group ever experience. Students come to JBA not to achieve a grade or even to earn credit. Instead they come to be stretched academically, to grow socially, and to experience the joy of learning for learning's sake. Thousands of JBA students have gone on to succeed in high school, college, and professions of their choice. Many credit JBA for being a turning point in their academic lives.

As you are preparing for your stay with us, you and your parents may have many questions. We hope this booklet will provide you with the answers to many of those such as travel instructions, arrival time, what items you should bring with you, and what services are available on the campus of Truman State University. If you have any other questions, please call our office at (660) 785-5406 or you may email us at [tiacademies@truman.edu](mailto:tiacademies@truman.edu). We look forward to your arrival!



Jared Young,

Coordinator for Summer Academies and Institutes

Dean, Joseph Baldwin Academy

# ARRIVAL

---

Students attending Session I will check in at Ryle Hall on Saturday, June 8, any time after 10:00 a.m. but before 4:00 p.m. Students attending Session II will check in at Ryle Hall on Saturday, July 6, any time after 10:00 a.m. but before 4:00 p.m.

## *If You Are Traveling by Plane*

All Joseph Baldwin Academy students traveling by airplane who require transportation from arrival and departure points to the Truman campus must meet the following requirements: Session I students must arrive on Saturday, June 8, and depart on Saturday, June 29; and Session II students must arrive on Saturday, July 6, and depart on Saturday, July 27.

We will provide transportation to and from Kansas City International Airport on the Saturday beginning and ending each session. A \$75.00 round-trip (\$35.00 one-way) shuttle fee will be charged for transportation to and from the airport. Because of the long commute between the airport and Kirksville, **all flights must arrive and depart between 10:00 a.m. and 2:00 p.m.** Transportation will not be provided for flights arriving or departing at other times.

There are limited flights between St. Louis and Kirksville Regional Airport via Cape Air. If you elect to come directly to Kirksville by plane, be advised that a connection must be made in St. Louis. While we are great fans of the Cape Air service, and patrons may wish to consider it, parents will want to discuss logistics with their children if they are inexperienced fliers. Cape Air charges \$79.00 each way, over and above the cost of your flight to St. Louis, to reach Kirksville. In order to meet the program schedule, JBA students must arrive on the 1:20 p.m. Cape Air Flight (12:15 p.m. St. Louis departure) on arrival day and depart on the 7:00 a.m. flight on departure day. Unfortunately, there are only eight seats on this plane.

Staff members of JBA will meet you at the security checkpoint of your arrival gate. Please do not leave this point until a Joseph Baldwin Academy representative meets you. The JBA staff member will be wearing a Joseph Baldwin Academy Staff t-shirt and holding Joseph Baldwin Academy signs. It is important to send your picture because this will help us identify you at the airport. Students will be responsible for their meals on arrival day.

Call the JBA office immediately if there is any last-minute change in the flight schedule. Departing students are checked in and escorted to the security checkpoint by staff members. Because of airport regulations, the staff member will not be able to accompany the students to gates. Students and staff will be given instructions on what to do if a flight is canceled or significantly delayed. Be sure to discuss appropriate topics of airport safety and security procedures with your parent.

**Note:** Students under twelve may be considered “unaccompanied minors” by the airline, and you may be required to pay an extra fee (contact your airline for details). The airlines will require the name of the JBA staff person who will meet such students upon arrival. We cannot provide this in advance; instead you must contact the JBA office at (660) 785-5406 the day before the flight to get the staff member’s name.

## *If You Are Arriving by Car*

When you enter Kirksville, you will be traveling either north or south on Highway 63. As there is a highway bypass around Kirksville, please be sure to look for the Baltimore Street (Business US 63) exits at the north and south ends of town. Turn west on Patterson Street and proceed to the University (See the map). The map will help you locate Ryle Hall and hotels in the area if your parents need to stay overnight.

\*See more detailed map of campus on page 22.

## *Tentative Schedule for Arrival Day*

(Session I – June 8; Session II – July 6)

10:00 a.m. – 4:00 p.m.	Check in at Ryle Hall
11:30 a.m. – 12:45 p.m.	Lunch available in Ryle Hall cafeteria (students and parents are responsible for this meal)
11:00 a.m. – 1:00 p.m.	Student Activities TBA
1:00 p.m. – 2:00 p.m.	Parent/Staff Orientation (parents only) OR
2:00 p.m. – 3:00 p.m.	Parent/Staff Orientation (parents only)
2:00 p.m. – 3:00 p.m.	Student Activities TBA
2:00 p.m. – 3:30 p.m.	Parent/Faculty Reception
4:00 p.m.	Parents will have departed
4:30 p.m.	Meet for dinner
5:30 p.m.	Meet your housing group, meet your neighbors
7:30 p.m.	Student Activities TBA
9:00 p.m.	Hall Meeting, more housing group time
10:15 p.m.	Curfew
11:00 p.m.	Lights out!

