



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

**Summer~2025**

# WELCOME FROM THE DEAN

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Welcome to the 2025 Joseph Baldwin Academy, celebrating 40th Years of Scholars!

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 from many states and countries attend, and this year is no different. This summer, we anticipate approximately 500 students between the two sessions will be on Truman's campus taking one of 24 classes taught by our faculty members. It is always an exciting time for us as we watch former and current faculty members excitedly engage with our JBA students.

From the beginning, the Joseph Baldwin Academy ("JBA") has been grounded in the liberal arts and sciences style of education that we have here at Truman. Students can embrace all aspects of a university education: living on a university campus, working with university professors, and getting to know students from different schools, communities, and backgrounds. These are all examples of these unique opportunities that very few students of this age group have ever experienced. Although students do not earn an official grade or credit, what is unique to JBA is that students come to grow academically and socially and to simply experience the joy of learning.

Throughout JBA's history, thousands of students have gone on to succeed in high school, college, and the professions of their choice. A strong connection is built amongst students, including a history of many fond JBA memories carried along the way. Many alumni credit JBA for being a turning point in their academic lives. 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 program's roots.

As you prepare for your stay with us, you and your parents or guardians may have many questions that we believe should be answered with all the information we provide. However, if you have any other questions, please email us at [jba@truman.edu](mailto:jba@truman.edu) or call our office at (660) 785-5384. We are eagerly anticipating your arrival!

Kind Regards,



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

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# ARRIVAL

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**Students attending Session I will check in at Ryle Hall at your scheduled time:**

Saturday, June 7, 2025

**Students attending Session II will check in at Ryle Hall at your scheduled time:**

Saturday, July 5, 2025

## *If You Are Arriving by Car*

**From Kansas City:** Take I-35 north to Highway 36. Follow 36 East to Macon. Then take Highway 63 north into Kirksville. **(Please take this route instead of the GPS-suggested route from the Kansas City area).**

**From St. Louis:** Take I-70 west to Columbia. Then take Highway 63 north to Kirksville.

**From Chicago:** Take I-55 or 57 south or 39/51 south to I-72. Follow 72 West and cross the Mississippi River to Missouri I-36. At Macon, Mo., take Highway 63 north into Kirksville.

**Highway 63 is a two-lane bypass around Kirksville, so be sure to look for Baltimore Street (Business US 63) exits at the north and south ends of town.** Turn west on Patterson Street to proceed to the University. Once on campus, please look for the signage to **Ryle Hall**, where you will check in. GPS will take you to the back side of the building - please watch for signs for the parking lot that will be on the south side of the building.

## *If You Are Traveling by Plane or Train*

The Kirksville Airport is operated by Contour Airlines. Please be sure to also coordinate ground transportation prior to arrival. This is a small commuter airport without rental cars on-site, taxis, or consistent ride-share access. The airport has limited operating hours.

Amtrak stops at the LaPlata, Missouri, depot. As this is a small depot with only two stops per day, please be sure to coordinate ground transportation before arrival. There are no rental cars on site, nor are there taxis or consistent ride-share access. The depot has limited operating hours.

## ***\*Schedule for Arrival Day at Ryle Hall***

(Session I – June 7; Session II – July 5)

**Ryle Hall: 1211 S Florence St, Kirksville, MO 63501**

- 10:00 a.m. – 3:30 p.m. Check-in at Ryle Hall during your selected time. §
- 12:00 p.m. – 1:30 p.m. Missouri Dining Hall is open for lunch. ‡
- 11:00 a.m. – 4:00 p.m. Student Activities
- 12:00 p.m. – 1:45 p.m. Parent/guardian and Faculty Reception. # (Parents only, please)
- 12:30 p.m. or 2:00 p.m. Parent/guardian Orientation with Directors. † (Parents only, please)
- 4:00 p.m. Parents/guardians and family members will have departed campus.
- 4:30 p.m. All Academy gathering.
- 5:00 p.m. Dinner
- 6:00 p.m. Meet your housing group, meet your neighbors
- 7:30 p.m. Student Evening Activities
- 9:00 p.m. Hall Meeting
- 10:15 p.m. Curfew
- 11:00 p.m. Lights out!

\* This schedule is subject to change without notice and is accurate as of printing/posting.

§ The sign-up form is provided in the Welcome Guide Email.

