

IMMANUEL LUTHERAN HIGH SCHOOL

STUDENT HANDBOOK

2018-2019

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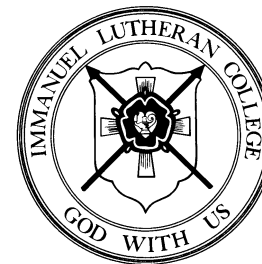
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IMMANUEL LUTHERAN COLLEGE

EAU CLAIRE, WISCONSIN



In the very center is the gold lamp, symbol of pure knowledge from the Word of God. The lamp is in the center of the red heart, which is ruled by the Word. The heart is fixed in the red and white rose of Christ, righteousness through his blood. The rose overshadows the black cross of our sins, for which he died. All this rests upon the shield of faith, tested pure silver. The lance directs our praise for these gifts of grace to their source, the Triune God—three gold rings containing the seal.

FOREWORD

Immanuel Lutheran High School seeks to provide the Christian influence and environment as well as the direct religious instruction that will help you discover and develop your God-given talents and form a God-fearing outlook on life. We want you to graduate as young adults who have learned to know the Lord Jesus as your Redeemer and who in the course of your high school training have grown to assume your Christian role in a secular society so “that you may declare the praises of him who called you out of darkness into his wonderful light” (1 Peter 2:9).

We are all conceived totally dominated by sin. But thanks be to God, he gives us the victory through Christ. Jesus loves us all, and he died for the forgiveness of all our sins. He wants to give his victory to each soul. However, our sinful nature is still present after conversion and seeks to lead us by many different paths away from Christ (Galatians 5:17). As students struggle with the variety of temptations, the Holy Spirit promises help through the means of grace (Ephesians 6:10-17). The ILC faculty and staff want to lovingly assist each student in this struggle against sin. We thus invite students to seek help from their parents, pastors, and members of the ILC faculty and staff in waging this war against temptation and sin.

This handbook contains information you will want and need to know, for it

informs you of what is expected of you in the areas of Christian living and student life here at Immanuel. If you have questions regarding any of the materials in this handbook, please feel free to contact the principal, the dean of students, or your dormitory supervisors.

We encourage you to establish a program of daily Bible study, for as Paul reminds us in 2 Timothy 3, “The Holy Scriptures . . . are able to make you wise for salvation through faith which is in Christ Jesus,” and they are “profitable . . . for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” We pray that the Lord Jesus will be with you during your stay at Immanuel and strengthen your faith. We ask that you would keep your fellow students, supervisors, and teachers in your prayers each day so that we may all live together in peace and harmony as God’s children in accordance with his holy will.

ACADEMIC CALENDAR 2018-2019

August 18	Saturday	Early high school registration
August 19	Sunday	General registration; opening worship, 3:00 pm; all orientations
August 20	Monday	Classes begin, 7:40 am;
August 27	Monday	Seminary orientation classes begin
September 3	Monday	Labor Day—no classes
September 24	Monday	Regular seminary classes and college 2 nd session begin
October 12	Friday	End of 1st quarter
November 9	Friday	College Visitors Day
November 21	Wednesday	Thanksgiving recess begins at noon
November 26	Monday	Classes resume
December 14	Friday	Christmas recess begins following the Christmas concert, 7:30 pm; 1st semester ends
January 7	Monday	2nd semester classes begin
February 13	WED-FRI	February 13-15, miniclasses
March 8	Friday	End of 3 rd quarter; spring break begins at noon
March 19	Tuesday	Classes resume
April 18	Thursday	Easter recess begins at noon
April 23	Tuesday	Classes resume
April 26	Friday	High School Visitors Day
May 4	Saturday	Banquet
May 17	Friday	Class Day exercises, 3:00 pm; concert, 7:30 pm;

2nd semester ends
May 18 Saturday Graduation service, 10:00 am

ADMINISTRATION

school phone: 715-836-6621 fax: 715-836-6634 website: www.ilc.edu
student/school mailing address: 501 Grover Road, Eau Claire, WI 54701-7134

President	Steven Sippert	715-836-6620
Dean of the Seminary . . .	Steven Sippert	836-6620
Academic Dean	John Ude	836-6631
.	271-5641
High School Principal . . .	Joel Gullerud	836-6630
.	call or text 715-544-8446
Dean of Students	Paul Sullivan	836-6624
Assistant to the Dean . . .	Joseph Lau	598-4005
Registrar	Ronald Roehl	ron.roehl@ilc.edu 836-6632
Athletic Director	Mark Kranz	call or text 715-450-0241
Information Technology Manager	Ross Roehl	836-6635
Librarian	David Rodebaugh	955-4116
Business Manager	James Sandeen	jim.sandeen@ilc.edu 836-6622
Book House Manager/ Accounts Receivable	Jessica Lau	jessica.lau@ilc.edu 836-6623
Payroll/ Accounts Payable . .	Barbara Pfeiffer	barb.pfeiffer@ilc.edu 836-6621
Administrative Assistants	Stephanie Quam	stephanie.quam@ilc.edu 836-6621
.	Jennifer Schaller	jennifer.schaller@ilc.edu 836-6621
Facilities Manager	Paul Heinze	ilcmaintenance@ilc.edu 836-6637
Head Cook	Melanie Sydow	melanie.sydow@ilc.edu 836-6626

FULL-TIME FACULTY

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PART-TIME FACULTY

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 John Pfeiffer 715-864-1932. john.pfeiffer@ilc.edu
 1500 Kim Ave., Fall Creek, WI 54742
 Steve Sydow 608-879-0011. steve.sydow@ilc.edu
 3617 White Birch Ct., Eau Claire, WI 54701

DORM PARENTS

Gus Falkenberg . . . 715-836-6628. 501 Grover Rd., Eau Claire, WI 54701
 cell 715-797-2074. gus.falkenberg@ilc.edu
 Beth Sandeen 715-836-6627. 501 Grover Rd., Eau Claire, WI 54701
 cell 701-306-0235. beth.sandeen@ilc.edu

ACADEMIC GUIDELINES

GUIDANCE

Academic Counselors

The academic counselors for the three education departments are as follows:
 High School Principal Prof. Joel Gullerud
 College Academic Dean Prof. John Ude

Dean of the Seminary Prof. Steve Sippert
 The function of the academic counselors is to help you evaluate your gifts and abilities so you may best determine which subjects you should take at Immanuel. These counselors are prepared to advise you about those subjects that meet graduation requirements in your particular department or course of study. They will also periodically review your scholastic progress and give you guidance as to how you might improve (and in some cases redirect) your efforts.

Class Advisers

9 th grade—Prof. David Rodebaugh	11 th grade—Prof. Mark Kranz
10 th grade—Prof. Joe Lau	12 th grade—Prof. Joel Gullerud

Class advisers monitor the spiritual, social, and academic well-being of the individuals in the class. In addition, they help guide the class in its functions and activities. The class adviser is required to be present at every class meeting.

Classroom Teachers

Each classroom teacher is responsible for the department and attendance for the class. This is necessary for effective teaching. Students are responsible for their assignments and are strongly urged to consult with their individual teachers for help in achieving the goals of the course.

Dean of Students

As dean of students, Prof. Paul Sullivan has the specific responsibility for student life on campus. His main concern is your spiritual and physical well-being while at Immanuel. He is always willing to share your personal and spiritual problems and to help you resolve them.

Assisting the dean of students is Prof. Joe Lau, who is also available to offer advice and counsel.

