



# **Student and Parent/Guardian Welcome Guide**

## **Summer~2022**

# WELCOME FROM THE DEAN

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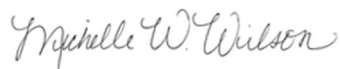
Welcome to the 2022 Joseph Baldwin Academy! What began in 1985 as a small program with four classes and 60 students has become one of the most unique programs of its kind in the nation. We have had students attend from many states and Canada over the years, with this year being no different. This summer we anticipate around 475 students between the two sessions, from 5 different states, as well as Mexico, will be on Truman's campus taking one of 22 classes taught by our faculty members.

From the very beginning, the Joseph Baldwin Academy ("JBA") has been grounded in the liberal arts style of education. Students will receive the opportunity to embrace all things that a university education has to offer: living on a college campus, working with a college professor, and getting to know students from different communities and backgrounds are all examples of these unique opportunities that very few students of this age group ever experience. Additionally, they are not here to achieve an official grade or to even earn credit, unique to our program is that students who come to JBA, come to be stretched academically, to grow socially, and to experience the joy of learning strictly for learning's sake.

Throughout our history, thousands of JBA students have gone on to succeed in high school, college, and professions of their choice. There is a strong connection of these students and a history of JBA memories carried along the way. Many alumni credit JBA for being a turning point in their academic lives. A former JBA alumna from the early 1990's shared with us, "JBA was extremely important to me. I lived in rural MO in poverty. Those summers catapulted me into college. I went on to complete a PhD, and became an academic, with tenure. Thank you to JBA." We feel the responses we have received from former students are a testament to why we continue to succeed, while always striving to hold on to the roots of the program.

As you prepare for your stay with us, you and your parent/guardians may have many questions. We hope this guide will provide you with answers to most of those questions. If you have any other questions, please call our office at (660) 785-5384 or you may email us at [jba@truman.edu](mailto:jba@truman.edu). We look forward to your arrival!

Kind Regards,



Michelle Wilson  
Assistant Director, Institute for Academic Outreach  
Dean, Joseph Baldwin Academy  
Coordinator of Summer Programs  
Early College Programs

# ARRIVAL

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## **Students attending Session I will check in at Ryle Hall:**

Saturday, June 11, 2022 any time after 10:00 a.m. and before 4:00 p.m.

## **Students attending Session II will check in at Ryle Hall:**

Saturday, July 9, 2022 any time after 10:00 a.m. and before 4:00 p.m.

### *If You Are Arriving by Car*

When entering Kirksville, traveling either north or south on Highway 63. ***The highway is a bypass around Kirksville, so 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 to proceed to the University.

### *If You Are Traveling by Plane*

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/guardians will want to discuss logistics with their children if they are inexperienced fliers. Cape Air has a charge each way, over and above the cost of your flight to St. Louis, to continue on and 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 8 seats on this plane. \*Note: This is accurate as of printing and posting.

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 in advance of travel because this will help us identify you at the airport. If your arrival does not coordinate with planned meals on campus, the student will be responsible for the cost of their own meals.

Please call the JBA office immediately if there is any last-minute change in the flight schedule, including delays. 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. Please discuss topics of airport safety and security procedures.

## ***\*Schedule for Arrival Day***

(Session I – June 11; Session II – July 9)

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 meal is provided. Parent/Guardians are responsible for the cost of their meals)*

11:00 a.m. – 1:00 p.m. Student Activities

1:00 p.m. – 2:00 p.m. Parent/guardian with Staff Orientation I (parents only) OR

2:00 p.m. – 3:00 p.m. Parent/guardian with Staff Orientation II (parents only)

2:00 p.m. – 3:00 p.m. Student Activities TBA

2:00 p.m. – 3:45 p.m. Parent/guardian and Faculty Reception

4:00 p.m. Parents/guardians 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 Evening Activities

9:00 p.m. Hall Meeting, more housing group time

10:15 p.m. Curfew

11:00 p.m. Lights out!

\*Subject to change due to weather and without notice

*Note: Faculty will be available to meet with parent/guardians after their chosen orientation period.*

*Note: Faculty will meet with students for the first time on Sunday, at the culmination of student orientation activities.*

# ARRIVAL DAY CHECK-IN – WHAT TO EXPECT

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Arrive at Ryle Hall - Main Lounge (2nd Floor) to check. ***Please 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.

1. **Room Assignment Table** — officially check in and receive your room assignment, your room key, Student ID and mailing address.

A \$40.00 (**cash or check only**) room key deposit is required upon check-in to cover lost keys. When you return your key at the conclusion of the Academy, you will receive a refund of this deposit so long as a replacement has not been provided.