‡ Student Meal is provided. Guests are responsible for the cost of their meals.

\$10.00 Adults & children over 8 years old / \$5.00 Children 2 - 8 / Free under 2 years

# Faculty will meet with students for the first time during orientation activities on Sunday.

† Students will have orientation meetings in the evening and on Sunday. This orientation is specifically for parents and guardians. Student activities are available during this time.

# ARRIVAL DAY CHECK-IN – WHAT TO EXPECT

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Arrive at Ryle Hall - 1211 S. Florence Street, Kirksville, MO 63501

**→Please leave all luggage in your car until you have completed the registration process←**

There will be several stations to facilitate your process, which you must have signed off on before proceeding to pick up your key to move into your room.

## Check-In –

- Pick up the arrival packet
- Confirm Course Enrollment
- Confirm Medical Records Data is completed (CampDoc)

## Health and Wellness —

- Parents may choose to speak to the Health & Wellness Director or
- The Health & Wellness Director may ask for clarification of the information provided.
- Turn in all medications (including over-the-counter). *Please note that exceptions are made for students with asthma inhalers, insulin, EpiPens, topical medications, and written doctor's orders to carry/maintain.*

## Login and Contact Information –

- Students will confirm they are able to login to their Truman accounts. This is the same information used logging in for applications and accepting their course.
- Students will also provide their cell phone number.

## Sign Ups –

- Students will sign up for an afternoon activity.
- Optional – Local Religious services options

**Banking —**

- Optional –Deposit cash into the JBA Bank.
  - **To deposit into the bank, please bring cash for your deposit.**
  - **Funds held in the JBA bank must be deposited on check-in day; we cannot take in additional deposits.**
  - ***Any funds deposited that are not withdrawn during JBA will be refunded during check-out.***

**It is strongly recommended** that you bring a debit, credit, or prepaid card. However, if you bring cash, we recommend depositing it in “The JBA Bank” for safekeeping.

Students can use credit, debit, or prepaid cards to make purchases in the Hall Store, at vending machines, and all locations on Truman's campus.

**How much money will my student need?** Last summer, most students spent around \$75-100 on miscellaneous items. Some of these purchases included JBA souvenirs, snacks, items from the local Farmers Market, fast food ordered, Truman Bookstore, and a trip to Wal-Mart. However, some students spent less, and some spent more. We strongly recommend discussing your expectations for your students' spending.

**ID and Room Key Pick-up —**

- Student ID (meal card).
- Room assignment and key (physical key).

**Move In - You may now bring your luggage and items to move into your room!**

## **Parents/Guardians Only Optional Activities:**

Parents/Guardians Meet and Greet with Faculty:	Noon - 1:45 p.m.
Parents/Guardians with Directors Orientation:	12:30 p.m. or 2:00 p.m.

*These are optional activities for parents/guardians only. Students will have a student orientation and student-faculty meet-and-greets.*

**Location:      Violette Hall Main Floor / 1000**

# PACKING UP

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## ***PICK-UP/DEPARTURE DAY*** FRIDAY, JUNE 27 / FRIDAY, JULY 25

Students will have a final class on Friday morning before departure, followed by lunch. They will then need to ensure their rooms are fully cleaned and prepared for departure. Student rooms should look just as they did upon arrival.

Families may check their students out at any time between 12:30 p.m. and 4:00 p.m. once they have emptied, cleaned, and had their room approved by their Preceptor for check-out.

Upon the family's arrival, students may accompany their family members to their room to remove their belongings to their vehicle.

### Notes for moving out:

- Please do not bring your belongings to the main lounge, as it will already be crowded with other students and families.
- Remember to check the closet, bathroom, under furniture, and drawers.
- Check the lost and found table in the Main Lounge.
- When emptied and fully cleaned, the room must be checked by their housing group preceptor.
  - Once signed off, they may go to the main lounge with their room key to continue the checkout procedure.

In the Main Lounge, students will:

- Check Lost and Found Items table,
- Turn in their room key,
- Pick up Medications from the Health and Wellness Director,
- Collect any money left in the bank,
- Pick up their academy poster and memory book, and
- Purchase any last-minute merchandise or snacks from the Hall Store.

Please note that [donations to scholarships and financial aid](#) for the next Academy can be accepted at this location.

