

LBHS Career Resource Center Policies- 2017-2018

Hours

The Career Resource Center (CRC) will be open Monday-Friday from 6:40 a.m.-2:10 p.m. If the CRC needs to be closed for any reason, every effort will be made to notify staff and students in advance, and closed signs will be posted on the doors.

Sign-In

Students who are coming in individually or in small groups from class must begin by electronically signing in at the designated student computer station. Teachers are welcome to call 3372 or email Mrs. Holleran to verify that a student sent to the CRC has arrived. Mrs. Holleran is also able to verify whether a student was in the CRC if he or she arrives late to or misses a class.

Passes

Unless a student is with his or her class and teacher, they must have a pass showing permission to come to the CRC. Teachers are asked to call ahead before sending a student to the CRC.

Lunch Passes

If a student wishes to come to the CRC during their lunchtime and does not need to go to the cafeteria, the student may simply come to the CRC and sign in. If a student would like to go the cafeteria before the CRC, the student must have a CRC lunch pass to leave the cafeteria. Lunch passes are available for checkout from Mrs. Holleran from 6:40 a.m.-10:40 a.m. daily. CRC lunch passes must be returned the day they are checked out.