



Student and Parent/Guardian Welcome Guide

Summer~2023

WELCOME FROM THE DEAN

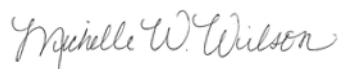
Welcome to the 2023 Joseph Baldwin Academy! What began in 1985 as a small program with four classes and 60 students has become one of the most unique programs of its kind in the nation. We have had students attend from many states and countries over the years, with this year being no different. This summer we anticipate just over 500 students, between the two sessions, will be on Truman's campus taking one of 22 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 very 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 will receive the opportunity to embrace all aspects that a university education has to offer: 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 ever experience. Although students do not earn an official grade or credit, what is unique to JBA is that students come to grow academically, socially, and to simply 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 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 roots of the program.

As you prepare for your stay with us, you and your parent(s) or guardian(s) may have many questions that we believe should be contained in all the information we provide you. If you have any other questions, please email us at jba@truman.edu or call our office at (660) 785-5384. We are eagerly anticipating your arrival!

Kind Regards,



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

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ARRIVAL

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

Saturday, June 10, 2023

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

Saturday, July 8, 2023

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 in lieu of the GPS suggested route).

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 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. Once on campus, please watch for the signage to **Ryle Hall** where you will check In.

If You Are Traveling by Plane

There are limited flights to Kirksville via Cape Air. *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. There are different options for departure times. *Note: This Information is accurate as of printing and posting.

If a student is **arriving** as an unaccompanied minor flight, please be sure to communicate with our office in advance. Please also let your student know that staff members of JBA that meet your student at the airport will be wearing a **Joseph Baldwin Academy Staff t-shirt** and holding Joseph Baldwin Academy signs. **It is important that you remember to send your students 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 please note that we must be notified immediately.*

Departing students are checked in and escorted to the security checkpoint by staff members, however staff are not able to accompany the students to gates per TSA security regulations. Please discuss topics of airport safety and security procedures.

****Schedule for Arrival Day***

(Session I – June 10; Session II – July 8)

- 10:00 a.m. – 4:00 p.m. Check-in at Ryle Hall during your **assigned selected time.
- 11:30 a.m. – 12:45 p.m. Lunch available in Ryle Hall cafeteria - ****Students meal is provided.*
- 11:00 a.m. – 4:00 p.m. Student Activities
- 12:00 p.m. – 1:00 p.m. Parent/guardian with Staff Orientation I (parents only) OR
- 12:00 p.m. – 1:30 p.m. Parent/guardian and Faculty Reception (****parents only)
- 1:30 p.m. – 2:30 p.m. Parent/guardian with Staff Orientation II (parents only)
- 4:00 p.m. Parents/guardians will have departed
- 4:30 p.m. All Academy meets 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!

*This schedule is subject to change due to weather or any reason without notice.

**Link to sign up provided in the Welcome Guide Email. Last check-in begins at 3:00 p.m.

***All others are responsible for the cost of their meal - \$6.10 per person - cash or check only.

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

ARRIVAL DAY CHECK-IN – WHAT TO EXPECT

Arrive at Ryle Hall, Main Lounge (2nd Floor) (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 tables 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. Medical Table —

- a. Confirm that your Medical Forms are all completed on CampDoc electronic health management system. You may not proceed until this is completed in full.
- b. 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.*

2. Activities Table — Choose what activities you would like to do after you have moved in.

3. The “Bank” — **It is strongly recommended** if you are bringing cash, that you deposit it in “The JBA Bank” with the Residential Living Director for safekeeping. Students do have the option to make purchases via a credit/debit/prepaid card In the Hall Store.

- a. **To deposit into the bank, please bring cash for your deposit.** We are unable to deposit through a credit/debit or check.

- 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. ***Funds may not be deposited into your Truman account (where you paid tuition and fees), your student will be not be able to access these funds during JBA as our staff does not have access to those accounts.***

- iii. To give families an idea, last summer most students spent around \$125-175 for miscellaneous items.