SCHOOL DAY

The school day begins at 7:40 am and ends at 2:50 pm. The school day schedule is as follows:

Period 1	7:40 am	to	8:25 am
Period 2	8:30 am	to	9:15 am
Period 3	9:20 am	to	10:05 am
Chapel	10:10 am	to	10:20 am
Period 4	10:30 am	to	11:15 am

Period 5	11:20 am	to	12:05 pm
Dinner	11:50 am	to	12:20 pm
Period 6	12:25 pm	to	1:10 pm
Period 7	1:15 pm	to	2:00 pm
Period 8	2:05 pm	to	2:50 pm

CAMPUS FACILITIES

Classrooms

On school days, the Academic Center is open to high school students from 6:30 am to 7:30 pm.

Students are responsible for keeping the classroom building neat and clean. All trash must be deposited in the proper receptacle.

Locker doors should be closed with all contents within the locker. At no time should anything be placed on the tops of the lockers. Items may not be left on the floor except from 10:05 am to 10:30 am and from 12:05 pm to 1:15 pm. (Exception: book bags of students who have not returned to the Academic Center after lunch due to a class which meets in the gym and book bags placed neatly along the wall outside AC 114 during art class.) Also, items may not be left in the entryway cubbies overnight. Out of place items will be collected and can be redeemed from the office.

No open beverages other than plain water are permitted in the Academic Center (except in the entryways). Eating food or candy is not permitted in the Academic Center (except in the entryways).

Computer Labs

Computer labs are located in the Academic Center. Several computers are also available in the dormitories. A user account has been established for every ILC student, faculty member, and staff member. The workstations are networked and have several application programs, as well as Internet access. The Academic Center computer labs are open to high school students weekdays from 6:30 am to 7:30 pm and on weekends until 11:30 pm. The system administrator is Prof. Ross Roehl; see him if you have a question or problem.

The Academic Center computer lab is physically connected to the library and is intended primarily for school-related work. Therefore, the computer lab should remain quiet from 7:40 am to 12:05 pm and from 1:15 pm to 4:00 pm. At other times, the computer lab atmosphere should remain conducive to study. Lights must remain on when the computer lab is open.

When you log in to the system for the first time, you will need to follow a series

of instructions. These instructions are available in the computer labs or from a classmate or the administrator.

Data that you create can be saved on the network or on a USB flash drive. Instructions on saving data to the network are also found on the information sheet located in the labs or from a classmate or the administrator.

As you know, there is much material available on the Internet that we as Christians would not want to view; therefore, use good judgment. To assist you with this, a firewall is installed which attempts to block access to inappropriate websites. If you ever feel that the firewall is not properly blocking sites or is blocking legitimate sites in error, please notify Prof. Roehl. In addition, all network computers may be monitored remotely by faculty or staff. Be aware that the firewall also logs *all Internet activity of all ILC Internet users*.

When you are finished using a workstation, make sure that you log out. If you do not log out, others will have access to your files. Also, you may be held responsible for what others have done while logged in to your account. After logging out, please leave the computer on but turn off the monitor and push in your chair.

Computer lab use is a privilege, not a right. Violation of any of the following rules may result in suspension or termination of your account.

- Do not access the Internet during school hours (7:40 am - 12:05 pm; 1:15 - 2:50 pm) for nonacademic purposes (e.g., email, gaming, Facebook, etc.) unless so directed by a professor or staff member.
- Do not visit websites that contain inappropriate or questionable material.
- Do not allow anyone else to log in to or use your network account or Internet access.
- Log out before you leave the labs.
- Do not use an account that was left open by the previous user. Instead, log out and then log back in to your own account. It would be good to remind the previous user to log out the next time.
- Do not abuse or modify in any way the equipment, attempt to tamper with the machine software or settings, or install any programs.
- Promptly report any problems to Prof. Roehl.

Gym

Use of the gym is a *privilege, not a right*. Everyone who uses the gym should demonstrate care and concern for the facility and its equipment. If you observe any abuse or mistreatment of the facility or its equipment, please report it to one of the following individuals: the gym supervisor, the custodians, Prof. Kranz, or another member of the faculty or staff.

The following regulations control activity within the gym.

1. The gym is not to be used except during open gym times, authorized school functions, or with permission from Prof. Kranz.
2. Only drinks in screw-top containers may be taken into the gym.
3. Only *clean* athletic shoes are allowed on the gym floor.
4. The stage is off limits during open gym times except when permission is obtained.
5. The gym supervisor or custodians may expel students from the building if their conduct warrants such dismissal.
6. The privilege to use the gym will be restricted if a student's conduct shows disregard for the property, equipment, or supervision. Special note: Hanging on the net and hanging on or snapping the rim will not be tolerated. Dunking is allowed only when jumping from the gym floor surface. Loss of gym privileges will be automatic.
7. Students using the gym are to return all equipment to the supervisor or to the storage room by the organ room.
8. The use of Frisbees, footballs, tennis balls, or soccer balls is prohibited.
9. The scoreboard and audio system are for school functions only.
10. Lockers are available and may be locked when in use for specific events. No one may claim a permanent, personal locker. Any locks left on lockers after all scheduled activities conclude each day will be removed.
11. The following areas and equipment in the gym are off-limits to all unauthorized individuals: the storage rooms between the locker rooms, the upstairs areas, the organ room with its organ and piano, the stage area, the grand piano, the officials' room, the washer, the dryer, and the video platform.

Library Services

Location. The library is located in the Academic Center. It contains over 11,000 volumes. Its collection includes works of both fiction and nonfiction, reference materials, magazines, newspapers, and a collection of audio and video materials.

All library materials are to be checked out before they are taken from the library. The library hours, loan periods, fine schedules, and charges for lost materials are posted in the library.

Reserve Materials. Materials reserved by faculty for specific classes are placed on the reserve cart and are to be used only within the library. Occasionally, however, such materials may be checked out by special arrangement with the librarian.

Other Libraries. Immanuel students may also use the University of Wisconsin-

Eau Claire McIntyre Library and the municipal L. E. Phillips Memorial Library.

Instrument Practice Rooms

Organ use is restricted to those who have been authorized to play it. Piano students have priority access to the campus pianos. No more than one student at a time is allowed in an Academic Center piano practice room.

Business Office and Book House

The Business Office and Book House are located in the administrative wing (north end) of the Academic Center. Business Office and Book House hours on school days are 7:00 am to 4:00 pm.

The following table indicates the staff and functional areas:

Staff	Functional Areas
James Sandeen	Management, Student Accounts, Financial Aid, Budgets, Insurance
Jessica Lau	Student Payments (AR), Textbooks, Book House Inventory & Sales
Barbara Pfeiffer	Student Payroll, Invoice Payments (AP)
Stephanie Quam	Reception, Book House Sales, Mail, Student Bank, Unexcused Attendance Recording
Jennifer Schaller	Reception, Book House Sales, Daily Bulletin, Attendance Recording

STUDY HALLS

All Study Halls

It is important that you make faithful use of your study time by developing good study habits. There is no secret to developing good study habits. It simply means planning for and concentrating on your studies:

1. Get an assignment book and keep an accurate record of each day's assignments for each class.
2. Allot a given amount of study time to each subject *each* day and stick to this commitment!

3. Allow for as few interruptions as possible to help yourself concentrate on a specific subject.
4. With a reading assignment, repeatedly ask yourself what you are trying to learn and what you have learned from what you just read.
5. Review your assignments as soon as possible after you have learned them.
Use of phones generally is prohibited during study hall. Exceptions must be approved in advance by study hall supervisors.

School Day Study Halls

Students are assigned to supervised study halls whenever they do not have class during the school day.

