



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

**Summer~2026**

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## TABLE OF CONTENTS

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3 Welcome	4 Transportation, Arrival Day, & What to Expect	7 Departure, Check Out, & What to Expect
8 Student Life & Supervision	9 Rules & Expectations	12 Activities
13 Daily Schedule	14 Housing Information & Cell Phones	16 Custody & Family Visits
17 Health Services, Insurance, Keys & Laundry	18 Library & Mail Services	19 Meals, Dietary Needs, & Allergies
20 Medication & Personal Items	21 Religious Services, Student ID's, & Textbooks	22 Contact Information

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# WELCOME FROM THE DEAN

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Welcome to the 2026 Joseph Baldwin Academy, celebrating 41<sup>st</sup> 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 550 students between the two sessions will be on Truman's campus, taking one of 26 classes taught by 28 faculty members, and supported by over 75 staff members. It is always an exciting time for us as we watch former and current faculty members and staff 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 examples of unique opportunities that very few students in 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 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 maintain the program's roots.

As you prepare for your stay with us, you and your parents or guardians may have many questions, and we believe all of them should be answered with 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

# ARRIVAL

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

Saturday, June 6, 2026

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

Sunday, July 5, 2026

## *If You Are Arriving by Car*

***From Kansas City:*** We strongly discourage taking Highway 11

To use GPS guidance, please enter Macon, Missouri into your GPS. Once you arrive to the Highway 63 exit in Macon, then enter Truman State University into your GPS.

Basic Directions: I-35 north to Highway 36. Follow 36 East to Macon, Missouri, exit on Highway 63 North heading to Kirksville.

***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.

***Once in 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.

Once you are on Baltimore Street, turn west onto Patterson Street to reach the University. Once on campus, please look for the signage to **JBA/Ryle Hall**, where you will check in.

**Ryle Hall:** **Please note that GPS** will take you to the back of the building. Please look for the signs to the parking lot on the opposite side of the building.

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

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

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

Session I – Saturday, June 6; Session II – Sunday, July 5

- 10:00 a.m. – 3:30 p.m. Check-in at Ryle Hall during your selected time. §
- 11:30 p.m. – 1:15 p.m. Ryle 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.

**Ryle Hall, 1211 S Florence Street, Kirksville, MO 63501**



# ARRIVAL DAY CHECK-IN – WHAT TO EXPECT

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Stations to facilitate your check-in. Each one must be signed off on before picking up your key to move into your room. **Please leave your luggage in your car until check-in is completed.**

## Check-In –

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

## Health and Wellness —

- Parents may choose to speak to the Health & Wellness Director
- The Health & Wellness Director may ask you for clarification of information provided.
- Turn in all medications (including over-the-counter).
  - Exceptions may be made for students with asthma inhalers, insulin, EpiPens, topical medications, and/or written doctor's orders to keep their own medications. However, anyone keeping their own medications must be aware that JBA, Truman State University, or its employees will not be responsible for any medications not checked into the Health & Wellness Room.

## Login, Contact Information, and Sign Ups–

- Students will confirm they are able to log in to their Truman accounts. Students will need the login and password.
- Students will provide their cell phone numbers.
- Students will sign up for an afternoon activity.
- Optional – Local Religious services options

## ID and Room Key Pick-up —

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

**Move In - You may now unload your car 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.

**Location:     The Forum – Kirk Student Success Center (see campus map)**

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# DEPARTURE CHECK-OUT – WHAT TO EXPECT

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## *PICK-UP/DEPARTURE DAY*

FRIDAY, JUNE 26 / SATURDAY, JULY 25

Families may check their students out between 12:30 p.m. and 4:00 p.m.

9:00 – 11:30 am Final Class Period  
11:30 – 1:00 pm Lunch, Packing, and Cleaning  
12:30 – 3:30 pm Parent Arrival and Check Out  
4:00 pm All students should be departed

After class, students will have lunch and ensure that their room and bathrooms are fully cleaned and prepared for departure, including returning the room to the condition it was in upon arrival.

