



## LBHS Career Resource Center Policies

### **Hours**

The Career Resource Center (CRC) hours of operation will be:

- Tuesday/Thursday/Friday from 6:30 A.M. until 2:30 P.M.
- Monday/Wednesday from 7:00 A.M. until 3:00 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.

### **Passes from Teachers during scheduled classtime**

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

### **Between Classes**

Students can stop between classes, but depending on the time of arrival/concern/question they may or may not receive a pass to class. Teachers may call CRC to confirm.

### **Lunches/Lunch & Learns**

If a student wishes to come to the CRC during their lunchtime they must stay in the CRC for the entire scheduled time. Lunch & Learns they will be able to get their lunch from café and then report to the CRC for the presentation.