Resident Students–Evening Study Halls

Resident students have study hall from 8:00 to 9:30 pm every evening before a school day (except the return days after the Thanksgiving weekend, Christmas vacation, spring break, and Easter recess). A brief devotion in the gym precedes evening study hall ("well-prayed is half-studied"–Luther). Students should be signed in by 7:30 pm.

Early study halls are required of all resident students mainly on days when there are evening *home* games. Students who participate in or attend evening *away* games are responsible for scheduling their own studies.

Resident 11th and 12th grade students have nondesignated evening and early study hall privilege as follows:

1. Students must be in the dormitories during the evening and early study hall times.
2. An individual's nondesignated study hall privilege may be revoked (e.g., if the individual disturbs others during study hall times, if grades begin to drop due to inadequate study habits, or at parental request).

To afford a good setting for concentration, the dormitory must be quiet during study hall times.

Students who wish to be excused from early or evening study hall–designated and nondesignated–must request approval in advance from the dean of students.

STUDENT RECORDS

Cumulative Record

A cumulative record of scholastic achievement is kept by the registrar. Included in this record are results from standardized tests.

Registrar

All information regarding grade point averages, test scores, transfer credits, grades for good driver discount, etc. is in the hands of the registrar. Such information may be obtained either by written request or by arranging an appointment with the registrar according to his posted hours.

Grading System

The grading system relative to fulfillment of course requirements is as follows:

<u>Letter</u>	<u>Description</u>	<u>Grade Points/Credit</u>
A	Excellent	4.00
B	Good	3.00
C	Fair	2.00
D	Poor	1.00
F	Failure	None
I	Incomplete	None

Note: Plus (+) or minus (-) after a letter grade raises or lowers the grade by 1/3 and is taken into account in assigning grade points. Thus:

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00 etc.

The grade point system which grants 4 grade points for an A is used to indicate the quality of a student's work. The grade point average (GPA) is the ratio of the number of grade points to the number of credits taken. No grade points are given for an I (Incomplete) or F (Failure).

An Incomplete must be converted to a letter grade within two calendar weeks after the end of a semester, or it will automatically revert to an F. Exceptions to this may be allowed by the instructor. In every case, however, it is the responsibility of the *student* to initiate the make-up procedure.

Grade Reports

Students and parents may access a student's grades at any time through a web-based grade book program (www.gradebookwizard.com). Username and password information will be emailed to students and parents at the beginning of the school year (and can be supplied by any of the student's teachers). Paper copies of the report card will be sent at the conclusion of each quarter.

Graduation

A high school diploma is awarded to students who have satisfactorily completed the graduation requirements specified in the *Immanuel Lutheran High School Catalog*.

A high school graduate with an ILHS GPA of 3.500 or above will graduate with honors. Only such students are eligible for graduation honors who have earned at ILHS at least half of the credits required for the diploma and who have been in residence during the two semesters prior to their graduation.

Eligibility for Interscholastic Sports

In order to be eligible for participation in interscholastic sports, a student must have received no more than one F (Failure) or I (Incomplete) during the most recent grade-reporting period (quarter or semester). Further, the student must not have received an F or Incomplete in any required course nor recorded a grade point average (GPA) of less than 1.50 during the most recent grade-reporting period. These standards apply to managers, cheerleaders, and players alike.

A student who becomes academically ineligible may regain eligibility by meeting the above academic standards following a period of fifteen scheduled school days and nights of ineligibility, at which time grades will be reevaluated. If at the fifteen day reevaluation the academic standards are still not met, the student will be ineligible to continue in interscholastic athletics (play or practice) until the next grade-reporting period. Exception: if a student makes up Incompletes within two weeks after a grade-reporting period, eligibility is restored immediately (provided the academic standards are met).

During the interim fifteen day period of ineligibility, the athlete is permitted to try out for a sport or apply for a position of manager and will likewise be permitted to practice.

Note: According to WIAA rules, a student who transfers to ILHS as a junior or senior without a change in parental residency from one school district to another will ordinarily be ineligible for interscholastic athletics for one calendar year.

Adding or Dropping Subjects

High School students wishing to add a course must do so within the first five class days of the fall semester (exception: music electives and Modern History may be added second semester prior to the first class day of second semester). Those wishing to drop a fall semester course must do so within the first twenty-one class days of the fall semester; those wishing to drop a spring semester course must do so prior to the first class day of the spring semester.

Permission for an add or drop must be obtained from the principal upon written permission of the classroom teacher and consent from the parents. Please observe the following procedure:

1. Discuss the matter with the principal in order to determine the effect of the drop/add on your program. He will furnish you with a drop/add form to be completed.
2. Obtain permission from the classroom teacher through signature on the

drop/add form and return the form to the principal.

3. The principal will either contact your parents or ask that you obtain written permission from them and will then affix his signature to complete the drop/add form.

The time required to obtain necessary permissions to alter your schedule is included in the time period allowed to drop or add a course. If you intend to make changes in your schedule, be sure to start this process early enough!

ATTENDANCE

Regular school attendance is required at Immanuel and is critical if students are to receive an education. The basic contact between teacher and student takes place in the classroom. Any absence, regardless of the reason, deprives the student of an opportunity to learn. Many assignments and classroom activities cannot be repeated or duplicated. Discussions, explanations, experiments, and demonstrations certainly fall into this category.

Our school is required to maintain a record of each individual student's attendance. Through a careful and regulated control of attendance, ILHS provides the opportunity for a continuous and uninterrupted educational program while developing habits of punctuality and responsibility.

Excused Absences

There are legitimate reasons for student absences. These include illness, medical and dental appointments, and family emergencies.

For resident students, an excuse for absence due to illness is to be completed by the dormitory supervisor, submitted to the administrative assistants, and approved by the principal. An illness must be reported to your supervisor before first period. If an illness occurs during the school day, it is to be reported immediately *to the office*.

Parents of town students are to call the office (715-836-6621) before 10:00 am to report the absence on every day the student will miss school. Parents of resident students who are signed out of the dormitories should do the same (dorm parents give excuses for resident students when they are signed into the dormitories).

All excuses must be offered to the principal or the administrative assistants by 4:00 pm at the latest on the school day following an absence; otherwise the absence is unexcused.

In case of prolonged absence, the student is to have his or her parent or guardian inform the principal, explaining the reason for absence and giving a probable date when the student may be expected to return. Arrangements should also be made with the principal for help in the completion of missed work.

Decisions regarding makeup work for missed classes are made by each teacher whose class is missed.

It is the policy of Immanuel Lutheran High School ordinarily to give a failing grade to any student who *for any reason* has missed more than three classes for each period the class meets per week for each semester—for example, more than six absences in a semester for a class which ordinarily meets twice a week or more than fifteen absences in a semester for a class which ordinarily meets five times per week.

If there is anticipated absence for cause other than sickness, we urge parents to discuss this matter with the principal before such absence occurs. It has been our experience that missing classes negatively affects students' learning and in many cases has resulted in a lower grade for the marking period than would ordinarily have been achieved. Therefore, we think it wise that parents, before making any plans that would involve removing their children for an extended period of time, consult with the principal regarding the problems entailed in missed classroom time, makeup work, etc. Our mutual concern obviously is that we do nothing that would deprive our children of the very best education possible.

Students who know in advance that they will be absent for legitimate and agreed upon reasons (parental request, medical appointment, etc.) are to request a Planned Absence form from the office. Completing this form permits them to notify each of their teachers and arrange for makeup work. Decisions regarding makeup work for missed classes are made by the individual teachers.