Final Departure:        At this point, your student is free to leave with you.



# STUDENT LIFE OVERVIEW

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## *Introduction*

In addition to their coursework, our students enjoy a rich experience outside the classroom. Living on campus under the supervision of resident staff and preceptors, students participate in various activities held each afternoon, evening, and on the weekends. More importantly, they get to know other 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 in and out of the classroom.

## *Supervision*

**Professional Staff "ProStaff":** While students are ultimately responsible for themselves, administrative, instructional, and residential staff work together to provide clear guidelines and supervision.

The Professional Staff are recent graduates of Truman State University, many of whom are Master of Arts in Education students or are former graduates of the program, currently teaching in Missouri school districts.

Prior to their current administrative role as Professional Staff members, they participated in the Joseph Baldwin Academy as preceptors, some having even been former JBA students. They also reside in the residence hall, overseeing the academic, cultural, social, and recreational opportunities of campus life and supervising all preceptors.

**Preceptors:** Think of a camp counselor. JBA students are also supervised by preceptors, some of the best students at Truman. To be a preceptor, they must submit a letter of interest, resume, have a recommendation by a faculty member, and interview with the Dean and the Director. We require a strong GPA, background checks, and references to be hired. Once hired, we provide several days of training in areas such as student management, JBA and Truman policies, diversity, and team building. Our preceptors also live in the same residence halls as the students, providing support and encouragement, enforcing expectations, assisting in the classroom and study hall, and conducting activities and recreational opportunities.

Our professional staff and preceptors must be certified in first aid and CPR/AED. Any staff member who provides transportation to students must also have a clean driving record and have completed a course provided by our Department of Public Safety to operate one of our Truman vehicles.

## *Residential Life Rules*

- During the first two days, students must be escorted by a preceptor whenever they leave the residence hall to ensure they are familiar with the campus and expectations. After that time, students may leave the residence hall with a companion by signing out to their designated activities. Students must remain on Truman's campus unless accompanied by a preceptor, staff member, or parent/guardian.
- Students must remain in their rooms after the 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 the building at 9:30 p.m. unless otherwise planned for academy activities.
- The following are prohibited on campus for any individual: alcoholic beverages and illegal drugs; cigarettes, tobacco products, vaping, e-cigarettes, matches, candles, and incense; coffee pots and other cooking appliances in rooms; tampering with fire equipment; and any 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 maturely and show respect to the faculty, staff, fellow students, the campus, and themselves. Students who use disrespectful or obscene language/gestures will be counseled on their expectations.
- Basic rules are shared on arrival day, and full rules and expectations are discussed in an academy-wide meeting with the students on day two so that they are clearly 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 education and have a genuine desire to learn.
- Students who lack effort in the classroom or engage in disruptive behavior will work with their instructor, preceptors, and/or directors to resolve the situation. If inappropriate academic behavior persists, a conference may be held.
- The Academy reserves the right to dismiss a student without a refund for disruptive behavior in class. Refunds would not be granted.

## *Attendance Policy*

*Students must remain on campus for the entire three-week session to receive the full academic benefits of the Academy. We strongly believe that completing the whole program is a primary objective of attendance. However, exceptions may be made on a case-by-case basis.*

Most exceptions will be made only for medical or family emergencies as determined by the Dean. We understand there may be additional instances where an absence is unavoidable; therefore, the Dean will consider them on a case-by-case basis. Students who leave the Academy for any reason not approved by the Dean will not be allowed to return.

## *Expectations for overall 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 everyone in the JBA community, university, and local community.
- Attend all class sessions, meals, activities, events, and meetings, observing all rules for student conduct.

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

Once students arrive on campus, we review our behavior standards at orientation, including our residential life and academic rules. These include a commitment to academic integrity, respect for all community members, 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, marijuana, or any other drugs, paraphernalia, or the like. Students possessing any of these items will be immediately dismissed from the Academy,
- Not attending to their academic work satisfactorily,

- 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,
- Being in another student's room without permission,
- 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 and expectations.

The Director will refer students involved in repeated or serious incidents to the Dean, who can dismiss students based on behavior inside or outside the classroom. Students expelled from the Academy will not receive a refund, and parents/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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Students have the option to participate in activities such as running, stretching, or a yoga class each morning before class.

