

**Immanuel
Lutheran
College**

**Student
Handbook**

2020-2021

Revised 7/15/2020

FOREWORD

Immanuel Lutheran College (ILC) 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. At Immanuel, college students in the Bachelor of Science in Education and Bachelor of Arts in Pre-Theological Studies programs prepare themselves for the Lord's work in the public teaching and preaching ministries. Students in the Bachelor of Arts in Religious Studies program and the Associate of Arts program prepare themselves for the Lord's work in other careers. We want all of you to graduate as young men or women who have learned to know the Lord Jesus as your Redeemer and Savior and who are prepared to live to Christ's glory in whatever calling the Lord leads you. We want you to be everything that God intends you to be.

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. 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 either the academic dean, 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.

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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.

ILC Calendar for the 2020-2021 School Year

August	23	Sunday	General registration; opening worship—3pm; all orientations
August	24	Monday	Classes begin—7:40am
August	31	Monday	Seminary orientation classes begin
September	7	Monday	Labor Day—no classes
September	30	Monday	Regular seminary classes and college 2 nd session begin
October	16	Friday	End of 1 st quarter
November	13	Friday	College Visitors Day
November	25	Wednesday	Thanksgiving recess begins—noon
December	30	Monday	Classes resume
December	18	Friday	Christmas concert—7pm; 1 st semester ends
January	11	Monday	2 nd semester classes begin
February	17	Wed-Fri	February 17-19—miniclasses (mainly ILHS)
March	12	Friday	End of 3 rd quarter; spring break begins—noon
March	23	Tuesday	Classes resume
April	1	Thursday	Easter recess begins—noon
April	6	Tuesday	Classes resume
April	30	Friday	High School Visitors Day
May	8	Saturday	Banquet
May	21	Friday	Class Day—3pm; concert—7pm; 2 nd semester ends
May	22	Saturday	Graduation service—10am

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
m= mobile

President	Daniel Schierenbeck	dan.schierenbeck@ilc.edu	715-836-6620
Asst to ILC	Steven Sippert	steve.sippert@ilc.edu	715-836-6631
Administration			
Dean of the Seminary	John Ude	john.ude@ilc.edu	715-955-4559
Academic Dean	Paul Naumann	paul.naumann@ilc.edu	715-836-6636

High School Principal	Joel Gullerud	joel.gullerud@ilc.edu	715-836-6630 m: 715-544-8446
Dean of Students	Mark Weis	mark.weis@ilc.edu	715-836-6624
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Registrar	Jeff Schierenbeck	jeff.schierenbeck@ilc.edu	715-836-6632
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Business Manager	James Sandeen	jim.sandeen@ilc.edu	715-836-6622
Book House Manager/ Accounts Receivable	abJessica Lau	jessica.lau@ilc.edu	715-836-6623
Payroll/Accounts Payable	Barbara Pfeiffer	barb.pfeiffer@ilc.edu	715-836-6621
Administrative Assistants	Stephanie Quam	stephanie.quam@ilc.edu	715-836-6621
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Head Cook	Paul Heinze	ilcmaintenance@ilc.edu	715-836-6637
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FULL-TIME FACULTY

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PART-TIME FACULTY

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Beth Sandeen	beth.sandeen@ilc.edu	715-836-6627
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ILC ACADEMIC HANDBOOK

ADMINISTRATION

President - Prof. Daniel Schierenbeck

Business Manager - James Sandeen

Registrar - Prof. Jeffrey Schierenbeck

The above have their offices in The Academic Center

Academic Dean - Prof. Paul Naumann (Office in Ingram Hall)

Dean of Students - Mark Weis (Office in the Commons)

GUIDANCE

Academic Dean

One responsibility of the academic dean is to help you evaluate your gifts and abilities so that you can best determine what subjects you will take at Immanuel. He is prepared to advise you concerning which subjects are required for graduation in your particular program. He will also periodically review your scholastic progress and give you guidance as to how you might improve (and in some cases redirect) your efforts.

You are urged to meet with the academic dean promptly whenever questions or problems arise with respect to your academic program. He stands ready, also, to assist you in the matter of transferring ILC's credits to other institutions.

The academic dean offers some basic vocational information to students who express interest in exploring college majors and/or careers. If you have such interest, take the initiative and make an appointment with the academic dean.

CEPS and CEES advisers

The Committee for the Evaluation of College Pre-Theology Students (CEPS) consists of the academic dean, the dean of the seminary, and three theologically trained members of the ILC faculty who are appointed by the president of ILC. One of these is assigned as CEPS adviser to the pre-theology students of each college class.

The current members are Dean of the Seminary John Ude, adviser to the Seniors; Academic Dean Paul Naumann, adviser to the Juniors; President Mark Weis, adviser to the Sophomores; and Professor Steve Sippert, adviser to the Freshmen.