Upon the family's arrival, students may accompany their family members to their room to retrieve their belongings and place them in their vehicle. Once your student's room is completely emptied and fully cleaned, your student must have their Preceptors approval. They will receive a signed slip to turn in for check-out in the main lounge.

Notes for moving out:

- Remember to check the closet, bathroom, under furniture, and drawers.
- When emptied and fully cleaned, the room must be checked by their housing group preceptor. Then you may proceed to the main lounge with your room key and slip.
- Please do not bring your belongings to the main lounge to prevent crowding.
- Please check the lost and found table in the Main Lounge.

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,
- 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.**

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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. Living on campus under the supervision of resident staff and preceptors, students participate in various activities held each afternoon, evening, and weekend. More importantly, they get to know other students with diverse interests 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*

While students are ultimately responsible for themselves, administrative, instructional, and residential staff work together to provide clear guidelines and supervision.

**Professional Staff "ProStaff"**: are graduates or current upper-level students at 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 served as preceptors at Joseph Baldwin Academy, some of whom were former JBA students themselves.

They reside in the residence hall, overseeing the academic, cultural, social, and recreational opportunities of campus life and supervising all preceptors.

**Preceptors**: Work in class and are a Resident Advisor – think “camp counselor”. These are some of the best students at Truman; some have also been former JBA students.

To be a preceptor, they must:

- Be a current or recent Truman graduate,
- Have a strong GPA,
- Complete a background check,
- Submit a letter of interest,
- Submit their resume,
- Have a faculty member's recommendation,
- Interview with the Dean and the Director.

Once hired, they must:

- Be CPR, AED, and First Aid certified.
- All licensed staff, with a clean driving record, participate in Truman's Department of Public Safety driver policy training to drive any university vehicles.
- Participate in several days of training in areas such as student management, JBA and Truman policies, emergency response, diversity, team building, and more.

During the Academy, Preceptors:

- Live in the same residence halls as the students, in rooms nearby to provide support and encouragement, enforcing expectations. This is similar to a College Resident Advisor role.
- Assist the faculty members in the classroom and oversee study hall.
- Facilitate activities and recreational opportunities outside of the classroom.

### ***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 for 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 by 9:30 p.m., unless otherwise scheduled 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 will 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 do not meet these expectations.**

### *Student Rules Orientation*

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, adherence to basic safety rules, 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,
- 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 face 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 may dismiss students for 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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Before morning class, students can participate in activities such as running, stretching, or yoga.

In the afternoon, they can visit Truman's Student Recreation Center to play basketball, volleyball, soccer, and more. 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 main lounge to hang out with friends, play board games, use the Ryle game room, and/or spend time outside with friends.

### **Evenings:**

In the evening, after study hall, students are required to participate in an activity of their choice. 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:**

For weekend activities, the Academy offers more ambitious events, 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.

### **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 up for practice rooms during their free time. Students may also be interested in performing during the Talent Show.

## *Daily Schedule*

Students are required to attend all classes and evening activities, with 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 from 9:00 a.m. to 11:30 a.m. on Saturday, with short AM and PM breaks and a midday lunch break.

Between the end of class and lights-out, students attend 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.

*\*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

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## 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 assigned rooms. Most are assigned to double rooms, which share a bathroom with the connecting room. The typical scenario, as with college students, is four people sharing one bathroom. We have a handful of 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 a 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, and prepaid cards, as well as cash, on campus.

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

## ***Cell Phones –***

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

To help students stay focused in class, engaged in activities, and well-rested, cell phone use is limited during the Academy. Students may carry their phones, but they may only use them during designated times to communicate with family or take pictures. These approved times will be reviewed with both parents/guardians during orientation and students during the Academy rules meeting.

Cell phones and other smart devices, including tablets, computers, and smart watches, may not be used during classes, activities, or other group events. Devices used outside approved times, for gaming, prank calls, or other inappropriate purposes may be confiscated for the remainder of the session.

We also recognize that many families use tracking apps such as Life360 or Family Orbit. Please note that some areas of Truman's campus have limited cell service due to building structures. If your student appears not to be moving or does not respond right away, they may be in class, in a low-service area, or have their phone stored away as required. If there are ever any concerns, Academy staff will contact you directly.