- Faculty will be available to meet with parents AFTER their chosen orientation period.
- Faculty will meet with students for the first time on Sunday, at the culmination of student orientation activities.

# CHECK-IN

---

We would like to provide you with some additional information regarding move-in day so that you will know what to expect. Please come to Ryle Hall Main Lounge to check in but leave your luggage in your car until you have completed the registration process (approximately 15-20 minutes).

When you first enter the lounge of Ryle Hall to register, it may look a little chaotic. If you have any questions, ask anyone wearing a Joseph Baldwin Academy Staff t-shirt for help. We will have several tables set up to facilitate your check-in. In order for check-in to run in an orderly manner, all students must proceed through each registration table.

**Room Assignment Table** — Here you will check in and receive your room assignment, your room key, and mailing address. A \$40.00 (**cash or check only**) room key deposit will be required upon check-in to cover lost keys. When you return your key at the conclusion of the Academy, you may receive a refund of this deposit or apply it towards the full purchase of a JBA DVD, Memory Book, and Poster highlighting all classes and activities at the Academy.

**Bookstore Table** — The Truman Bookstore will have a table set up to sell textbooks for your classes. Please make checks payable to the Truman Bookstore at this station. You may also pay with cash, credit or debit card.

**Activities Table** — Here you can choose what activities you would like to do later in the day after you have moved in. You may also choose to indicate any special food preferences.

**Medical Table** — You and your parents will turn in all medication (including over the counter medication) to the Health & Wellness Director. Exceptions will be made for students who have asthma inhalers, insulin, EpiPens, and topical medications.

**Memento Table** — Yes, it may sound strange to be talking about preserving memories of JBA before the session even begins, but we want your parents to be aware of the JBA DVD, JBA Memory Book, JBA Poster and JBA t-shirts. We are only able to accept cash or check at this table. All proceeds go to the JBA Scholarship Fund (we raised over \$15,000 for the fund last year!). You can also pick up a news release to send to your local newspaper.

**The “Bank”** — **It is strongly recommended that you** deposit any spending money in “The Bank” with the Residential Living Director for safekeeping. **To assist our staff, it would be best if you could bring cash for your deposit.** This will allow the funds to be made immediately available to you when the Bank is open. If you deposit checks, you will have to go to the Cashier’s Office in McClain Hall throughout the session in order to receive money. Such checks should be made payable to Truman State University and for no more than \$50. Your parents may wish to leave a check at the Bank to pay for any visit to the doctor’s office or medication if you happen to get ill during the session. **NOTE: If your parents deposit money into your Truman account (where you paid tuition and fees), you will be unable to access these funds during JBA. Students will only have access to funds deposited at the JBA Bank at Ryle Hall.**

Last summer most students chose to spend around \$100-120 for miscellaneous items. These included JBA souvenir items, off campus laundry facilities, snacks, swimming, trips to Wal-Mart, and food at the all-nighter.

Once these things have been taken care of, you are now ready to get your luggage and move into your room. Preceptors will be available to assist you with move in and help you carry your things to your room. If you haven’t eaten lunch yet, we encourage you and your parents to eat in the Ryle Cafeteria. The Ryle Cafeteria will be open from 11:30 a.m. – 1 p.m. Students and their families can purchase lunch for a nominal fee.

# DEPARTURE

---

Students attending Session I must check out of the residence hall on Saturday, June 29 by 10:00 a.m. Students attending Session II must check out of the residence hall on Saturday, July 27, by 10:00 a.m. However, parents may choose to check their children out of the Academy on the last day of classes after the Closing Reception. This can be done between 7 p.m. and 8 p.m.

## *Tentative Schedule for Departure Day*

(Session I – June 29; Session II – July 27)

- Students flying home board the bus to the airport.  
(time is based on departure flight times)
- 8:00 a.m. Check out begins - Parents meet your son/daughter in the main lounge, move everything out of their residence hall room and go to the lounge on their floor to begin the check out process. A staff member will accompany the student back to his/her room to make sure everything has been removed and the room is clean. The remaining check-out will take place at stations in the main lounge.
- 8:15 a.m. – 9:30 a.m. Breakfast
- 10:00 a.m. The last student goes home!  
(**Note:** most students will be moved out by 9:30 a.m.)

# CHECK-OUT

---

On the last Saturday of the Academy (June 29-Session I or July 27-Session II), Staff will begin check-out for all students at 8:00 a.m. All students must be picked up no later than 10:00 a.m. If parents arrive early, we ask that they please be patient while staff prepares the details of check-out. All students will either be in the main lounge or the cafeteria eating breakfast.

The cafeteria will have breakfast available for students and their parent/guardian. Breakfast hours are 8:15 a.m – 9:30 a.m. Breakfast that morning is included in the JBA tuition for students; however, the parent/guardian will be responsible for their own breakfast.

