



Student and Parent/Guardian Welcome Guide

Summer~2022

WELCOME FROM THE DEAN

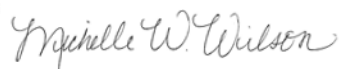
Welcome to the 2022 Joseph Baldwin Academy! What began in 1985 as a small program with four classes and 60 students has become one of the most unique programs of its kind in the nation. We have had students attend from many states and Canada over the years, with this year being no different. This summer 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 and science style of education. Students will receive the opportunity to embrace all aspects that a university education has to offer: living on a university campus, working with a university professor, and getting to know students from different communities and backgrounds. These are all examples of these unique opportunities that very few students of this age group ever experience. Students do not earn an official grade or earn credit. Unique to JBA is that students come to JBA to grow academically, socially, and to experience the joy of learning.

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. 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

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

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. *Note: This schedule is accurate as of printing and posting.

Staff members of JBA that meet you at the airport 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.

If there are ANY last-minute changes in the flight schedule, including delays we must be notified immediately.

Departing students are checked in and escorted to the security checkpoint by staff members, however they are not able to accompany the students to gates per security regulations. 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 meal - \$8.50 per person - cash or card.)

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

Arrive at Ryle Hall - Main Lounge (2nd Floor) for check-in. ***Please leave your luggage in your car until you have completed the registration process.***

The Ryle Hall lounge will be where you check-in. We will have several tables set up in an order to facilitate your check-in. All students must proceed through each registration table to complete the process before moving in to their room.

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

A \$30.00 (**cash or check only**) room key deposit is required upon check-in to cover lost keys. When you return your original key at the conclusion of the Academy, your deposit will be refunded.

2. **Activities Table** — Choose what activities you would like to do later in the day after move in.
3. **Medical Table** — 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. **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.***

1. ***Any funds deposited that are not withdrawn during JBA will be refunded upon check-out.***

- 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.

DEPARTURE AND CHECK OUT

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 between 7:00 p.m. and 7:45 p.m.

Closing Reception is held at 6:00 p.m.

Session I: 7/1/2022 ~ Session II: 7/29/2022

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.

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. Regular breakfast prices are \$5.50 for over age 8. Children ages 3 - 8 are half price. Children 2 and under are free.

Schedule for Departure Day: Session I – July 2; Session II – July 30

6:00 a.m. Students flying home board the bus to the airport.

8:00 a.m. Check out begins.

1. Parent/guardians meet your student in the Ryle Hall main lounge
2. Parents/guardians and students move everything out of their room.
3. Parents/guardians and students will then go to the *lounge on their floor* to begin the check-out process.
4. A staff member will accompany the student back to their room to make sure everything has been removed and the room is clean.
5. Once this is complete, you may move to the main lounge on the second floor to complete the remaining process.

8:15 a.m. – 9:30 a.m. Breakfast is available in the cafeteria at the rates listed above.

10:00 a.m. The last student goes home. (Most students have moved out by 9:30 a.m.)

PACKING UP

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.

You will go to the lounge on your floor with the room key to continue the checkout procedure:

Items & Room Table (lounge on your floor): 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 (main lounge): Students will pick up any medications.

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

Mementos (main lounge): 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.

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.

Supervision

Professional Staff: 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 Professional Staff are recent graduates of Truman State University or many are in the Master of Arts in Education program or former graduates of the MAE program. The majority of our Professional Staff are currently professional teachers within a school district.

Prior to their current administrative role as a Professional Staff member, they 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 as well as supervising all preceptors.

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, vaping, e-cigarettes, 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 with no refund issued.
- 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 counseled as to expectations.
- Rules / expectations are discussed with the students on the first Sunday so all rules and expectations are understood.

Classroom Expectations

- 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.
- 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. If inappropriate academic behavior persists, a conference may be held.

- The Academy reserves the right to dismiss a student without refund for 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.*

Exceptions will be made only 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.

Expectations for Student Conduct

We expect our students to meet the highest standards of behavior. 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 university 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, vaping/e-cigarettes, 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;
- Leaving their halls after lights out;
- Stealing or vandalizing property;
- 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 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 has the authority to dismiss students based on behavioral 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

Each morning before class, students may choose to participate in activities such as running or a yoga class. In the afternoon they may visit Truman's Student Recreation Center to play basketball, volleyball, soccer, etc. Students who are 14 or older are also allowed to use the University's weight equipment. Other activity options include:

- Campus library to study, complete any classwork, or to check their email, etc.
- Stay in Ryle to do laundry, spend time in their room, meet in the commons area at the residence hall and hang out.

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 that they choose. The Activities Directors plan several choices daily, 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, cooking, swimming, concerts on the square, short walking trips to local Kirksville stores and many other age appropriate options.

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

On the weekends the Academy provides more ambitious activities, including evening dances, a lip sync competition, and a quiz bowl tournament. No specific activity is required and all students do have options to choose from.

Daily Schedule

Students are required to attend all classes and evening activities, and there is minimal 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 the optional 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 be cleaning, getting ready for the Closing Reception, and eating dinner between 3:00 p.m. – 5:00 p.m.

Final 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 arrive at Student Union Building for the Closing Reception any time after 6:00 p.m. Students will assemble in the Ryle courtyard by class and 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 pack 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)

LIVING ON CAMPUS

Housing

Students live in the same hallways as their preceptors in Ryle Hall, a residence hall near the center of Truman's campus. Each housing group has approximately 8-16 students and a housing group preceptor. The housing group preceptor will plan activities for your group to enjoy such as games, movies 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 and share a bathroom with the connecting room.

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 microfriges to rent for \$55.00 per session. These are available on a first come, first serve basis and will need to be **requested and paid for prior to your arrival at JBA.**

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 / 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 Recreation Center on campus. A deposit is not required for the Student I.D. card but there is a **\$40.00 charge for replacement charge for each card that is lost.**

Meals

All meals beginning Saturday lunch, June 11, through Saturday morning, July 2, for Session I and all meals beginning Saturday lunch, July 9, through Saturday morning, July 30, for Session II are included as part of the program costs. No cooking is allowed in the residence hall rooms.

Sodexo dining service offers 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 student's health form so we can plan for their needs. 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.

Sodexo has 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 will 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. 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 is 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.

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.

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

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.

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 student's 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 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 Northeast Regional Medical Center. 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. 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, topical medications, 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 residence hall.

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. All students are assured a designated time to do laundry.

Students may also elect to go off campus with a preceptor during activity time to a local laundry facility, at their own expense, at prices set by the laundromat. They would be responsible for charges at the off campus laundry mat.

Religious Services

We support any student who wants to attend religious services and will provide transportation and supervision to and from local religious services.

Sign-up for these services will occur during the week prior to the services. 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

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