When the Eau Claire public schools cancel classes due to inclement weather (e.g., snow days), ILHS will continue to hold classes unless it is specifically announced that classes are either canceled or delayed. If parents of town students determine that their students should not commute to school on such days, an excused absence will be granted.

Tardiness

Students are officially tardy when they are not in the classroom when the bell rings. It is the tardy students' responsibility to inform the teacher at the end of the class period that they were present, or they may be marked absent!

All excuses must be offered to the principal or the administrative assistants by 4:00 pm at the latest on the school day following a tardy; otherwise the tardy is unexcused.

Unexcused Absence/Tardiness

Sometimes absences/tardies occur for which there is no legitimate excuse. Such unexcused absences/tardies will be reported to the dean of students for appropriate

disciplinary action. Every two unexcused tardies accumulated in the same quarter will be treated as one unexcused absence for purposes of detention.

Participation in Cocurricular Activities

Students who are absent for more than one class period during a day will not be permitted to participate in cocurricular activities that day (e.g., athletic practice or contests, drama practice, pep band performances, etc.). Exception: students who have properly completed and filed Planned Absence forms prior to the day of absence may participate fully in cocurricular activities that day. Further exceptions may be made by the principal.

Closed Campus

Immanuel is a closed campus during the school day. This means that all students are to remain on campus from 7:40 am to 2:50 pm. Students who have received permission from the principal and whose parents have provided written authorization to the principal may leave campus for employment during an 8th period study hall. Nonresident students whose parents have given the principal written authorization and whose names are posted on the list on the bulletin board outside the school office may leave campus from 12:05 to 12:25 pm (or to 1:15 pm if no music period commitment). A student who leaves campus without proper permission and any student who transports that student off campus will receive an unexcused absence.

ATHLETIC RULES AND REGULATIONS

Rules and Regulations

The Immanuel Lutheran Athletic Program should provide a variety of experiences to help develop in students favorable habits and attitudes that will prepare them for life as Christian adults. Acts of unacceptable conduct such as (but not limited to) theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the athletic program, will not be tolerated, and may be considered a violation of the athletic code.

Any student using or possessing alcohol or tobacco or illegally using, possessing, buying, or selling controlled substances shall be denied participation in *at least two* interscholastic athletic contests. Any violation which occurs after a school has played its first WIAA tournament contest results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport. Violations shall be cumulative through the athlete's entire high school career and enforced on

a 12 month (year-round) basis.

The coach may impose on his or her team more stringent training rules which would apply during the season in which he or she is serving as coach. These rules shall be approved by the athletic director and announced to the team at the beginning of the season.

Penalties for Violations

Due to the serious nature of rules violations, the coach involved, the athletic director, the principal, and the dean of students shall meet and determine the penalty according to the degree of the infraction. If the degree of the infraction warrants administration or faculty action, the decision of the administration or faculty shall prevail. The penalty shall range from a minimum suspension from two scheduled contest days of a season or succeeding season to a maximum of permanent denial of participation. The athlete is expected to participate in all practices during a suspension.

- **First Violation** After confirmation of the first violation, the student will be suspended from a minimum of the next two scheduled contest days in which the student is a participant unless the athlete is in track and field, in which case the suspension will be one contest day.
- **Second Violation** The violator will be suspended from further athletic competition for at least one-half of the total number of athletic contests in a season unless the athlete is in track and field, in which case the suspension will be one-quarter of the total number of athletic contests in a season. If less than one-half (or one-quarter in the case of track and field) of the season remains, the suspension will continue until the difference is made up in the next interscholastic sport season in which the athlete competes.
- **Third Violation** Suspension from any interscholastic athletic activities for at least 12 months from the imposition of the penalty.
- **Fourth Violation** Suspension from any interscholastic athletic activities for the remainder of the student's high school career.

A student athlete on faculty probation ordinarily is not eligible for conference athletic awards for the sports during which the athlete is on faculty probation.

MISCELLANEOUS

Employment

When there is permission from the principal and written permission from the parents to the principal, a resident junior or senior may work during study hall one evening per week.

Activities Calendar

Time is set aside each school day for participation in various school activities. The online activities calendar lists scheduled activities as well as dates and times of concerts, convocations, and other school events. For inclusion on the calendar, report times and dates of events to the coordinator of cocurricular activities, Prof. Ross Roehl.

Convocations

Upon occasion, special convocations or programs are arranged during a school class period for all students of ILC. Attendance at convocations is required even if students would normally have a study hall at the time of the convocation. Some procedure is normally employed to check on attendance.

Daily Bulletin

A daily bulletin is posted each school day following morning chapel. A copy of the daily bulletin may be found in North Hall, South Hall, the Academic Center, Ingram Hall, and the Commons. The daily bulletin is also available online at www.ilc.edu.

Students are responsible for reading and observing any announcement contained in the daily bulletin.

Announcements to be included in the daily bulletin must be in the hands of the administrative assistants no later than 7:30 am. All announcements must be signed.

Student Council

The student council is the student governing body on the campus and consists of representatives of each class. It has its own constitution, which outlines its duties and prerogatives.

Organization of Classes

Shortly after the beginning of school in the fall, each class organizes itself by electing a president, a vice-president, a secretary-treasurer, and both a male and a female representative to the student council. These representatives, in addition to the class presidents and student body president, form the student council.

Classes make decisions in regard to their own social activities, and they participate in those functions on campus that are the responsibility of the whole class.

Withdrawal from ILHS

Students contemplating withdrawal from ILHS should consult with the principal to obtain a withdrawal form. To request proration of financial charges and assure accuracy of student records, the completed form must be returned to the school office.

STUDENT SERVICES

ATHLETIC FACILITIES

A gym, baseball field, softball field, and sand volleyball court as well as tennis courts and woodland hiking trails are found on campus.

BANK

A student bank is operated through the school office as a convenience and protection for students. Money can be deposited or withdrawn from non-interest bearing accounts by individuals or classes. To avoid loss or theft, students are advised not to carry large sums of money with them or to leave such sums in their rooms. Bank hours are 1:30-3:45 pm on school days.

BOOKSTORE

The bookstore (CLC Book House) is located in the Academic Center. All textbook transactions are handled through the bookstore, mostly on a rental basis. Students should have some cash available at registration for consumable workbooks or materials not covered by the rental fee. Specific classroom supplies required for certain classes are also available.

CANTEEN

The canteen is located in the Commons. A variety of snack foods is available for purchase. Students may not operate their own canteens in the dormitories.

CHAPEL

Morning chapel is held each school day at 10:10 am. Evening chapel is held Sunday through Thursday at 7:40 pm. These devotions based on the Word of God are conducted in the gym. Should the gym be in use at the time of evening chapel,

devotions will be held in the dormitories. All students are expected to attend morning chapel. All resident students are expected to attend evening chapel. Town students and visitors on campus at the time of evening chapel are also encouraged to attend this worship.

CHURCH SERVICES

Messiah Lutheran Church provides a church home for our students. In view of the importance of regular worship, all students are expected to attend scheduled services at Messiah. Bus service is provided. Students are reminded to dress neatly when they attend worship services.

COUNSELING

Personal, academic, and career-related counseling is available to our students.

DINING HALL

The dining hall is located in the Commons. Breakfast, dinner, and supper are served each day school is in session. Nonresident students must pay for meals by meal ticket or cash; they may buy meal tickets in advance from the school office. Cafeteria served meals must be eaten in the dining hall.

HOUSING

Immanuel Lutheran High School and College provides accommodations for its students in the residence halls on campus. Except for those who are married, who are living with their parents or guardians, or who are veterans of the United States Armed Forces, all students under the age of twenty are required to live in ILC-operated residence halls when such accommodations are available. Request for exception to this policy must be made in writing to the board of regents.