2. **Activities Table** — As a student 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.
3. **Medical Table** — You and your parent/guardians will turn in all medication(s), including over the counter medications to the Health & Wellness Director. Exceptions will be made for students who have asthma inhalers, insulin, EpiPens, and topical medications.
4. **Memento Table** — Yes, it may sound strange to be talking about preserving memories of JBA before the session even begins, but we want your parent/guardians to be aware of the available items:
  - a. JBA Digital Memory Book, Poster and t-shirts.
  - b. 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!).
5. **The “Bank”** — It is strongly recommended that you deposit any spending money in “The Bank” with the Residential Living Director for safekeeping.
  - a. **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 the student when the Bank is open.
    - i. ***Students will only have access to funds deposited at the JBA Bank at Ryle Hall that was deposited on check in day.***

- ii. *If your parent/guardians deposit money into your Truman account (where you paid tuition and fees), you will be unable to access these funds during JBA.*
  - iii. Last summer most students spent around \$100-125 for miscellaneous items.
  - iv. Some of these purchases included JBA souvenir items, snacks, trips to Wal-Mart, and fast food options at the all-nighter.
- 6. **Bookstore** — The Truman Bookstore will be open noon to 4 pm to purchase your class textbooks (if you have one) and any Truman State University merchandise.
  - a. Payments to the Bookstore may be made with cash, check, and a credit or debit card.
    - i. Checks should be made payable to Truman Bookstore.
- 7. **Move In** - Once each of these things have been taken care of, you are now ready to get your luggage and move into your room.
  - a. Preceptors will be available to assist you with move in and help you carry your things to your room.
- 8. If you haven't eaten lunch yet, we encourage you and your parent/guardians to eat in the Ryle Cafeteria. The Ryle Cafeteria will be open from 11:30 a.m. – 1 p.m. Students meals are included, families can purchase lunch for a nominal fee.

## DEPARTURE

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Session I Students - must check out of the residence hall on Saturday, July 2 by 10:00 a.m.

Session II Students - must check out of the residence hall on Saturday, July 30, by 10:00 a.m.

However, parent/guardians 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 7:00 p.m. and 7:45 p.m.

### *Tentative Schedule for Departure Day*

(Session I – July 2; Session II – July 30)

Students flying home board the bus to the airport.

(time is based on departure flight times)

8:00 a.m. Check out begins - Parent/guardians 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. (Most students move out by 9:30 a.m.)

## CHECK-OUT

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On the last Saturday of the Academy (July 2-Session I or July 30-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 parent/guardians arrive early, we ask that they please be patient while staff prepare 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 8:15a.m – 9:30a.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

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After your parent/guardians 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, under furniture 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. Remember, it's your room; you should clean it, not your parent/guardians! Once the room is cleaned out, your parent/guardian'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 for verification. Students will return any items that they borrowed from the Hall Desk while at the Academy such as extension cords, iron, etc.

**Medical Table:** Students will pick up any medications they left with us. Parent / guardians will have the chance to talk with the Health & Wellness Director if they wish.

**The "Bank" and Donations:** Students will withdraw any money they have remaining in the Bank, return their room key and be refunded their room deposit. Donations to scholarships/financial aid for the next Academy are accepted at this location.

**Mementos:** Students will also have the opportunity to purchase camp photos and make any last purchases such as t-shirts, miscellaneous JBA items, snacks, drinks, etc.

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# STUDENT LIFE OVERVIEW

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## *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 often do not succeed in this 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 typically recent graduates of Truman State University or many in the Master of Arts in Education program or former graduates of the MAE program. All staff members have participated in the Joseph Baldwin Academy in previous years as preceptors before transitioning into professional staff roles. They live in the residence hall and promote the academic, cultural, social, and recreational opportunities of campus life as well as supervising all preceptors.

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/or the Director. We require a strong GPA, background checks, references and provide several days of training such as student management, JBA and Truman policies, diversity and team building. Our preceptors live in the same residence halls as the students, providing support and encouragement, enforcing expectations, 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 Truman's 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, the campus as a whole and themselves. Students who use disrespectful or obscene language will be disciplined.
- Rules are discussed at length with the students on the first Sunday so expectations are understood.

## *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. Parent/guardians 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.*

*Additionally, as 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 have consequences 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 parent/guardians will be responsible for any expenses associated with their son or daughter's early return, including transportation costs.

## STUDENT ACTIVITY TIME

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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: students may choose to jog or attend yoga class (these are not required).