**Packing Up!** After your parents arrive, you may go with them to your room and begin bringing your belongings directly outside to your vehicle. Remember to check the closet, bathroom, and drawers. We do not recommend bringing belongings to the main lounge, as it will already be crowded with other students and families. If you notice that the room is not properly clean, you can get cleaning supplies from the floor lounge. But it's your room; you should clean it, not your parents! Once the room is cleaned out, your parent's role is essentially done. You will go to the lounge on your floor with the room key to continue the checkout procedure.

**Items & Room Table** Students will then go back to their room with a preceptor to double check that the room is empty and clean and then return to the Main Lounge. Students will return any items that they may have borrowed from the Hall Desk while at the Academy such as extension cords, iron, etc.

**Medical Table** Students will pick up any medication they have left. Parents will have the chance to talk with the Health & Wellness Director if they wish.

**The “Bank”** Students will withdraw any money they have remaining in the Bank, return their room key and be refunded their room deposit if they choose not to apply this fee toward the purchase of the JBA memory book, DVD, and poster. The students will also have the opportunity to make any last purchases such as t-shirts, snacks, etc.

## STUDENT LIFE OVERVIEW

---

### *Introduction*

In addition to their coursework, our students enjoy a rich experience outside the classroom. They live on campus under the supervision of resident staff and preceptors and participate in a variety of activities held each afternoon, evening, and on the weekends. More importantly, they get to know other students—students whose interests are diverse and who share their exceptional academic abilities and love of learning. Lasting friendships develop as students learn from each other both in and out of the classroom. Throughout the residential program, we focus on helping students have a good time in a safe, supervised environment. Although helping students have a positive social experience is important to us, prospective students should know that their primary goal while enrolled in the program is to succeed in their academic endeavors. Students unable to make academics their first priority should not attend our program.

### *Supervision*

While students are ultimately responsible for their own conduct, administrative, instructional, and residential staff all work together to provide clear guidelines and careful supervision. Outside class, students are supervised by the staff and preceptors. The staff are either current students or graduates of Truman State University. All staff members have participated in the Joseph Baldwin Academy in previous years as preceptors. They live in the residence hall and promote the academic, cultural, social, and recreational opportunities of campus life.

The students are also supervised by preceptors, some of the best students at Truman. Most preceptors are nominated by a JBA faculty member to assist in their course and are interviewed individually by the Dean and the Director. Preceptors live with students in the residence halls, providing support and encouragement, enforcing rules, assisting in the classroom and study hall, and conducting recreational programs.

### *Residential Life Rules*

- During the first two days, students must be escorted by a preceptor or designated supervisor whenever they leave the residence hall. After that time, students may leave the residence hall with a companion after signing out. Students must remain on the Truman campus unless accompanied by a preceptor, staff member, or parent/guardian.
- Students must remain in their rooms after curfew and lights must be out each night at the designated time. Students may not leave the residence hall before 7:00 a.m. and must be in at 9:30 p.m. unless otherwise planned.
- The following are prohibited: alcoholic beverages and illegal drugs; cigarettes, tobacco products, matches, candles, and incense; coffee pots and other cooking appliances; tampering with fire equipment; and damage to University

property. Students who possess or use alcoholic beverages, illegal drugs, or any tobacco products will be immediately dismissed from the Academy.

- Students are expected to behave in a mature manner. They will be expected to show respect to the faculty, staff, fellow students, and themselves. Students who use disrespectful or obscene language will be disciplined.
- Rules are discussed at length with the students on the first Sunday.

## *Academic Discipline*

- Students are expected to work to the best of their abilities. The students who excel at the Academy are those who take responsibility for their own education and have a genuine desire to learn. An exceptional level of maturity and emotional stability is essential to succeed in this fast-paced environment.
- Students who demonstrate a lack of effort in the classroom or who engage in disruptive behavior will work with their instructor to resolve the situation. In some cases, a student may be given a contract indicating the amount of work to be completed each day. If inappropriate academic behavior persists, a conference may be held involving the student, the instructor, the Director, and the Dean of the Academy. The Academy reserves the right to dismiss a student without refund for lack of effort or disruptive behavior in class. Parents will be responsible for any and all costs associated with early return home due to dismissal, including (if applicable) airfare, ground transportation to the airport, and staff expenses.