IDENTIFICATION CARDS

An identification card will be issued to each student. Personal identification should be carried at all times when students leave the campus.

LAUNDRY

Washing machines and dryers are available in our dormitories for use by our resident students.

GENERAL INFORMATION AND REGULATIONS

ALCOHOL, DRUGS, AND TOBACCO

The possession and/or use of alcohol and illegal drugs is forbidden.

The possession and/or use of tobacco products (smoking, smokeless, or e-nicotine products) by students under the age of 18 is forbidden.

The use of tobacco products (smoking, smokeless, or e-nicotine products) on campus or at off-campus school-sponsored events by those of legal age is also forbidden, as is the possession of tobacco products in the dormitory.

BICYCLES

All student bicycles are to be parked in the bike racks near North Hall or the Academic Center. Because we are unable to provide shelter for the bicycles, you may wish to bring some type of cover to prevent weather-related damage. For your protection, keep your bicycle locked whenever you leave it parked either on or off campus. Bicycles may not be left over the summer months; those not removed will be forfeited and disposed of.

CAMPUS LAWN

Do not take shortcuts across lawns; use the walkways. Use the lower campus for outdoor athletic activity that can damage the lawns.

DANCING

Per board of regents policy, ILC does not hold school-sponsored dances or permit dancing in public areas on campus. This restriction applies also to the after-banquet party. Choreographed dances in a theatrical performance or other school event are permitted if approved by a faculty adviser.

DATING

The school remains neutral with regard to dating: we assume that parents have already talked to their children about dating, and we require high school students who enter into a romantic relationship to inform their parents. However, in view of

the high moral standards established by God with regard to sexual activity prior to marriage, the poor example of the world together with the temptations of Satan, and the nature of a boarding school where much time can be spent with a girlfriend or boyfriend, we do present the following.

1. God's word is clear: his will is that we remain chaste and holy in thought, word, and deed. Sexual relations are intended by the Lord only for a husband and wife in marriage (Hebrews 13:4). When we experience sexual desires contrary to this holy will of God, we should by the grace and power of God refrain from acting on such sexual desires (1 Corinthians 6:18-20).
2. Take God seriously when he says, "Flee also youthful lusts" (2 Timothy 2:22). Don't place yourself in situations which will lead you or others into sin.
3. Set a high tone for your relationship so as to be a blessing to each other and a proper example for others. Remember that dating is a time to get to know someone intellectually, emotionally, and spiritually, *but not sexually. Therefore, we require that physical display of affection by students not appear to be sensual or sexual and be limited to contact such as hand holding.*
4. Limit the time you spend with any one individual at this point in your life.
5. Plan group activities.
6. Pray for the Lord's daily guidance and strength.

DETENTION

Detention consists of either a work detail or an enforced study hall as assigned by the dean of students. The dean of students determines the nature of the detention. After the detention is determined, it takes precedence over all scheduled cocurricular activities and/or student work schedules unless otherwise determined by the dean of students. Twice the number of minutes not served will ordinarily be added to the detention already assigned if a student is late for detention. Examples of infractions which result in detention are unexcused tardies, unexcused absences, classroom expulsion, and misbehavior.

Detentions are normally assigned and served in 90 minute segments. Parents are informed when detentions are assigned. Detentions not served as assigned (when considered as refusal to accept discipline) may result in recommendation to the faculty that the student be suspended or expelled. If a study hall detention is assigned, students must do assigned homework or academic reading.

Ordinarily, no diploma or final transcript will be issued to any student who has not completed assigned detention.

DISCIPLINE

Classroom discipline is the responsibility of the instructor. The administration

of discipline in general is the responsibility of the dean of students. Assisting the dean in this matter are the assistant to the dean and (particularly in connection with resident students) the dormitory supervisors and the resident assistants. Our discipline is Scripturally based for the good of and out of love for the student. Each case, however, is considered not only in relation to the individual student, but also in connection with the welfare of the entire school. Therefore a student's behavior while school is not in session (e.g., during Christmas recess or prior to the start of the school year) may affect a student's enrollment status.

An attempt is made to apply discipline uniformly; consequently, an equal application of discipline may result in disproportionate effects. An attempt also is made to apply discipline in a manner appropriate to each situation even though the appearance of favoritism may result. Unavoidable is the tension between these two valid principles of applying discipline: uniformity and individual appropriateness.

School discipline is between the school and the student. If the discipline goes beyond a passing word of correction or—in the dormitories—the ordinary assigning of marks, the student's parents generally are notified of the discipline applied to their high school student. Although some discipline (e.g., the assignment of detention) publicly may be evident, the discipline between the school and the student is not the business of others.

The nature or degree of school discipline generally is not an indication of a student's penitence or impenitence.

The dean refers to the faculty matters of discipline which may require faculty action. One such action by the faculty is to place the student on faculty probation, namely, making probationary that student's enrollment at ILC. A positive change for the better is expected in the student's attitude and/or behavior. Therefore, that student's attitude and behavior are considered by the faculty at each regular meeting in order to determine whether to continue the student's faculty probation, end the student's faculty probation, or apply other discipline (including the possibility of expulsion).

Faculty probation also carries with it a number of practical consequences. In view of the importance of leaders' setting a proper example of Christian conduct within the church and in order to avoid possible offense, students who have been placed on faculty probation ordinarily are not permitted during the period of their probation to function as elected or appointed leaders of cocurricular activities (e.g., captains, editors, assistant editors, directors, assistant directors, advisers, coaches, class or student body officers, special event speakers). Further restrictions may be imposed by faculty advisers of cocurricular activities or by the faculty as a whole when deemed appropriate. Athletic code penalties may also apply.

The administration specifically reserves the right to dismiss any student without making definite charges whenever in its judgment the welfare of the school seems to demand such action.

DORMITORIES

All rooms in the dormitories are designed for double occupancy. Regular twin beds, dressers, desks, and chairs are provided.

North Hall is the boys' dormitory. South Hall is the girls' dormitory. (West Hall may be either, depending on dormitory needs.) North Hall and South Hall both have a lounge area for their respective residents. The Commons has a lounge which may be used by all the members of the ILC family—students, staff, and faculty.

Boys may not enter South Hall or the women's section of West Hall; ring the bell as instructed at the entrance to South Hall. Girls may not go beyond the foyer in North Hall or enter the men's section of West Hall; ring the bell as instructed at the entrance to West Hall.

Any student who wishes to place or keep belongings in a dormitory or to reside in a dormitory before or after the official opening and closing dates of school must seek in advance the permission of the president. If such permission is granted, the student is expected to abide by dormitory regulations governing free nights.

All dormitories are closed during Thanksgiving, Christmas, and spring breaks, and Easter holidays. The dormitories close at 6:00 pm on the day classes end and open at 12:00 noon the day before classes resume. Exceptions: dormitories open at noon on the Saturday before the general registration day at the beginning of the school year; dormitories close at noon on the Saturday after the Christmas concert; dormitories close at 6:00 pm on the day of the graduation service.

Visitors may stay in the dormitories, but never without invitation. Resident student hosts are to make arrangements with the dormitory supervisor in advance. If permission is granted, visitors are expected to abide by all dormitory regulations. A \$5.00 per night charge for lodging must be paid in advance at the business office. Student hosts are responsible for unpaid charges.

Resident students are to be in their respective dormitories from their bedtime curfew until 6:00 am. Only kitchen workers and cleaners may be in the Commons before 6:25 am. Exceptions may be granted by the dean of students.