In the afternoon, they have the option to 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 check out books, etc.
- Stay in Ryle to do laundry, spend time in their room, meet in the commons area at the residence hall, play board games / Ryle game room, spend time outside with friends and visit and hang out, etc.

### Musical Instruments:

Students wanting to bring their musical instruments to practice or perform while at JBA will have some access to practice rooms in the Fine Arts building on campus, Ophelia Parrish. Students can 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.

### Evenings:

In the evening after the study hall, students are required to participate in an activity they choose. The Activities Directors plan several choices daily, providing athletic, intellectual, creative, relaxing, 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.

### Costs:

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

### Weekends:

On the weekends, the Academy offers more ambitious activities, including evening dances, a lip-sync competition, and a quiz bowl tournament. No activities are ever required, and all students have multiple options beyond these larger activities and events.

## ***Daily Schedule***

Students are required to attend all classes and evening activities, and there is minimal unstructured time. This keeps students engaged and reduces homesickness.

Generally, students attend class from 9:00 a.m. to 4:00 p.m. Monday through 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 that includes lunch.

Between the end of class and lights-out, students attend the optional recreational activities, have dinner, return to class for a short study hall, and enjoy some social time. Each day concludes with a hall meeting to check in with your assigned hall group.

Sample of the daily 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.	All Academy Event
8:30 p.m. – 9:00 p.m.	Hall Meeting
9:15 p.m.	Curfew
10:00 p.m.	Lights Out

# LIVING ON CAMPUS

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## ***Housing***

Students live in the same hallways as their preceptors in Ryle Hall. Each housing group has approximately 8-12 students and a housing group preceptor. The housing group preceptor will plan activities for their group to enjoy, such as games, movies, crafts, or occasionally shopping.

They will also hang out with the students after the curfew to help them get to know each other and feel comfortable at JBA. The housing group is an important part of the residential experience, providing students with a sense of identity and belonging within the larger JBA community.

When they check in, students are given room assignments. Most are assigned to double rooms, which share a bathroom with the connecting room. The typical scenario, just as college students have, is four people sharing one bathroom between them. We have a handful of rooms that are triples, with six people sharing one bathroom.

## ***Room Furnishings***

The University furnishes most rooms with bunkable/loftable beds, standard twin-sized mattresses (36" x 76"), a shared dresser and closet. Additionally each room has one desk per person, with drawer space. You may want to bring a mattress pad or foam padding along with your bed linens, pillow, blanket, and clothing hangers.

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 sheet that includes a helpful list, noting 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 risk to property.

## ***Accepted Forms of Payment on Campus***

Students can use debit, credit, pre-paid cards, and cash payments on campus.

*Please note that JBA and Truman State University or employees are not responsible for lost or stolen cash, debit, credit, or pre-paid cards.*

## ***Cell Phones***

Students need to be focused in class, engaged in activities, and sleep at night. Therefore, while we allow students to carry their phones, they cannot use them during classes or other group activities.

This policy states that students should only use cell phones to communicate with their families and take pictures. The appropriate times to text or make calls will be explained to parents/guardians during the parent/guardian orientation and to students during the Academy rules meeting.

Cell phones that are 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 extend to all smart devices such as tablets, computers, watches, etc. So, while these devices commonly share music and camera functions, we restrict their use to ensure educational components and community building.

We are also aware that parents often have guardian apps on their students' phones, such as Life 360, Family Orbit, etc. It is important to note that on Truman's campus, there are a few places that have poor service due to the buildings' structure. We have found that many families become concerned when their student does not appear to move for extended periods of time or respond to messages. Please note that they may have their phone put away during class, or they may be in a dead zone. So, we want to assure you that we will reach out in the event of any concerns. It is typical that a student is in one of these dead zones, a lab, or another part of the class where their phones are stored in their backpack.

**Please note that your student may not be able to respond regularly.**

**The best times to reach students are:**

**7:00 a.m. – 8:30 a.m. and 10:15 p.m. – 10:45 p.m. on 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 families please refrain from calling and/or texting students' rooms after lights out (11:00 p.m. on weeknights, midnight on Saturday nights, and 10:00 p.m. on Sunday nights) or before 7:00 a.m. to ensure they can sleep and not disturb their roommates.

To assist parents/guardians who need to reach their child 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, regarding 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 or for the misuse of cell phones, including exceeding plan limits or use by unauthorized persons. Students caught using cell phones in ways inconsistent with our policies may have their phones confiscated.