## *Attendance Policy*

In order for students to receive the full academic benefits of the Academy, **they must remain on the campus for the entire three-week session.** We believe strongly that completion of the whole program is a primary objective of attendance. While activities such as athletics, recitals, and scholastic competitions are worthwhile on their own, they divert students' attention from a student's JBA classroom experience when they are in conflict. Because the academic experience is intensive, students are normally not able to "catch up" if they miss any class time. Because many class assignments employ group work, lab partners, and so forth, a student's absence may also significantly impact the work of others. Students will not be permitted to leave the Truman State University campus for activities not associated with the Academy. The only exceptions will be for medical or family emergencies as determined by the Dean. Students who leave the Academy for any other reason will not be allowed to return and they will not receive an evaluation or recognition for attending the Joseph Baldwin Academy. **For a variety of reasons, including fairness in the application of this policy, appeals of this policy not grounded in medical or family emergencies will not be considered.**

## *Expectations for Student Conduct*

We expect our students to meet the highest standards of behavior, both in personal deportment and in dedication to academic pursuits. Students will:

- Strive to do the best work possible in their courses;
- Respect individuals of different races, cultures, religions, genders, disabilities, personal appearances, sexual orientations, and national origins;
- Behave in a friendly, cooperative, and responsible manner toward all persons in the JBA community and in the larger college and local communities;
- Attend all class sessions, meals, activities, and meetings, observing all rules for student conduct;

**We cannot accommodate students who are unable to live up to these expectations.**

Once students arrive on campus they will learn about our standards for behavior, including our residential life and academic rules, at orientation. These include a commitment to academic integrity, respect for all members of the community, regard for the basic rules of physical safety, and cooperation with adult supervision.

**Students may be dismissed from the program for any of the following reasons:**

- Possessing or using tobacco, alcohol, or drugs (students possessing any of these items will be immediately dismissed from the Academy);
- Not attending to their academic work in a satisfactory manner;
- Cheating, plagiarizing, or committing other acts of academic dishonesty;
- Being in restricted areas of campus, or leaving campus, unaccompanied by a staff member, preceptor, or parent/guardian;
- Being in the opposite-gender wing of the residence hall;
- Leaving their halls after lights out;
- Stealing or vandalizing property;
- Keeping prescription or over-the-counter medication in their possession;
- Bullying or hazing;
- Undermining the safety or well-being of self or others (including threats);

**Students may be disciplined for the following reasons:**

- Students who use disrespectful or obscene language;
- Students who demonstrate a lack of effort in the classroom or who engage in disruptive behavior;
- Inappropriate behavior or violations of rules;

The Director will refer students involved in repeated or serious incidents to the Dean, who serves as the head disciplinarian. The Dean has the authority to dismiss students based on inappropriate behavior inside or out of the classroom. Students expelled from the Academy will not receive a refund and parents will be responsible for any expenses associated with their son or daughter's early return, including transportation costs.

## STUDENT ACTIVITY TIME

---

Each morning before class, students have the opportunity to participate in activities that are supervised by preceptors. Due to student interest, most of these activities tend to be physical in nature. For example, in the morning students may jog or attend yoga class.

In the afternoon many attend Truman's Student Recreation Center where they may play sports such as basketball, volleyball, and soccer. Students who are 14 or older are also allowed to use the University's weight equipment.

Students who decide not to attend one of the morning or afternoon activities are allowed to do such activities as: go to the campus library to study, to complete their homework, or to check their email, or they may stay in Ryle to catch up with laundry, etc. Many students use this time to meet in the commons area at the residence hall and hang out with their friends. Students wanting to bring their musical instruments to practice or perform while at JBA will have access to practice rooms in the Fine Arts building on campus, Ophelia Parrish. Students will be able to sign out to practice rooms during their free time. Students may also be interested in performing during the Talent Showcase at the end of the Session.

In the evening after study hall, students are required to participate in an activity. The Activities Directors plan 7-8 choices most days, providing a selection of athletic, intellectual, creative, and recreational activities. Typical activities include

dodgeball, jewelry making, theatre games, chess, Ultimate Frisbee, painting, hiking, Capture the Flag, swing dancing, cooking, swimming, concerts on the square, and short trips to local Kirksville stores.

The cost for most activities is included in the student's tuition: students who choose to sign up for craft activities or off-site activities, such as movies, swimming, or shopping may be required to pay a nominal fee.

On the weekends the Academy provides more ambitious activities, including evening dances, a lip sync competition, a quiz bowl tournament, and a dodgeball competition. Students also have "down time" to catch up on laundry or just relax and talk with friends.

## Daily Schedule

The daily schedule on campus is quite full. Students are required to attend all classes and evening activities, and there is little unstructured time. Generally, students attend class from 9:00 a.m. to 4:00 p.m. Monday-Friday and 9:00 a.m. to 11:30 a.m. on Saturday, with short breaks in the morning and afternoon and a longer break for lunch. Between the end of class and lights-out, students attend recreational activities, have dinner, return to class for study hall, and enjoy some social time. Each day concludes with a hall meeting. Lights-out is at 11:00 p.m. Monday – Friday, 12:00 a.m. on Saturday night and 10:00 p.m. on Sunday. Listed are the approximate times for daily activities.