After a vacation when the dormitories are closed, resident students must be in the dormitories by 9:50 pm. Parents, please notify the dormitory supervisor if students will be late returning to campus after a weekend or a vacation.

Resident students must be in the dormitories by 9:50 pm on nights before school days that are either on-campus or off-campus free nights.

If parents plan for late arrivals of either their students or of themselves to pick up their students, the planned late arrival—except in cases of emergency—may be no later than that evening's latest dorm bedtime. For later arrivals, parents should plan for other overnight arrangements than in the dormitories or for pickup after 6:00 am.

No pets (no animals of any kind) are allowed in the dormitories.

Town students may not be in the dormitories after 8:00 pm Sunday through

Thursday. On a free night, they must leave the dormitories by 9:50 pm. On weekends, they must leave the dormitories by 11:20 pm.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices that are misused on campus or at school sponsored events will be confiscated along with their memory cards for a period of time. During classes and school-day study halls, electronic communication devices must be silent and not be used unless permission is given by the instructor. Penalty for inadvertent violation of this policy is confiscation of the device until the end of the school day; for deliberate violation of this policy, confiscation of the device is for three calendar days.

ENTERTAINMENT

In the area of entertainment, students will want to follow God’s word as fruit of their faith. Christian judgment is needed in order to make choices and decisions that are consistent with our Christian confession. We therefore ask that students together with their parents review with respect both to content and legality the music, movies, and games they bring to ILC.

Content

Any music labeled “Parental Advisory Explicit Content” is not permitted, nor are lyrics which use profane, obscene, or vulgar language or which advocate violence, racism, or illicit sexual activity. Only G, PG, and certain PG-13 videos and DVDs are permitted on campus as well as EC, E, E10+, and certain T games.

Legality

Students may view copyrighted videos or DVDs in the residence (dorm) lounges with the following understanding: showings are intended for resident students; showings are not advertised for nonresident students; no invitations for showings are issued to the general public; and there is no admission fee. Students may view copyrighted videos or DVDs in the Commons lounge only after receiving the approval of the activities committee faculty adviser.

It is immoral as well as illegal to take, give away, or sell someone else’s property without permission of the owner of that property. This includes copying copyrighted works such as music, games, or movies without permission of the owner of the copyright. Mixes made from music you don’t own are illegal and should not be used.

FIRE HAZARDS

Fires present a very real danger to the lives and safety of all students. Therefore, students may not light fires anywhere on campus—whether outdoors or in buildings, including dormitories—unless under the control or direction of staff or faculty. Moreover, students may not keep or have in their possession on campus incendiary devices (e.g., matches, lighters, etc.). Decorative candles may be kept in dormitories only if they have never been lit. Only power strips with circuit breakers may be used as extension cords. You must report to staff or faculty any fire which is not under the control or direction of staff or faculty.

HARASSMENT

Harassment is improper conduct of a sexual, physical, or verbal nature which creates a hostile environment for another student or other students at Immanuel Lutheran College, preventing them from enjoying fully the educational and fellowship benefits which are part of our program.

Any student who believes he or she has been sexually, physically, or verbally harassed by anyone, including another student—that is, has been the victim of unwelcome and improper sexual, physical, or verbal abuse—should report the offense to the dean of students of Immanuel Lutheran College. If he is not immediately available, the offense should be reported to the assistant to the dean or to a dormitory supervisor, who shall then report the offense to the dean of students.

ILC AND STUDENT PROPERTY RIGHTS

In order to maintain a drug free campus and to enforce school policies and rules for the spiritual and temporal safety and welfare of all its students, the following rights and prerogatives of Immanuel Lutheran College are specified.

School lockers, dormitory rooms, storage areas (including electronic storage), and any other campus facilities and locations used by students are provided for their convenience and are the property of Immanuel Lutheran College (ILC). At no time does ILC relinquish its exclusive control over any of its property. ILC authorities may for any reason and at any time without notice, student consent, or search warrant conduct inspections of any of its facilities and locations (including lockers, dormitory rooms, storage areas, etc.) and of the personal property (including vehicles) of students kept or stored thereon or therein. ILC authorities may also for any reason and at any time without notice, student consent, or search warrant conduct searches with the assistance of drug detection canines and their law enforcement handlers. ILC authorities may at any time seize any contraband (whether illegal goods or goods that are inconsistent with ILC policies or rules) and

dispose of it as they see fit.

KITCHEN

The Wisconsin State Board of Health forbids unauthorized personnel in the kitchen or serving areas of our dining hall. Only those students who are employed by the school as kitchen workers and are scheduled for work are authorized to be in or to pass through the kitchen area.

LASER POINTERS

Student possession of laser pointers on campus is prohibited.

LEAVING THE EAU CLAIRE AREA

Resident students are not permitted to leave the Eau Claire area without prior permission communicated to their supervisors by the students' parents or guardians as to where the students are going.

For the purposes of this policy, the Eau Claire area is the rectangle bordered by Highway 29 on the north, the Eau Claire County line on the west, a line extending west from Brackett on the south, and a line extending north from Brackett on the east. Excepted may be some school-sponsored outings when announced.

These rules also apply to out-of-town school-sponsored events when students travel in private vehicles. Parents may give blanket permissions to cover some recurring events. In all cases, students must follow the sign-out procedure.

LOST AND FOUND

Items found in the buildings or on the grounds should be taken to the school office. Items left lying around in the Commons and gym are usually brought to the dean of students' office.

LOUNGES

The all-school lounge is located in the Commons. There is a lounge for girls on the ground floor of South Hall. There is a lounge for boys on the 1st floor of North Hall.

The lounge in the Commons is open during these times:

Monday through Thursday	7:30 am - 7:40 pm
collegians only	8:00 pm - 11:00 pm
Friday (supervised 7:00 pm - 11:30 pm)	7:30 am - 11:30 pm

Saturday (same as above)	11:00 am - 11:30 pm
Sunday	11:00 am - 7:40 pm
collegians only	8:00 pm - 11:00 pm

High school students may use the lounges in their respective dormitories until 10:30 pm on nights before school days and until 11:30 pm on other nights.

The Commons is locked at 11:00 pm Sunday through Thursday and at 11:30 pm Friday and Saturday.

LOWER CAMPUS

When using the lower campus, be careful to avoid trespassing on neighbors' property and to observe the prohibitions in the "Fire Hazard" section of this handbook. Maps of ILC's property are posted in North and South Halls and in the Commons.

MEALS

The cafeteria serves nutritious meals each day during the school year. Students are reminded that a proper diet is of great importance to overall good health. Resident students are encouraged to eat each day the three meals prepared in the cafeteria. No cafeteria food may be removed from the dining hall unless permission is given by the cook. The dormitory supervisors will arrange for sick trays.

To apply for free or reduced meals for their high school students, parents must complete an application and return it the ILC General Business Office at any time during the school year. The information supplied will be used to determine eligibility based on means-testing and is subject to verification by the Business Office, which will inform parents as soon as a determination is made. Applications are available from the Business Office in person or by email.

In accord with the regulations of the federal lunch program as well as simple, Christian decency, there will be no discrimination against any child on account of race, color, sex, national origin, or disability.