Parents/guardians should understand that exceptions to this policy will not be made, even if the confiscation of a cell phone for misuse or abuse interrupts communication with parents/guardians. Parents/guardians concerned about their students' ability to abide by these rules are advised to talk with their students about the limitations, not allow them to attend with their phone, and/or set controls on the phone through their personal phone plans.

## ***Custody Issues***

Please indicate any issues you believe we should be aware of and provide us with copies of pertinent legal documentation\*. You may also send any custodial concerns and information directly to the JBA Office at [jba@truman.edu](mailto:jba@truman.edu).

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

## ***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. We also want to stress that phone calls and visits can often intensify homesickness.

However, the Academy also recognizes the vital importance of parent/guardian and family involvement in a student's academic and social growth and, to that end, provides a specific time for 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.

These times vary due to the day's academic activity. Students who do not spend the whole day with their families will have a group event at Thousand Hills State Park, where they can swim in the lake, go on paddle boats or canoes, picnic, and play outdoor games. We cannot check students in or out at Thousand Hills, which is why there are specific time frames for checking out and back in.

Additional Security Reasons for only having family visits on one specific day:

- JBA staff must be aware of any visitors on campus, including parents/guardians; we also must know of any plans to take students off campus to provide proper staffing.
- While visiting students, parents/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 have made prior arrangements with our staff to ensure the safety protocols for all students. A photo ID is required to be shown during the check-out procedure.**
- This provides all students with a higher level of security because they know to immediately contact a staff member if they see someone they do not know in the student housing section of the building.
- Families must check students in/out at the JBA Hall Desk inside the Hall Store.

## ***Health Services and Insurance***

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

The Academy has campus Health Services to care for students if needed. When possible, the Health & Wellness Director will contact parents/guardians before the Academy is to take their child to any medical services; however, this notification may occur afterward in the event of an emergency.

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 are responsible for any co-payment at the doctor's office, hospital, or pharmacy at the time of service.

Students with long-standing medical conditions should ask their physicians to forward relevant information to the Joseph Baldwin Academy to ensure proper care in an emergency.

Our medical records management is through the Camp Doc / Doc Network digital platform, which you will receive an email link to fill out or update before your arrival on campus. All students must complete this before they can begin the check-in process on the arrival date.

## ***Keys***

Student rooms are always required to be locked. When they receive their room assignment, students are issued a room key, which is their responsibility. Rooms are never to be propped open, or locks disabled.

## ***Laundry***

Washers and dryers are available in the residence hall at no cost to the students. However,

**Students must provide their own detergent/laundry supplies.**

Each day at the academy, we can provide a set number of students with time to do one load of laundry in the residence hall. A rotation is in place to ensure all students have time to do their laundry. This plan assures all students of 1 to 2 designated times during the academy to do laundry.

If your student goes through multiple items per day, which causes them to run out of clean clothes in less than a week to ten days, be sure to have them pack enough to last for a whole week to ten days.

Students who need to do multiple loads of laundry during the academy may also elect to sign up to go to an off-campus laundry facility with a preceptor during an activity time, at their own expense, at prices set by the laundromat.

## ***Library***

Students will have full privileges in Pickler Memorial Library, including access to computers, books, and reference materials. However, students must return books to the library before the final day of their session. Students will be responsible for any lost books or late fees.

## ***Mail***

Students will have personal mailboxes in the Ryle Hall - JBA Hall Store.

**Mail and packages are distributed by 4:00 p.m. Monday - Thursday only.**

During the summer, the campus mail service does not operate Friday through Sunday. Therefore, students will only receive mail and packages Monday through Thursday.

When students receive packages, their names will be posted on a list near the Hall Desk to let them know they have arrived. Again, we do not have mail or package delivery Friday through Sunday.

Outgoing Mail is collected in the Hall Store, where stamps and envelopes may be purchased.

Please address your letters and packages to:

**Student First and Last Name  
c/o Joseph Baldwin Academy  
Truman State University  
Ryle Hall, Rm# \_\_\_\_\_,  
100 E Normal Ave  
Kirksville, MO 63501**

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

In addition, please remember to include **Joseph Baldwin Academy** in the mailing address to assist our mail room. Please do not attempt to mail letters or packages **after the final Saturday of the Academy** since they most likely will not arrive before students check out. If this happens, we will contact you to obtain a prepaid postage mailing label to return the item to you or your student.