1. Some of these purchases included JBA souvenirs, snacks, items from the local Farmers Market, fast food ordered and trips to Wal-Mart.

4. **Room Assignment Table** — this is where you complete your check-in and receive your room assignment, room key, Student ID and mailing address.

A room key deposit is not required upon check-in to cover a lost key, however it will be assessed to you upon check out for each lost key.

5. **Move In** - Once each of these things have been taken care of, you are now ready to get your luggage and move into your room.

- a. JBA Staff will be available to assist with move in questions and directions.

6. **Lunch** - will be available in the Ryle Cafeteria from 11:30 a.m. – 1 p.m. The cost of lunch is included for JBA Students. Other guests may purchase lunch for \$6.10 per person (children ages 3 - 8 are 1/2 price, children 2 and under are free.) Cash or Check only. Please note that Truman's Main Street meal options, which includes Chick-fil-a, Starbucks and Einstein Bros are not open during the summer.

7. **Bookstore** —Books will be provided for students in their classrooms, you do not need to purchase books from the bookstore. All books are now included within tuition.

Changes to JBA for Returners to Note

PICK UP

Pick Up is now scheduled on the final Friday of the Academy and available at 3 different time frames below. All student meals are included, families may eat with their students in the dining hall during the times below at their own cost. Lunch \$6.10 / Dinner \$9.13

FRIDAY, JUNE 30 / FRIDAY, JULY 28

7:00 – 9:00	Breakfast (Dining open 6:45 am–9:00 am), packing and cleaning
9:00 – 11:00	Final Class
11:00 – 3:00	Lunch (Dining open 11:00 am-1:00 pm), packing, cleaning & <u>Check Out #1</u>
3:00 – 4:30	Closing Faculty Reception with parents and students
4:30 – 6:00	Dinner (Dining open 4:30 pm-5:45 pm) and <u>Check Out #2</u>
6:00 – 8:30	Quiz bowl and Dance
8:30 – 10:00	<u>Final Check Outs #3</u> (all students must be fully moved out by 10 p.m.)

DEBIT / CREDIT ACCEPTED

The JBA Hall Store is now able to accept debit/credit card payments. If parents choose to have their students bring a debit, credit or prepaid card, we are now able to accept that form of payment. Additionally, when checking in or out, families can buy merchandise, snacks/drinks, pay any lost room key or meal card fees via credit or debit. *Please note that JBA and Truman State University or employees are not responsible for lost or stolen cash, debit or credit cards.*

TEXTBOOKS

All student textbooks and materials are now provided without an additional cost. There will not be books to buy upon arrival, nor a fee collected. Textbooks will be in the classrooms.

MICROFRIDGE

Each suite will be provided with a microfridge for use by the students assigned to the room to eliminate the need to rent or bring one. Students may still provide one for their own use in lieu of sharing if you choose to. However, all suites will be provided one at no additional charge.

DEPARTURE AND CHECK OUT

Session I Students - must check out of the residence hall on Friday, June 30 **by 10:00p.m.**

Session II Students - must check out of the residence hall on Friday, July 28, **by 10:00p.m.**

FRIDAY, JUNE 30 / FRIDAY, JULY 28

7:00 – 9:00	Breakfast (Dining open 6:45 am–9:00 am), packing and cleaning
9:00 – 11:00	Final Class
11:00 – 3:00	Lunch (Dining open 11:00 am-1:00 pm), packing, cleaning & Check Out #1
3:00 – 4:30	Closing Faculty Reception with parents and students
4:30 – 6:00	Dinner (Dining open 4:30 pm-5:45 pm) and Check Out #2
6:00 – 8:30	Quiz bowl and Dance
8:30 – 10:00	Final Check Out #3 (<i>all students must be fully moved out by 10 p.m.</i>)

*****Staff will not be available to check out a student outside of these scheduled times*****

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, as well as lost and found. Please do not bring your 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.

Once you have had your room checked, you may then go to the main lounge with your room key to continue the checkout procedure:

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, pick up your academy photo and be officially checked out.