The Committee for the Evaluation of College Education Students (CEES) consists of the academic dean, the dean of students, and three other college "education" professors. The president will be an ex officio member of this group as well. One of these appointees is assigned as CEES adviser to the education students of each college class.

The current members are Academic Dean Paul Naumann, Dean of Students Mark Weis and Professors Ross Roehl, Mark Kranz, and Joe Lau. The CEES college class advisers are Freshmen - Paul Naumann; Sophomores - Mark Kranz, Juniors - Joe Lau; and Seniors - Ross Roehl.

The CEES or CEPS adviser for each class will meet individually with the pre-theology or education students in his class in order to encourage preparation for the public ministry and to assist in the evaluation of the student's readiness for the public ministry.

Classroom Instructors

The classroom instructor is responsible for attendance and conduct in his classroom. This is necessary for effective teaching. Students are responsible for their assignments, and they are urged to consult with their individual teachers for help in achieving the goals of the class. The office hours of all faculty members will be posted early in the semester, or you may make special appointments with any of your instructors. Don't wait too long if you are experiencing problems in your course work!

Dean of Students

The dean of students 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 discuss your personal and spiritual problems and to help you resolve them. Again, don't wait too long if you have such problems, for they can have a serious effect on your academic and social life at ILC.

Although every effort is made to preserve the collegian's privacy, there may be extraordinary circumstances under which the dean of students or another representative of the school, after administrative consultation, contacts a student's pastor, parents, or other immediate family in order to safeguard the student's spiritual, emotional, and physical well-being.

Orientation

Orientation programs are offered to students in the beginning of the school year. These programs cover such topics as effective study habits, student life on and off campus, and the transferring of ILC credits to other academic institutions.

All college students are **required** to attend the general orientation session held on the opening day(s) of the school year. College freshmen have further **required** orientation sessions. Class meetings are also held on the opening day of the school year.

There is some research which shows that students who make use of the suggestions offered in orientation programs are more likely to be successful in college and are less likely to drop out.

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 students from 6:30 am to 7:30 pm and Ingram Hall from 6:30 am to 4:30 pm.

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

Academic Center: 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: 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); this is not forbidden in Ingram. Eating food or candy is not permitted in the Academic Center (except in the entryways); in Ingram, eating food or candy is not permitted during classes.

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 2:50 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, on a USB flash drive, or on Google Drive. Students will be instructed on how to access each location. 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 and Internet resources. 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 pm - 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. Such action may also result in suspension or termination of your account.
- Promptly report any problems to Prof. Roehl.

Wireless Internet

ILC provides wireless Internet to all students and guests between 6:00 am and 10:30 pm on weekdays and 6:00 am and 11:30 pm on weekends. Students may not use the guest wireless after the first week of school, by which time their devices should be setup on the student network.

A firewall is installed which attempts to block access to inappropriate sites. The firewall logs all Internet activity. ILC reserves the right to limit bandwidth usage as necessary.

Any attempt to tamper with the wireless equipment or network, access other users' devices, or use the wireless networks for illegal or immoral activities may result in a student's devices being blocked from the network.

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.

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.

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 chart 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 Absence Recording
Jennifer Schaller	Reception, Book House Sales, Daily Bulletin, Attendance Recording

STUDY HOURS AND COURSE PREPARATION

Evening study hours take place in the student's respective dormitory each night except Friday and Saturday. We urge the college students to observe these hours, not only for their own study, but also to respect this quiet time for high school students for whom the evening (or afternoon) study hall is required. It is important to your success at ILC that you make faithful use of your study time by developing good study habits. Here are a few suggestions:

College students should expect to spend at least **twice** as much time in course preparation as they spend in the classroom. Example: A student taking 18 credits (45 minutes per class) should plan to spend a minimum of 27 hours per week in preparing for classes. To do less than this will result in underachievement and a grade point average that is below your true ability.

Learning to manage your time well is a very important skill for achieving academic success. You must learn to budget your time effectively between studying, relaxation, and any job that you may have.

Research reveals that academic achievement "is often more dependent upon hard work and self-discipline than on innate ability. Developing talent takes effort and concentration" (*What Works*, p. 16). The academic dean and the librarian have materials on hand to assist you in developing effective study skills.

It is obvious that to afford a good setting for concentration, the dormitory and dormitory rooms must be quiet. We therefore ask everyone in the dormitories to help keep a quiet setting, not only for one's own good, but for others. In a survey of dormitory students at ILC several years ago, the chief complaint was: "Too much noise." Please do your part to create and maintain quiet study places in the dormitory.

Each evening study period is preceded by a short evening devotion. You do well, also, to ask the Lord regularly for His blessing upon your school work — both before classes and before study sessions. As Luther once said: "Well prayed is half studied."

GRADES AND ACADEMIC RECORDS

Registrar

All information regarding grades, grade point averages, test scores, transfer credits, etc. may be obtained from the registrar. (The academic dean is also able to provide information on your academic standing.)