Nonresident students and visitors may eat regularly scheduled meals at the cafeteria; they must, however, pay for each meal taken. Meal tickets may be purchased at the school office during business hours at the following prices:

	<u>High School Students</u>	<u>Collegians and Visitors</u>
Breakfast	\$2.50	\$3.50
Brunch	\$3.50	\$4.00
Dinner	\$3.50	\$4.25
Supper	\$3.00	\$3.00

Meals are scheduled at the following times:

	<u>Weekdays</u>	<u>Weekends</u>
Breakfast	6:30 am - 6:50 am	7:30 am - 8:00 am SUN
Brunch		10:30 am - 11:00 am SAT
Dinner	11:50 am - 12:20 pm	11:50 am - 12:20 pm SUN
Supper	5:45 pm - 6:15 pm	4:30 pm - 5:00 pm SAT
		5:45 pm - 6:15 pm SUN
Early supper	4:45 pm - 5:15 pm	

No food purchased from the cafeteria may be shared with a person who has not purchased the same meal from the cafeteria.

The first meal served at the beginning of each semester and when school resumes after a recess or break is the evening meal on the day the dormitories open. The last meal served at the end of each semester is breakfast on the day the dormitories close.

MEDICAL PROCEDURES

Supervisors of resident students try to contact and consult with parents when a student goes on sick call or needs to be seen by medical professionals.

Students who become ill during the school day must follow these steps:

1. Receive permission to leave the classroom.
2. Report the illness to the school office.
3. Follow the instructions of the administrative assistants, who will inform residents' dormitory supervisors and nonresidents' parents to arrange for proper care.

Prior to and after the school day, resident students who become sick should contact their dormitory supervisor. Sick call in the morning is 6:30-7:00 am. Should further medical assistance be required, the dormitory supervisor will make necessary appointments. The dormitory supervisor will help students to arrange transportation. Whenever possible, a representative from the school will accompany resident students to medical appointments.

Parents or guardians are asked to sign a medical permission form to be used in an emergency if a parent cannot be reached at a time when a medical decision is required. This gives the dormitory supervisors and/or the dean of students permission to make such a decision if necessary.

MOTOR VEHICLES

All resident and nonresident students who park a motor vehicle on campus must pay a parking fee at registration.

Resident juniors and seniors whose parents have given their written permission to the dean of students may keep a motor vehicle on campus or at an off-campus

location within the Eau Claire area. Vehicles must be registered with the administration of ILC, which may revoke vehicle permissions at any time.

Licensed resident students may drive someone else's vehicle within the Eau Claire area after written permission has been given to the dean of students by the driver's parents and by the person in whose name the vehicle is registered.

The school does not determine the age of the driver with whom resident students may ride within the Eau Claire area. Parents may place such restrictions if they wish. Resident students may not ride in cars to out-of-town school sponsored events without parental permission. A form to indicate such restrictions and permissions is provided to parents.

Campus roads are shared by pedestrians, including young children. For the safety of everyone, all drivers on campus are expected to observe all traffic signs, including stop signs and posted speed limits.

Motor vehicles are not to be driven on walkways, including the walkway to South Hall, except for loading or unloading luggage. When loading or unloading luggage, park on the asphalt north of the crosswalk with the railings; do not park in the South Hall courtyard.

Parents of nonresident students may pick up their children at the west entrance of the Commons after dark.

Campus parking. Students are reminded to park only in campus parking lots. Parking spaces behind the gym and in the south row of the upper lot are reserved for faculty and staff. The short-term parking spaces near the Academic Center are reserved for vehicles picking up students and for visitors to the ILC Office and CLC Bookstore. Students should not park in any of these reserved spaces. Use the lower or upper campus parking lots at all times. There is no parking in the circles north of the Academic Center or in front of Ingram Hall. There is also no parking allowed along the main campus drive except as needed for overflow parking for special events.

Students may not change or drain motor vehicle fluids on campus parking lots.

OVERNIGHT STAYS WITHIN THE EAU CLAIRE AREA

On weekend nights, resident students may not stay overnight at homes or motels within the Eau Claire area unless prior permission has been received by the dorm parent from both the resident student's parents or guardians and the host parents. Blanket permission may be accepted from the resident student's parents or guardians, but specific permission must be received for each occasion from the host parent. Permission may be denied by ILC staff due to factors such as dormitory discipline.

Overnight visits by resident students are not permitted on nights before school days. Any exceptions must be approved in advance by the dean of students.

PERSONAL APPEARANCE

Scripture does not dictate the particulars of personal appearance beyond its call for genuine modesty in dress. Because of the wide variety of opinions held among us concerning proper attire, the final decision in matters of personal appearance here at Immanuel must be made by the faculty.

We encourage our students to choose clothing which reflects Christian values with regard to fit, length, and style. The faculty and staff may have you change clothing if in their opinion your attire is inappropriate.

Cleanliness and modesty in dress are expected at all times. In addition, the following rules apply.

1. At all times on campus and at off-campus school-sponsored events, at Formal Dinner and Banquet, and (resident students) at church services in Eau Claire:
 - a. tops
 - no exposed cleavage
 - no oversize armholes
 - no strapless tops
 - b. bottoms
 - worn at the waist
 - no leggings or yoga pants unless covered to mid thigh (inseam)
 - no shorts, skirts, dresses shorter than mid thigh (inseam)
 - no messages written across the buttocks
 - c. tops and bottoms
 - no bare midriff
 - no peekaboo effect (sheer or otherwise)
 - d. no clothing and accessories featuring tobacco or alcohol products, illegal drugs, or commercial bands
 - e. Formal Dinner and Banquet specifics
 - strapless tops permitted
 - no two-piece or cutout dresses
 - no bare backs
2. In the classrooms/classroom buildings during school hours:
 - a. not barefoot
 - b. no sleepwear (e.g., robes, pajamas, blankets, etc.)
3. Students are expected to dress neatly when attending church services and public events at which they represent the school.

POISON IVY, TICKS, AND BEARS

Poison ivy and ticks are prevalent on campus, and students should avoid them. Learn to recognize them. Should a problem arise involving either, the dormitory

supervisors can provide advice for proper treatment.

Occasionally, one or more black bears are present on the lower and upper campus. *Do not go looking for bears.* If you come across a bear, the Wisconsin DNR advises that you do the following:

1. make noise and wave your arms to alert the bear of your presence so that it will leave the area—*do not follow it*;
2. if the bear is close to you and does not leave the area, *back away slowly*; enter a building or vehicle until the bear leaves the area.

Report the bear sighting to the dean of students.

UNMANNED AERIAL VEHICLES (DRONES)

Students may not operate anywhere on campus unmanned aerial vehicles except under the supervision of faculty or staff.

WEAPONS

Weapons are not permitted on campus (knives with blades less than two inches are allowed). Unless given permission by an instructor, high school students may not use, possess, or keep knives of any length in the classroom buildings. Nonresident students are not to bring weapons on campus at any time. If resident students wish to go hunting, they may bring hunting weapons to Eau Claire, but they must arrange for their storage off campus. Hunting is not permitted on campus.

FIRE PROCEDURE

Know this fire procedure and follow it if there is a fire in the building you are in.