## Schedule

### Monday - Friday

7:00 a.m.	–	9:00 a.m.	Breakfast/Free Time
9:00 a.m.	–	12:00 p.m.	Class
12:00 p.m.	–	1:15 p.m.	Lunch/Free Time
1:15 p.m.	–	4:00 p.m.	Class
4:00 p.m.	–	6:00 p.m.	Dinner/Free Time
6:00 p.m.	–	7:15 p.m.	Study Hall
7:15 p.m.	–	9:30 p.m.	Activity Time
9:30 p.m.	–	10:00 p.m.	Hall Meeting
		10:15 p.m.	Curfew
		11:00 p.m.	Lights Out

### Saturday

7:00 a.m.	–	9:00 a.m.	Breakfast/Free Time
9:00 a.m.	–	11:30 a.m.	Class
11:30 a.m.	–	12:45 p.m.	Lunch/Free Time
12:45 p.m.	–	5:00 p.m.	Activity Time
5:00 p.m.	–	7:00 p.m.	Dinner/Free Time
7:00 p.m.	–	11:00 p.m.	Activity Time & Dance
		11:15 p.m.	Curfew
		12:00 a.m.	Lights Out

### Sunday

7:00 a.m.	–	9:00 a.m.	Breakfast/Free Time
9:00 a.m.	–	12:00 p.m.	Church/Free Time
11:30 a.m.	–	12:45 p.m.	Lunch/Free Time

12:45 p.m.	–	5:00 p.m.	Activity Time
5:00 p.m.	–	7:00 p.m.	Dinner/Free Time
7:00 p.m.	–	8:30 p.m.	Study Hall
8:30 p.m.	–	9:00 p.m.	Hall Meeting
		9:15 p.m.	Curfew
		10:00 p.m.	Lights Out

## *Last Friday of JBA*

On the last Friday of JBA, students will attend classes until approximately 3:00 p.m. Students will then have the chance to do any final cleaning in their rooms as well as packing to go home. If parents arrive when their son or daughter gets back from class in the afternoon, they may go up to the student's room to start moving things the student no longer needs to their car. Students will be cleaning, getting ready for the Closing Reception, and eating dinner between 3:00 p.m.–5:00 p.m.

## *Friday Evening Schedule*

5:40 p.m.	Parents may meet in the courtyard to be escorted to the Closing Reception by a JBA staff member or they may just arrive at Student Union Building for the Closing Reception any time after 6:00 p.m. Students will assemble in the courtyard by class for the walk over to the Closing Reception. <b><u>Please look for signs in the building to direct you.</u></b>
6:00 p.m. - 7:00 p.m.	Closing Reception.
7:00 p.m. - 8:00 p.m.	Check out only for any students leaving JBA early. (Students will not be allowed to check out any time before this. Students who check out on Friday will not be allowed to attend the all-nighter).
8:00 p.m.	Students go to Quiz Bowl finals. Parents are welcome to attend.
8:30 p.m.	Back to the residence hall to finish cleaning rooms or packing and get ready for the dance (for those students who have not completed their cleaning or packing yet).
8:30 p.m. - 11:30 p.m.	Dance, dance, dance!
11:30 p.m.	Back to the residence hall to get things for the All-Nighter.
12:00 a.m. - 6:30 a.m.	All-Nighter – final games of dodgeball, movies, activities, trips to Taco Bell, and hanging out with friends! (Sorry, no parents allowed!!)

# LIVING ON CAMPUS

---

## *Housing*

Students live with their preceptors in single-gender wings of a residence hall near the center of the Truman campus. Each housing group has approximately 8-16 students who live near you as well as a housing group leader(s), one of our many capable preceptors. Your housing group leader(s) will plan activities for your group to enjoy such as trips off campus to local eating establishments or shopping. They will also hang out with you after curfew and help you get to know each other and feel comfortable here at JBA. The housing group is an important part of the residential experience, as it provides students with a sense of identity and belonging within the larger JBA community.

Students will be given room assignments when they check in. Most students are assigned to double rooms, but we cannot guarantee a particular housing arrangement, including a roommate request, to any student. To the extent possible, students are assigned roommates of a similar age. Students will share a bathroom with the connecting room. Students are not allowed to visit opposite-gender wings of the residence hall.

## *Room Furnishings*

The University furnishes most rooms with bunkable/loftable beds, standard twin-sized mattresses (36" x 76"), a dresser or drawers to share between residents, closets or wardrobes, and window mini-blinds. All residence hall rooms have a desk with drawer space for each resident. You may want to bring a mattress pad or "eggcrate" foam padding, bed linens, pillow, light blanket, and clothes hangers.

Students are allowed to bring a small refrigerator but must limit them to 2'w x 3'h x 2'd in size. The University does have a limited supply of small refrigerators to rent for \$45.00 per session. These refrigerators are available on a first come, first serve basis and will need to be requested and paid for prior to your arrival at JBA. Send your payment to the JBA Office. Students are welcome to bring their own refrigerator at no cost.