Please take note that donations to scholarships and financial aid for the next Academy are accepted at this location.

Mementos (JBA Store): Students will also have the opportunity to purchase any last purchases such as t-shirts, hoodies, miscellaneous JBA items (such as backpacks, bracelets), 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 a previous year(s) 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 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.

All of our Professional Staff and Preceptors are required to be first aid and CPR/AED certified. Any of our staff that provides transportation to students have a clear driving record and have been through 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 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.*

Most exceptions will be made only for medical or family emergencies as determined by the Dean. Students who leave the Academy for any other reason that is not approved by the Dean will not be allowed to return.

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, marijuana, or any other 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, stretching 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 out books, etc.
- Stay in Ryle to do laundry, spend time in their room, meet in the commons area at the residence hall and hang out, etc.

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 multiple options to choose from.

Daily Schedule

Students are required to attend all classes and evening activities, and there is minimal unstructured time. This is to keep students engaged, as well as reduce homesickness.

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 assigned 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

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.

Each room will be provided with one micro-refrigerator to share at no additional cost. Students are also allowed to bring a small refrigerator to use on their own, but must limit them to 2'w x 3'h x 2'd in size.

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 for each card that is lost - payable at check-out.**

Meals

All meals beginning Saturday lunch, June 10, through Friday evening, June 30, for Session I and all meals beginning Saturday lunch, July 8, through Friday evening, July 28, 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. 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 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 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, containing no milk, eggs, fish or meat products.

Keys/Key Fee

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 fee will be charged for each incident of a lost key to cover the cost to replace.

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 final day of their session. 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 (located in the hall store) 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 in 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 Store.)

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 the final Saturday of the Academy** since they most likely will not arrive before students check out.

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 and are unable to use them during classes or other group activities.

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, computers, watches, etc. So while these devices commonly share music and camera functions, we do restrict their use to ensure the educational component and community building.

Please note that your student may not be able to respond on a regular basis.

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 and/or texting 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 ensure they are able to sleep and to not disturb their roommate.

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 our policies may 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.

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, phone calls, and texts 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.

These times are extremely varied due to the Academy activity of the day. Students who do not spend the full day with their families will have a group event at Thousand Hills State Park with the opportunity to swim in the lake, paddle boat / canoe, picnic and outdoor games. We are unable to check students in or out here, which is the reason for the specific time frames for drop off / pick up.

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

- 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 have made prior arrangements via phone or email. Additionally, they must provide the staff member with a photo I.D.**
- 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.
- Students will be allowed to leave the Academy only with their parent/guardian and only during the Family Visit hours.
 - The only exceptions granted will be for personal or family emergencies.
 - Prior authorization by the Dean.
 - 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. You may also provide any custodial concerns and information directly to the JBA Office at jba@truman.edu.

*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 our campus Health Services to care for students if the need arises. When possible, the Health & Wellness Director will contact parent/guardians before the Academy were to take their child to any medical services; however, sometimes this notification may occur afterwards 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 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 to ensure proper care in the event of an emergency.

Our medical records management is through Camp Doc, which you will receive communication to fill out or update prior to arrival on campus.

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** to prevent loss or misuse (with the exceptions of 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 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 / laundry supplies.** Each day of the academy, we can provide a set number of students a time to do one load of laundry in the residence hall. To ensure all students a time to do their laundry, a rotation is in place. All students are assured a designated time to do laundry by this plan.

If your student will go through multiple items per day, which causes them to run out of clean clothes in less than one week, be sure to have them pack enough that they can last for a full week.

Students may also elect to go off campus with a preceptor during group activity times to a local laundry facility, at their own expense, at prices set by the laundromat. They would be responsible for any 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 Kirksville 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 and supervision to multiple different services at different times.

Many, but not all denominations have services in Kirksville. Several non-denominational options are also available. In the general absence of regular services by 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. We offer students the opportunity, however attendance is completely voluntary.

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, 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 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.

Again, 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.

Contact / 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

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

Nixi Schroeder, 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