1. **Get out of the building; don't reenter!**
 - feel the door handle if you're in a room
 - if it's hot, don't open the door—go to a window and call for help
 - if it's not hot, open cautiously—check for smoke or fire before exiting the room
 - don't stop to phone for help on the way out
 - if you pass a fire alarm on the way out, pull it
 - don't look for other people or for your stuff
 - knock on doors on your way out
 - yell "FIRE!" on your way out

- don't deviate from your exit route
 - crawl low to the floor if there's smoke
 - then you can see and breathe better
 - toxic chemicals in smoke kill quickly
 - close doors behind you to slow down the fire
2. **If you can't get out, get attention!**
 - yell and scream
 - hang a sheet from the window
 - stay low where there's less smoke and poisonous gas
 3. **Once out, call 911.**
 - listen to the 911 operator; answer questions
 4. **Inform staff or faculty.**
 5. **Gather at the designated gathering place.**
 - in the gym—when the fire is in any building other than the Commons or the gym
 - at the garages beneath West Hall—when the fire is in the Commons or the gym
 6. **Account for all occupants of the evacuated building.**
 7. **Do not reenter the evacuated building until given permission by staff or faculty.**

EMERGENCY WEATHER PROCEDURE

It is important that everyone be familiar with the emergency tornado procedure. The Eau Claire County sirens sound for thunderstorm and tornado warnings in the areas of Eau Claire County within the expected path of the storm, but *Immanuel's outdoor horn and indoor alerts will sound only during tornado warnings* for any portion of Eau Claire County. Should a tornado emergency arise, the signal will be a five-minute sounding of the outdoor tornado horn and other alerts inside. *When this is heard, take shelter immediately!* NOAA weather radios are monitored in the Academic Center, the facilities office, and North and South Halls. The responsibility for issuing the alarm belongs to the facilities office personnel during business hours (7:30 am to 4:00 pm) and to the supervisors of North and South Halls during nonbusiness hours. In such an emergency, it is important that all know where to go. The following explains where to find shelter in the case of a tornado emergency.

North Hall. 1st floor occupants take shelter in the bathroom and shower area on the

ground floor of North Hall. 2nd and 3rd floor occupants proceed down the *east* stairwell and take shelter in the hallway area on the ground floor of North Hall. The dorm supervisor or RA supervises these areas. Shut all room and stairwell doors.

South Hall. Basement level occupants take shelter in the hallway area on the basement level of South Hall *next to rooms 2 and 4 only*. 1st and 2nd floor occupants take shelter in the hallway area or bathroom on the 1st floor of South Hall. 2nd floor occupants proceed down the *north* staircase. The dorm supervisor or RA supervises these areas. Shut all room and stairwell doors.

West Hall. Proceed through the ambulatory down the *north* stairwell of South Hall and take shelter in the ground floor laundry room of South Hall. The dorm supervisor or RA supervises this area. Shut all room and stairwell doors.

Academic Center. Take shelter in the music room. Instructors and/or staff supervise this area.

Ingram Hall. Occupants of the basement robotics room remain in that room. All other occupants descend the west staircase to the wood storage room in the basement. Instructors and/or staff supervise these areas.

Commons/Gym. Take shelter in the bathrooms of the Commons, according to gender if possible. If more room is needed, take shelter in the gym *men's* bathroom and shower. *Stay in these areas, not in the locker room and hall.* Faculty or staff present supervises these areas. Kitchen occupants take shelter in the kitchen office, kitchen mop room, or pantry. The overseeing cook supervises this area.

Maintenance/Storage Building. Proceed as quickly as possible to the Commons or to the North Hall shelter areas.

Outdoors. Proceed as quickly as possible to the Commons or to the dorms (male students to North Hall, female students to South Hall) shelter areas.

Stay until the all clear message is brought to you. In the event of a weather emergency or drill simulating a tornado emergency, remain in your shelter area until the all clear message is brought to you. The all clear message is sent by a runner when the person monitoring the NOAA radio receives the all clear from the National Weather Service. When the all clear is received, students are to proceed to the appropriate classroom or study hall area if the warning was sounded during the school day or during evening/early study hall.

SAFETY PROCEDURE

Students, as do faculty and staff, play an important role in ILC's safety plan

with respect to both the prevention of safety incidents and the successful response to safety incidents. Situations addressed in this plan are of two types: bomb threat and shooter/hostage.

Prevention

If you have reason to suspect that someone—including a fellow student—intends on the ILC campus or at ILC events to make a bomb threat or to cause bodily harm in any way to students, staff, faculty, or anyone else, immediately inform faculty or staff. Also inform faculty or staff if you perceive unusual behavioral changes in ILC students, staff, or faculty.

Response

1. Action you should take if you become aware of a
 - a. bomb threat (e.g., a message written on any medium or a message communicated by voice):
 - immediately inform faculty or staff;
 - record (e.g., on a sheet of paper) the threat exactly as it reads or was spoken and preserve the message if written on medium.
 - Note: making a bomb threat is a federal offense with a penalty of up to 10 years in prison, a \$250,000 fine, or both.
 - b. person other than a law enforcement officer carrying a firearm on the ILC campus: immediately inform faculty or staff.
 - c. shooter or hostage situation on the ILC campus:
 - remove yourself from danger;
 - immediately call 911 to report the danger;
 - immediately inform faculty or staff.
2. If there is a bomb threat, you may be directed to evacuate a building or buildings.
 - a. Listen to and follow the evacuation directions:
 - what you are to take with you;
 - the evacuation route you are to take;
 - the evacuation area to which you should go.
 - b. Do not text or call anyone until given permission. After you arrive at the evacuation area, you will be told what to expect next.
 - c. Remain calm and orderly.
3. If there is a shooter/hostage situation, keep yourself from danger.
 - a. If a shooter or hostage taker is in your building, consider the following options:
 - if you can do so safely, exit the building by any means;

- hide in the building, barricading your hiding place if possible;
 - if you can do so safely, call 911 to communicate your situation;
 - switch your phone to vibrate or off, depending on your circumstance.
 - b. If you are outside, consider the following options:
 - seek safety in a building in which there is no shooter or hostage taker;
 - seek safety by leaving the campus and then call 911.
 - c. If you are inside a building in which there is no shooter or hostage taker, do the following:
 - if you can do so safely, lock down the building;
 - call 911 to communicate your situation;
 - if you can do so safely, permit others who are seeking safety to enter your locked-down building.
 - d. To lock down a building, lock all exterior doors and ground floor windows. Hanging by doors with panic bars are hex keys to release panic bars to the locked position.
 - e. *Follow the directions of law enforcement officers.*
4. *Do not call a hostage building or text or call someone in a hostage building.*

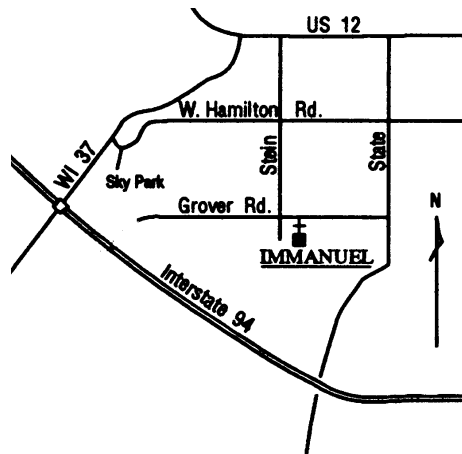
MAP TO THE ILC CAMPUS

Immanuel Lutheran High School is located on the south side of the city of Eau Claire, Wisconsin.

From State Street turn west on Grover Rd.

From Stein Street turn east on Grover Rd.

Turn south on Ingram Dr. The Immanuel Lutheran College sign is at the intersection of Grover Road and Ingram Drive.



Alma Mater

Nestled in the quiet beauty
Of the tall green pines,
God has set our Alma Mater,
Guiding hearts and minds.
Built on Jesus' words of promise –
O, Lord, bless her well –
Thus may e'er our Alma Mater
Be Immanuel!

High School Fight Song

On Lancers bold and glorious;
On Lancers e'er victorious;
Green! White! Our banners bright
Will fly straight and free
Rah! Rah! Rah!

Onward with courage, go then
Onward to meet the foe, then
Hail, hail, we cannot fail
To gain the victory!

L-A-N-C-E-R-S! Yea, Lancers!