**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**

Families are asked to refrain from calling 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., so students can get adequate rest and avoid disturbing their roommates.

If you need to reach your student outside these hours, please contact the JBA Residence Hall Office using the phone number provided at check-in. Staff can assist in arranging a time for your student to contact you.

Please note that the Joseph Baldwin Academy and/or Truman State University are not responsible for the loss, damage, or misuse of cell phones, tablets, watches, or other smart devices. Students who violate Academy electronics policies may have their devices confiscated for the remainder of the session. Exceptions will not be made, even if confiscation interrupts communication with family. Parents and guardians are encouraged to discuss these expectations with their students before arrival and set any desired restrictions through their personal phone plans.

## *Custody Issues*

Please indicate any issues you believe we should be aware of and provide 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). We are legally obligated to comply with all recent court orders.

\*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.

These times vary depending on the day's activities. Students who do not spend the whole day with their families will have a group event at the Kirksville Aquatic Center, where they can swim or participate in other academy-sponsored activities. We cannot check students in or out at the Aquatic Center, which is why there are specific time frames for checking in and out.

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 must be shown during these checkouts.**
- This provides all students with a higher level of security because they know that they are to immediately contact a staff member if they see someone they do not know in the student housing section of the building.
- Families may only 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 student welfare. 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 takes 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.

Student families 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, for 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 must always be locked. When they receive their room assignment, students are issued a room key, which they are responsible for. Rooms are never to be propped open or locks disabled. This is a policy during the school year as well, to ensure the safety of student belongings.

## ***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 on 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 also be purchased.

Please address your letters and packages to:

**Student First and Last Name  
Truman State University  
c/o Joseph Baldwin Academy  
100 E Normal Ave  
Ryle Hall, Rm# \_\_\_\_\_,  
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**.) Please remember to include **Joseph Baldwin Academy** in the mailing address to assist our mail room.

To ensure delivery before check-out, **please do not send mail after June 20 (Session 1) or July 19 (Session 2)**. Mail is first routed through USPS to campus mail services, then sorted and delivered to students. Because Truman operates on a Monday-Thursday summer schedule, mail is only delivered on those days. Campus offices and mail services are closed Friday-Sunday, and mail is not processed or delivered during that time.

If we receive mail after students check out, we will contact you to obtain a prepaid mailing label for returning the item to you or your student.

## *Meals*

All meals are included, from lunch on the day of arrival to 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 with other special dietary needs or specific food allergies, please ensure this is reflected in their health form so we can plan accordingly. 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 students 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.

## ***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. 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 from the student's parents or guardians is required.***

## ***MICRO-FRIDGE***

Each student suite will have a micro-fridge to be shared by the roommate. Please be mindful not to overfill the refrigerator, as you will need to share the mini fridge with your roommate. Reminder: in triple rooms, this means three sharing.

## ***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 coverage under their homeowner's or renter's insurance policy. JBA will maintain a lost-and-found box in the Hall Store and display any remaining items for claim at 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 for 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 on how to address their spiritual needs.

We believe the choice to attend weekly services is a personal or family matter. Due to students' varied interests and traditions, we ask that parents/guardians who expect their children to attend services each week have the necessary conversations with their children before attending to reinforce those 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 a meal and library card during the students' stay. The Student I.D. card will also allow students to check out games at the Hall Store, pick up their mail/packages, and use 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

Allie Wills, Academy Director  
[jbadirector@truman.edu](mailto:jbadirector@truman.edu)  
(660) 785-6061

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

Jacob Edwards, Director of Health and  
Wellness  
[jbahealth@truman.edu](mailto:jbahealth@truman.edu)  
(660) 785-7506

JBA Main Ryle Hall Office  
[jbarld@truman.edu](mailto:jbarld@truman.edu)  
(660) 785-7620

## ***Contact Your Student***

By **letter or package:**

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

## ***Student Truman Emails:***

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

*Example: [ab12345@truman.edu](mailto:ab12345@truman.edu)*