Residents using extension cords are strongly encouraged to use grounded 3-prong, 15-amp minimum, extension cords and/or surge protectors. All electronics or appliances must be UL approved and in good, working condition. Please refer to the "Things to Bring" and "Things NOT to Bring" lists when considering what electrical devices to bring.

## *Things to Bring*

Students should bring the following: sheets for a twin bed; a pillow (a pillow will be provided for those who travel by plane); an alarm clock; note paper, pencils, and pens; shower supplies such as towels, wash cloths, soap, shampoo, toothbrush, and toothpaste; hair dryer; swim suit; camera; umbrella or rain gear; recreational items such as frisbees, softball gloves, tennis racquets, cards or board games. Students may also bring MP3 players with headphones, iPods, or radios. They should also bring a variety of clothing for occasions such as outdoor recreation, air-conditioned classes, ceremonies, church services, and dances. Students should label their personal items.

JBA will be having "Halloween" during both sessions, a day where students will dress up for our academy-wide Halloween party. Activities for the party will include scary stories, face painting/scary makeup, and a haunted house. Students are encouraged to bring a costume or materials to make a costume (costume-making will be offered as a nightly activity early in the session). Also see enclosed check list of things to bring.

## *Things NOT to Bring*

- weapons of any kind (including pocket knives and martial arts devices)
- any flame-producing device (including matches, lighters, and firecrackers)
- pets of any kind
- products that damage surface finishes (brand names Slime®, Gack®, etc.)
- televisions, computer/video games, DVDs, portable game systems
- bicycles, skateboards, scooters, or hoverboards
- halogen lamps, or hot pots
- laser pointers
- lamps, flashlights, or light bulbs
- computers or laptops (see e-book policy on page 18)

In addition to the above list, we reserve the right to confiscate for the length of the program any items that, in our judgment, demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety and well-being of people, or pose undue risk to property.

## *Student I.D.*

Each student will receive an I.D. card at Orientation on Sunday. This university identification card will serve as meal card and library card during the students' stay. The Student I.D. card will also allow students to access their money at the "JBA Bank," check out games at the Hall Store, and have access to the Student Rec Center on campus. A deposit is not required for the Student I.D. card but there is a \$40.00 charge for replacement if it is lost.

## *Meals*

All meals Saturday evening, June 8, through Saturday morning, June 29, for Session I and all meals Saturday evening, July 6, through Saturday morning, July 27, for Session II will be provided by the University. No cooking is allowed in the residence hall rooms.

The dining services on campus offer a wide selection of food at every meal, and their menus are varied enough to accommodate vegan, vegetarian, and other diets. If a student requires other special dietary needs or has food allergies, please contact us well in advance of your arrival so that we can plan for these needs.

*Vegetarian Meals:* Meatless entrees are available on the regular menu. The meatless entrees may contain animal products (milk, cheese, eggs). Students who prefer not to eat animal products may choose from items on the regular menu and the salad bar. Special, no-animal-product menu plans are not available.

*Specific Food Allergies:* Most students with food allergies manage by selecting from the variety of items available on the regular menu and salad bar. Students with highly sensitive airborne food allergies (such as highly reactive nut allergies) should let us know in advance.

## *Keys/Key Deposit*

Student rooms are required to be locked at all times. Students are issued a room key when receiving their room assignment. This key is the student's responsibility. A \$40.00 key deposit will be required at check-in to cover lost keys. When you return your key at the conclusion of the Academy, you may receive a refund of this deposit or apply it toward the full purchase of a JBA DVD, Memory Book, and Poster highlighting all classes and activities at the Academy.

## *Library*

Students will have full privileges in Pickler Memorial Library to items such as computers, books, and reference materials. Students must return books to the Library before the Closing Reception on Friday, June 28 - Session I and Friday, July 26 - Session II. Students will be held responsible for any lost books or late fees.

## *Mail*

Students will have their own mail boxes in Ryle Hall. Mail is distributed by 4:00 p.m. in Ryle Hall. If a student receives a package, their name will be posted on a list near the Hall Desk. All packages will need to be picked up at the JBA Hall Desk. There will be no mail delivery on weekends.

Provisions will be made for outgoing mail. Stamps and envelopes can be purchased at the JBA Hall Store. In order for students to receive mail, the mail should be addressed as follows: student name, c/o Joseph Baldwin Academy, Ryle Hall, Rm#, 1215 S. Mulanix, Kirksville, MO 63501. (Room numbers will be given on the day of arrival.) Please remember to include **Joseph Baldwin Academy** in the mailing address to assist our mail room. Parents should not attempt to mail letters or packages **after Monday, June 24, or Monday, July 22** since they may not make it before students check out.

## *Email*

Each student is given an email address within the first few days of the Academy. Students are allowed to check their email during "free time" by using the computers at the campus library.

