If you have a question not covered in this packet, please contact your site coordinator or their representative on duty.

If further assistance is required, please contact the Adult Education Department at (847) 543-2021.

OFFICIAL CLC CLOSING DATES
March 24-30, 2014  Spring Vacation

POSSIBLE SITE CONFLICTS
Occasional unplanned closings may occur, check with Linda Butler for updates and changes.

Monday February 17, 2014 (No CLC classes)
Monday March 3, 2014 (No CLC Classes)

For new course development or additional information to be added to site packet contact Michael Ruark CLC Extension Site Coordinator at (847)543-2564 mruark@clcillinois.edu or cell 847 420 3503.
CLC EXTENSION SITE INFORMATION

EXTENSION SITE  CLC COORDINATOR
Round Lake High School  Linda Butler
800 North High School Drive  M/W 6PM – 9:30PM
Round Lake, IL 60073  (847)270-9300-7 ext. 5373

PARKING / BUILDING ACCESS
- See attached map for parking location

INSTRUCTORS INFORMATION AND MAIL
- No Interoffice mail available

CLASSROOM INSTRUCTIONS
- Instructors may rearrange the classroom in any fashion, but please return classroom to original setting.
- Please erase whiteboard at the end of class.
- FOOD AND DRINKS ARE NOT PERMITTED INSIDE CLASSROOM

AUDIOVISUAL EQUIPMENT
- Overhead projectors are in classrooms. If have a problem see Linda Butler.

COPY SERVICES
- No copier available.

BREAK PERIODS
- Faculty and students’ break area is located in the cafeteria.

EMERGENCY PROCEDURES
- Refer to classroom instructions for evacuation routes and procedures based on the nature of the emergency.
- See Linda Butler for first aid kit.

NO SMOKING ALLOWED ON SCHOOL GROUNDS