## ***Meals***

All meals are included, beginning with lunch on the day of arrival and ending with lunch on the day of departure. Cooking in student rooms is not permitted; however, microwaves and refrigerators are available for use on each floor in the corner lounge kitchens.

Sodexo dining service offers a wide selection of food at every meal, and its menus are varied enough to accommodate vegetarian, vegan, gluten-free, and other allergies/dietary needs. For students requiring other special dietary needs or having specific food allergies, please ensure all this is reflected in their health form so we can plan for their needs. Feel free to contact us before your arrival if you have any concerns or needs not addressed here.

We also encourage families with severe allergies to communicate with Sodexo regarding best practices and options. Their office may be reached at 660-785-4197.

Please refer to the symbols below and share with your students which one they should look for when selecting meal options. Another tip for your student is 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 and communicate with Sodexo for best practices: 660-785-4197.

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 changes daily and includes varied protein options: fish, beef, pork, chicken, and turkey. All side dishes are vegan and contain no milk, eggs, fish, or meat products.

### **MICRO-FRIDGE**

Student suites will not have a micro-fridge in each room. In lieu of this, students may utilize the refrigerators and microwaves in the corner lounge kitchen on each floor. Labels will be available in each kitchen to identify items. Please be mindful of the limited space per person. *Please also note that JBA and Truman State University or employees are not responsible for items stored in the lounge facilities.*

## 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, and cold medicine.

**\*NO medications are allowed to be kept in student rooms** to prevent loss or misuse (except inhalers, topical medications, epi-pens, and similar rescue medications, which shall be approved on a case-by-case basis; see exception below).

*Students must self-administer medication as directed by their parent/guardian or physician, and the Health & Wellness Director will log all medications taken. We do make common over-the-counter medications available in the Health & Wellness room upon request by the student. Parents/guardians are strongly advised to note any allergies or potential drug interactions with prescribed medications on their child's medical form.*

In addition, parents/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: Parents or 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 parents or guardians is required.***

## Personal Belongings/Lost and Found

Students are responsible for the safekeeping of their personal belongings at all times. We urge students to label all their belongings, including clothing, with their first and last names.

JBA, Truman State University, and our staff are not responsible for theft or other loss of, or damage to, students' personal belongings, including, but not limited to, athletic equipment, electronics, cellular devices, personal computers, and/or musical instruments.

When considering whether to bring an expensive item, families may wish to investigate possible coverage under their homeowner's or renter's insurance. JBA will maintain a lost and found box in the Hall Store and display any remaining items to be claimed at the checkout. Clearly labeled items are the most likely to be successfully returned.

Again, JBA and/or Truman State University and our staff cannot be responsible for lost, stolen, or damaged items or items left behind at the end of the session.

## ***Religious Services***

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

To attend, we ask that students sign up for these services during the week prior so we can coordinate travel and supervision to multiple locations/services at the scheduled times.

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

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

## ***Student I.D.***

Each student will receive an I.D. card at Check-In. This university identification card will serve as meal and library cards 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.

## ***Textbooks / Course Packs***

All student textbooks and materials are included with tuition. There will be no books to buy upon arrival, and no fee will be collected. Textbooks and course packs will be in the classrooms.

## ***Contact / Additional Information***

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

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

JBA Main Ryle Hall Office  
(660) 785-6061

Allie Wills, Academy Director  
[jadirector@truman.edu](mailto:jadirector@truman.edu)  
660-785-6059

Farida Elkadi, Director of Health and Wellness  
[jbahealth@truman.edu](mailto:jbahealth@truman.edu)  
660-785-6060

JBA Administrative Office  
[Jba@truman.edu](mailto:Jba@truman.edu)  
660-785-5384

## ***Contact Your Student***

By letter or package

**Student First and Last Name,  
c/o Joseph Baldwin Academy,  
Ryle Hall, Rm# \_\_\_\_\_,  
100 East Normal Avenue  
Kirksville, MO 63501**

Student Emails -

The student's username that you were provided with during the account creation process followed by: [@truman.edu](mailto:@truman.edu)

*Example: [abc1234@truman.edu](mailto:abc1234@truman.edu)*