## *Telephone*

Due to changing technology and logistical challenges, JBA no longer uses land line phones in residence hall rooms. Instead, cell phones are permitted on a restricted basis. Cell phones are only to be used in students' residence hall rooms during free time and not after lights out. If phones appear outside of residence hall rooms, they will be confiscated for 48 hours on the first offense. If there is another infraction, they will be confiscated for the duration of the session. Students who do not own cell phones will still have access to public phones in the residence hall, but will need a phone card in order to make out-going, long distance calls.

Students' personal cellular phones may be used at designated times (please see policy below). Parents should pre-arrange particular days and times for phone calls. **The best times to reach students are 7:00 a.m. – 8:30 a.m. and 10:15 p.m. – 10:45 p.m. weekdays.** So that students can receive adequate sleep, please refrain from calling students' rooms after lights out (11:00 p.m. week nights, midnight Saturday night, and 10:00 p.m. Sunday night) or before 7:00 a.m. Parents who absolutely need to reach their son or daughter during this time, please call the JBA Residence Hall Office at the phone number you will be given on check-in day. We can easily arrange a time for your child to call you.

## *Cell Phones*

It is essential for students to be focused in class, engaged in activities and sleeping at night. Therefore, while we allow students to keep their personal cell phones in their rooms, the use will be restricted to specific times. Sometimes students are allowed to bring cell phones with them but under very strict guidelines. The intent of this policy is that

students should only be using cell phones to communicate with their families. Students are not allowed to carry or keep their phones on them during the day and must confine the use of their phones to their residence hall rooms. Cell phones may be used only during specified phone times, which are identified elsewhere in our rules. The appropriate times to make calls will be explained to parents during the parent orientation, and to students during the Academy rules meeting. Cell phones used outside of specified hours or outside the residence hall (such as in class or during activities), for playing games, or for inappropriate reasons such as prank calling, will be confiscated for the duration of the session. The limitations on cell phones do extend to all smart phones. So while these devices commonly share music and camera functions, students will not be allowed to carry these phones on their person as music players or cameras. Occasional exceptions are made when these devices can serve an identified learning function in class, and students will be informed of those instances.

JBA assumes no responsibility for the loss or damage of cell phones, or for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons. Students caught with cell phones being used in ways inconsistent with this policy will have phones confiscated. Parents should understand that exceptions to this policy will not be made, even if confiscation of a cell phone for misuse or abuse interrupts communication with parents. Parents who are concerned about their student's ability to abide by these rules are advised to purchase a phone card for their student.

## *E-Books/E-Readers*

In recent years we have received a number of questions regarding the use of e-Readers (such as the Kindle, iPad, etc.). While we encourage students to read whenever possible, when consistent with JBA rules and schedules, we are nonetheless concerned about the ability of some of these devices to circumvent JBA rules described elsewhere in this guide. To date, we have purposefully excluded the use of personal computers to keep students' attention focused on class and activities – particularly during free time. Nonetheless, we recognize that some students now have significant amounts of their own reading material stored on these tablets. For this reason, our policy for e-Readers will be similar to that for cell phones. These devices may only be used in dorm rooms, during designated free periods, and ONLY for the purpose of reading. Students found to have these devices outside of the residence hall, or to be using them for communications, games, or non-reading functions, will have these devices confiscated for 48 hours on the first offense, and the duration of the Academy on the second offense. The Academy assumes no responsibility for the loss or damage of these devices when a student elects to bring them to JBA.

## *Contact Your Student*

### **By letter or package**

Student name  
c/o Joseph Baldwin Academy  
Ryle Hall, room number  
1215 S. Mulanix  
Kirksville, MO 63501

JBA Residence Hall Office at Ryle Hall  
Andrew Peake, Director  
(660) XXX-XXXX (to be issued at check-in)

JBA Administrative Office  
(660) 785-5406

By FAX - JBA Administrative Office  
(660) 785-7202

### **By E-mail**

A student's assigned e-mail will be in the form of abc123@truman.edu ("abc" is his/her initials and "123" is a 3-digit randomly generated number.) Students receive this e-mail address within the first two weekdays of JBA.

## *Family Visits*

During the session, we discourage family and friends from visiting students and taking them off campus. Weekend time allows students to establish friendships and become fully involved in residential life. (In fact, homesickness is often intensified by visits from parents.) However, the Academy recognizes the vital importance of parental involvement in a student's academic and social growth and to that end allows visitation only on the third Sunday of the Academy during the following times:

**Third Sunday:** 8:00 a.m. – 11:00 a.m. or 8:00 a.m. – 5:30 p.m.

For security reasons, JBA staff must be aware of any visitors on campus, including parents; we also must know of any plans to take students off campus. While visiting students, parents are **ONLY** permitted to be in the main lounge of the residence hall and may **not** visit students' rooms. This provides all students with a higher level of security because they know to contact a staff member immediately if they see someone they do not know in the student housing section of the building. Students who wish to leave during these times must sign out with a staff member at the JBA Hall Desk. Upon return, students must check back in at the JBA Hall Desk. Students will be allowed to leave the Academy only with their parent/guardian and only during these allotted hours. The only exceptions granted will be for personal or family emergencies. A student will not be able to leave the campus with any person other than the custodial parent(s) or guardian(s) unless listed on the Authorization to Visit/Take Student Off Campus form. The individual must be 18 or older. **In addition, parents, guardians, or anyone checking a student out of the residence hall must provide the staff member with a photo I.D.**

## *Custody Issues*

Please indicate any issues you believe we should be made aware of on the *Authorization to Visit/Take Student Off Campus* form, and attach copies of pertinent legal documentation.