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 basketball, kickball, jewelry making, theatre games, chess, Ultimate Frisbee, painting, hiking, Capture the Flag, swing dancing, cooking, swimming, concerts on the square, and short walking 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, and a quiz bowl tournament. 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; as well as a longer break that includes 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 to check in with your hall group.

Lights-out is:

11:00 p.m. Monday – Friday

12:00 a.m. on Saturday night

10:00 p.m. on Sunday.

Basic guideline of schedules. They are subject to change at any time.

### 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 parent/guardians arrive when their son or daughter gets back from class in the afternoon, after checking in, they may go up to the student's room with their student to start moving things 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. Parent/guardians 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.

**Please look for signs in the building to direct you.**

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 before this. Students who check out on Friday will not be allowed to attend the dance and all-nighter).

8:00 p.m. Students go to Quiz Bowl finals. Parent/guardians 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 –games, movies, activities, Taco Bell deliveries, and hanging out with friends! (Sorry, no parent/guardians allowed!!)

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# LIVING ON CAMPUS

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## *Housing*

Students live on the same hallways as their preceptors in single-gender wings of Ryle Hall, a residence hall near the center of Truman's 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 activities, games, movies, 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, we are currently permitting roommate requests, due to covid. 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 shared dresser or drawers and closets or wardrobes. All residence hall rooms have a desk with drawer space for each resident. You may want to bring a mattress pad or foam padding, along with your own bed linens, pillow, blanket, and clothing 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.** These will be filled on a first come, first serve basis and are not guaranteed. Students are welcome to bring their own refrigerators that meet the above campus residence requirements 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. A limited supply will be available on site. Please refer to the "Things to Bring" and "Things NOT to Bring" lists when considering what electrical devices to bring.

## *Things to Bring / Not to Bring*

Please see the attached sheet that includes a helpful list. Please note that we reserve the right to confiscate, for the length of the program to be returned to parent/guardians, any items that we believe and/or find to 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 Check-In. 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 per replacement if it is lost**. Students must have a card for meals.

## *Meals*

All meals Saturday lunch, June 11, through Saturday morning, July 2, for Session I and all meals Saturday lunch, July 9, through Saturday morning, July 30, 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, gluten free and other dietary needs. If a student requires other special dietary needs or has food allergies, please ensure all this is reflected on your students health form so we can plan for their needs; and feel free to contact us in advance of your arrival if you have any concerns or needs not addressed here.

Please refer to the symbols below to share with your student which one they should look for when selecting meal options. Another tip for your student will be to look for the *Simple Solutions* stations for allergy free options.

### **Vegetarian**

Menu items with the vegetarian icon contain no meat, fish or poultry, or any meat products such as soup base. Our vegetarian offerings meet the needs of lacto-ovo vegetarians and may include eggs and/or dairy products.



## Vegan

Vegan offerings contain no meat, fish, eggs, milk or other animal-derived products such as honey.



*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.

Our food service is provided by Sodexo. They have a program called Simple Servings. This is their approach to proactively address most of the ingredients that account for 90% of all food-allergy reactions: **milk, eggs, wheat, soy, shellfish, peanuts, and tree nuts.**

*Simple Servings* also appeals to students who prefer plain and simple foods and those with other health-related dietary concerns, such as Type I diabetes.

You will find *Simple Serving* stations in the dining hall, which are naturally free of milk, eggs, wheat, soy, shellfish, peanuts, tree nuts and gluten. The lunch and dinner menu change daily and include varied protein options: fish, beef, pork, chicken and turkey. All side dishes are vegan, containing no milk, eggs, fish or meat products.

## 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 a lost key (each incident of a lost key is a \$40 cost to replace). When you return your key at the conclusion of the Academy, you may receive a refund of this deposit.

## 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. 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. Monday - Thursday in to their mailbox. 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 to ensure it is secured. There will be no mail delivery Friday - Sunday.

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 First and Last Name,  
c/o Joseph Baldwin Academy,  
Ryle Hall, Rm# \_\_\_\_\_,  
1215 S. Mulanix,  
Kirksville, MO 63501.

(Room numbers will be assigned on the day of arrival. To send mail before the day of arrival, please change Room Number to JBA Hall.)

Please remember to include **Joseph Baldwin Academy** in the mailing address to assist our mail room. Parent/guardians should not attempt to mail letters or packages **after Monday, June 27**, or **Monday, July 25** since they most likely will not arrive before students check out.

### *Email*

Each student is given an email address and are allowed to check their email during “free time” by using the computers at the campus library. Their email will be their user name they received followed by @truman.edu.

### *Telephone / 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 carry their phones, they are encouraged to keep them in their rooms. Students who have classroom uses, instructed by their professor, have very strict guidelines.

