



CHAPTER THREE: COMMUNICATION CHANNELS

The school has a variety of communication avenues to inform students of official activities, procedures, and important dates. Students are responsible for reading and responding to notices distributed through the mailbox system and to notices placed on official bulletin boards.

STUDENT MAILBOXES

Check Your Mailbox Regularly!

Each student is assigned an individual mailbox located next to the residence reception desk. Telephone messages, memos, letters or notices will be placed in the mailbox on a regular basis. Test grades and returned course work are also placed in the student mailbox. Front desk staff **cannot** remove or view grades from a mailbox to inform students of status.

Your mailbox is the official school communication channel and items placed in the mailbox are considered officially delivered. Mail is only delivered to the person to whom it is addressed. Do not request that the desk staff retrieve mail from *any* mailbox. Once officially delivered, mail cannot be removed from a box by anyone other than the addressee. If your mailbox is not working properly, notify the desk staff for assistance or a new assignment. If a change of mailbox assignment is necessary, the student will be notified of new assignment by the staff.

MESSAGES FOR STUDENTS

Emergency Messages

The residence hall reception desk is staffed 24 hours during academic sessions. In the case of an emergency, messages to students should be routed through the residence reception desk by calling (314) 577-5850. Messages will be most quickly delivered if the caller has the following information:

- ◆ Full name of student
- ◆ What year in School (Class of ...) or current course
- ◆ Schedule for day (theory, clinical, University courses, etc.)
- ◆ Clinical Instructor's name

The caller should always state clearly if the message is an *emergency* and provide as much information as possible to help the staff respond appropriately.

Regular Messages

Non-emergency messages are placed in the student's mailbox by the desk staff.

MESSAGES FOR FACULTY AND STAFF

Messages for faculty or staff members may be given to the desk staff (24 hour availability) or to the school secretary in the main office area for mailbox delivery. Messages for faculty can also be left on their private office voice mail. See back cover for a phone list.

**BULLETIN BOARDS**

Bulletin boards are located at various places around the school. Students are responsible for checking these locations regularly and responding to information posted on the official boards.

Official Class Bulletin Boards

Located by main office area in Education Building. Posted is information relevant to both Levels about classes, tests, clinical experiences, and other academic information. This material should be reviewed regularly - students are responsible for any/all information posted on board.

Financial Aid and Library Bulletin Board

Located by Library in the hallway. This board contains current information about scholarships and financial aid. Also, posted is information on health care trends and hospital current events.

Current Events

Located across from the residence hall front desk in main lounge area. Information about residential life, counseling services, career and professional development, and upcoming activities are posted. There are several other bulletin boards located near the Student Development Office containing additional information such as NCLEX review, continuing education, job vacancies and career fairs.

Employment Opportunities Board

Located by main office area in Education Building next to the Official Class Bulletin Board. Job vacancies are posted.

Student Body Government Association Board

Located across from the official academic board by the main office area. Contains information about activities of the Student Body Government Association, minutes of meetings, and upcoming SBGA events.

Other Communication Boards

A number of other bulletin boards and display areas are located on the residence hall floors and by the mailbox area for student use. Notices should not be larger than 8.5 x 11 inches. The School of Nursing reserves the right to remove items that are considered offensive or inappropriate for public area display. School staff may remove notices posted for over 30 days.



SCHOOL CANCELLATION NOTICES

Decisions regarding cancellation or delay of classes due to inclement weather will be made by the Director of Nursing Education or designee. Students should use good judgment and exercise caution in attempting to attend class or clinicals during inclement weather, particularly snow or ice. Transportation for clinical laboratory experiences is the responsibility of the student regardless of the weather conditions.

Classes and or exams are sometimes delayed rather than canceled due to inclement weather. The individual instructor may cancel clinical laboratory experiences at outside facilities. If inclement weather forces cancellation of classes, the following notification methods will be used:

CLINICAL GROUP PHONE CHAIN

Be sure to keep your phone number current and submit it to your instructor as requested for class list

RADIO

Listen for the announcement at 5:30 AM and/or 6:30 AM
KMOX Snow Watch 1120 AM

TELEVISION

KTVI School Watch Channel 2
KSDK Storm Watch Channel 5

Watch for the cancellation announcement on TV at 5, 6, or 10 PM the evening before or during the morning news. **DO NOT CALL THE RECEPTION DESK** to find out if school is canceled. This ties up the desk phone operator and makes it harder to contact students/faculty if necessary.

University classes meeting at LSN are *not* automatically canceled if the university campus announces that their main campus is closed. Students should confirm with the university instructor the practice for canceling courses.