## *Health Services and Insurance*

The Academy has dedicated a full-time position to look after the welfare of its students. This individual, the Health & Wellness Director, will contact parents about health issues their children may be experiencing.

The Academy has made arrangements with a local physician to care for its students. Whenever possible, the Health & Wellness Director will contact parents before the Academy takes their child to the physician; however, sometimes this notification may occur afterwards.

Emergency medical service is available at a Kirksville hospital. All students must submit medical history forms and a copy of their health insurance card, which the Health & Wellness Director will keep on file. Students will be responsible for any co-payment at the doctor's office, hospital, or pharmacy at the time of the service. Those students with long-standing medical conditions should request their physician forward relevant information to the Joseph Baldwin Academy.

## *Medications*

All student medications must be turned in to the Health & Wellness Director upon check in. The Health & Wellness Director will supervise students bringing medications. These include prescriptions and over-the-counter medicine such as Tylenol, allergy medicine, and cold medicine. NO medications are allowed to be kept in student rooms (with the exceptions of inhalers, epi-pens, and similar rescue medications, which shall be approved on a case by case basis).

Students must self-administer the medication, as directed by the parent or physician, and the Health & Wellness Director will log all medications taken. We do make available, upon request by the student, common over the counter medications in the Med Room. Parents are strongly advised to note any allergies or potential drug interactions with prescribed medications on their child's medical form. In addition, parents are urged to have a conversation with their children, before they come to JBA, about any over the counter medications they feel comfortable/uncomfortable with their child selecting.

Exception: Parents may authorize their children to retain maintenance medications, provided the medications have no potential for abuse, and missed or discontinued dosages present no risk. Written authorization from the student's physician and parents is required.

## *Laundry*

Washers and dryers are available in the residence hall at no cost to the students. Each day 24 of our 200 students may do laundry in the dorm. A rotation is in place to make sure that students who have not done laundry yet have the priority to do laundry over those who have. Students may also be taken off campus during activity time by preceptors to a local laundry facility to do their laundry at prices set by the laundromat.

## *Religious Services*

We support any student who wants to attend religious services and will provide transportation to and from local religious services with a staff member. Sign-up for these services will occur during the week prior to the services on a week-to-week basis. It is important that students with this interest remember to sign-up in advance as prior planning is required to coordinate travel to different services at different times.

Many but not all Christian denominations have services in Kirksville. Several non-denominational options are also available. In the general absence of regular services by non-Christian traditions in the Kirksville community, particularly during summer months, we welcome suggestions from the students from these faiths about ways to address their spiritual needs.

We believe the choice to attend weekly services is a personal or family matter, and due to students' variable interests and traditions, we ask that parents who expect their children to attend services each week have the necessary conversations with their children prior to attendance to reinforce their expectations.

## *The "Bank"*

**To assist our staff, we ask that you bring cash for your deposit.**

Students may also cash checks made payable to Truman State University for up to \$50.00 at the Cashier Window located in the lower level of McClain Hall. Students will be allowed to cash checks during lunch on weekdays. Students must show their Student I.D. when cashing checks. The Cashier Window is not open on **Saturday or Sunday**. **NOTE: If your parents deposit money into your Truman account (where you paid tuition and fees), you will be unable to access these funds during JBA. Students will only have access to funds deposited at the JBA Bank at Ryle Hall.**

## *Personal Belongings/Lost and Found*

Students are responsible at all times for the safe keeping of their personal belongings. We urge students to label all of their belongings, including clothing, with their first and last names. JBA is not responsible for theft or other loss of, or damage to, students' personal belongings, including athletic equipment and musical instruments. When considering whether to bring an expensive item, families may wish to investigate possible coverage under their own homeowner's or renter's insurance. In general, we recommend that students leave valuables at home.

JBA will maintain a lost and found box. Clearly labeled items are the most likely to be successfully returned. JBA cannot be responsible for items left behind at the end of the session.

## *Additional Information*

For further information, visit our website at:

<http://jba.truman.edu>

or contact

The Joseph Baldwin Academy  
McClain Hall 303  
100 East Normal Avenue  
Kirksville, MO 63501

Phone: (660) 785-5406  
FAX: (660) 785-7202  
e-mail: [tiacademies@truman.edu](mailto:tiacademies@truman.edu)