The intent of this policy is that students should only be using cell phones to communicate with their families and occasionally take pictures. The appropriate times to text or make calls will be explained to parent/guardians during the parent/guardian 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, may be confiscated up to and including the duration of the session. The limitations on cell phones do extend to all smart devices such as tablets, watches, etc. So while these devices commonly share music and camera functions, we restrict their use to ensure the educational component and community building.

Again, occasional exceptions are made when these devices can serve an identified learning function in class, activities and events. Students will be informed of those instances to know

when they are permitted. The rule that will be explained is they are to be in a pocket or bag, on silent, unless they are given permission to use and/or during the following designated times that are pre-arranged 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**

**7:00 a.m. - 8:30 a.m. and 11:00 - 11:45 p.m. on Saturdays**

**7:00 a.m. - 8:30 a.m. and 9:00 p.m. - 9:45 p.m. on Sundays**

We ask that these guidelines are adhered to 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.

To assist parent/guardians who absolutely need to reach their son or daughter outside these times, please call the JBA Residence Hall Office at the phone number you receive on check-in day. We can work with you to arrange a time for your child to call you.

Lastly with regards to cell phones, tablets, watches and all other electronics and/or smart devices, the Joseph Baldwin Academy and/or Truman State University assumes no responsibility for the loss or damage of any of these items, 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.

Parent/guardians 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 parent/guardians. Parent/guardians who are concerned about their student's ability to abide by these rules are advised to talk with their students about the limitations, not allow their student to attend with their phone and/or set controls on the phone through their personal phone plans.

### *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 a determined amount of time, up to and including the duration of the Academy. As reference above with regards to cell phones, The Joseph Baldwin Academy and/or Truman State University assumes no responsibility for the loss or damage of any of these items, for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons.

## *Contact Your Student*

### **By letter or package**

Student First and Last Name,  
Truman State University  
c/o Joseph Baldwin Academy,  
Ryle Hall, Rm# \_\_\_\_\_,  
1215 S. Mulanix,  
Kirksville, MO 63501

JBA Residence Hall Office at Ryle Hall

Connor Maguire, Director

(660) XXX-XXXX (to be provided at check-in; Parent/guardian Orientation)

JBA Administrative Office

(660) 785-5384

By FAX - JBA Administrative Office

(660) 785-7202

### **By E-mail**

Student Emails -

The students username that you were provided with during the account creation process followed by: @truman.edu      *Example: abc1234@truman.edu*

JBA Office Email: jba@truman.edu

## 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.

Please note: homesickness is often intensified by visits from parent/guardians.

However, the Academy also recognizes the vital importance of parent/guardian 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 parent/guardians; we also must know of any plans to take students off campus.
- While visiting students, parent/guardians are **ONLY** permitted to be in the main lounge of the residence hall and may **not** visit students' rooms.
- **Parents, guardians, or anyone checking a student out of the residence hall must provide the staff member with a photo I.D.**
- 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 and the individual must be 18 or older.

## 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** have attached copies of pertinent \*legal documentation.

\*Any legal documentation must be signed by the Judge/Court and dated.

## *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 parent/guardians 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 parent/guardians before the Academy takes their child to the physician; however, sometimes this notification may occur afterwards.

Emergency medical service is available at Kirksville's Northwest Regional 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 to 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/guardian 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.

Parent/guardians are strongly advised to note any allergies or potential drug interactions with prescribed medications on their child's medical form.

In addition, parent/guardians 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: Parent/guardians 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 parent/guardians is required.***



## *Laundry*

Washers and dryers are available in the residence hall at no cost to the students. Students must provide their own detergent and dryer sheets. Each day we can provide 24 students a time to do a load of 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 elect to be taken off campus during activity time by preceptors to a local laundry facility to do their laundry, at their own expense, at prices set by the laundromat.

## *Religious Services*

We support any student who wants to attend religious services and will provide transportation and supervision 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 multiple 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 parent/guardians 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 please bring cash for your deposit on check-in day.**

Students may withdraw cash from their account that was deposited at check in whenever they need/want to and the "Bank" is open.

**NOTE: If your parent/guardians 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 and/or Truman State University cannot be responsible for any lost, stolen or damaged items, nor items left behind at the end of the session.

### *Additional Information*

For further information, visit our website at: [jba.truman.edu](http://jba.truman.edu)

Or contact:

The Joseph Baldwin Academy  
McClain Hall 303  
100 East Normal Avenue  
Kirksville, MO 63501  
Phone: (660) 785-5384  
FAX: (660) 785-7202  
e-mail: [jba@truman.edu](mailto:jba@truman.edu)