The registrar is responsible for the maintenance of academic records and for the dissemination of such records. You are to contact him if you desire a personal copy of your transcript, if you wish to have a transcript sent elsewhere, or if you need verification of grade point average for good-student discounts on automobile insurance.

Grading System

The grading system is as follows:

<u>Letter</u>	<u>Description</u>	<u>Grade Points/Credit</u>
A	Excellent	4.000
B	Good	3.000
C	Fair	2.000
D	Poor	1.000
F	Failure	None
I	Incomplete	None

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

A = 4.000
A- = 3.667
B+ = 3.333
B = 3.000 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 earned to the number of credits taken. No grade points are given for an “I” (Incomplete) or “F” (Failure).

Note: An “I” (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 because of extenuating circumstances. In every case, however, it is the responsibility of the student to initiate the make-up procedure.

Audits

Audits are subject to the consent of the instructor. If an instructor allows an audit, he will advise the student what will be required for a successful audit. (Generally this will be regular attendance at all classes.) At the end of the semester, the instructor will indicate whether or not the student has satisfactorily met the terms of the audit. Successful audits appear on the student's permanent record, but they do not carry credits or grade points.

Grade Reports

Students 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 at the beginning of the school year (and can be supplied by any of the student's teachers). At the end of each quarter, all grades will be entered for Freshmen. Paper copies of the report card will be sent at the conclusion of each semester.

GRADUATION AND GRADUATION HONORS

Candidates for graduation are expected to take part in the commencement exercises if they are enrolled at ILC during the spring semester. Permission to graduate *in absentia* may be granted by the academic dean. Payment of the graduation fee will nevertheless be required.

In order to take part in the commencement exercises, students must have completed all requirements for their degree. An exception may be granted by the academic dean in the case of an incomplete or if the student is enrolled concurrently in a required course, provided that all such work will be completed prior to the beginning of the fall semester.

In the college department, an A.A. graduate with a GPA of 3.500 or above will graduate with “Honors.” The honors categories for the B.S. and B.A. graduates are as follows:

3.500-3.699	Cum Laude (With Honor)
3.700-3.899	Magna cum Laude (With High Honor)
3.900-4.000	Summa cum Laude (With Highest Honor)

Only such students are eligible for graduation honors who have earned at least half of the credits required for the diploma or degree at ILC and who have been in residence during the two semesters prior to their graduation.

ABSENCES AND TARDINESS

The faculty has adopted the following policy regarding absences and tardiness:

1. The basic premise of the policy regarding absences and tardiness in the college department is the following statement from the ILC catalog: “Students are required to attend all classes on their schedules.”

2. Faculty members are individually responsible for setting policy, including the recording and dealing with absences and tardiness which occur in their classes. They will provide to each class, at the beginning of the semester, a written statement of the policies for that class relative to absences and tardiness. The statement will also indicate the consequences of unexcused absences and tardiness in the grading process.

Note well concerning vacations: Vacation plans, including transportation, are to be made in such a way that no credit-carrying classes are missed. Excuses will not be issued for classes missed because of early departure or late return.

SCHOOL CLOSURE

The President of ILC will determine if school will be closed or delayed due to bad weather, road conditions, or other emergencies. If you hear that the High School has closed, do not assume the college has as well. Check the ILC web page or your email for notification.

ACADEMIC HONESTY

In this age of rampant plagiarism and students obtaining entire essays on the Internet, we include a reminder that students do their own work. Academic misrepresentation of one's self and one's work is dishonest. Your college years are preparation for your life and career. It should not be based on other people's work which you claim as your own.

It is important that in their writing students learn to attribute quotations and ideas they use and to generate appropriate bibliographies and works cited sections of papers. If you have questions about this process, please talk to one of your instructors.

ADDING OR DROPPING SUBJECTS

College students are to follow these procedures both for adding and for dropping courses at Immanuel Lutheran College: First, discuss the matter with the academic dean in order to determine the effect of the add/drop on your program. Secondly, secure an add/drop form from the academic dean, obtain the signature of the classroom teacher, and return the form to the academic dean.

1. A course may be added before the class has met 12.5% of its scheduled periods. **
2. The last day for dropping a course without record is before the class has met 12.5% of its scheduled periods. **
3. A course may be dropped on the record between the time a class has met 12.5% to 65% of its scheduled class periods. A "WP" will be recorded on the student's transcript if the student is passing the course at the time of withdrawal, and a "WF" will be recorded on the student's transcript if the student is failing the course at the time for withdrawal, except in extenuating circumstances as determined by the academic dean, the registrar, and the course instructor. ++
4. If a student withdraws after a class has met for 65% of its scheduled periods, a grade of "F" will be recorded for that course except in extenuating circumstances as determined by the academic dean, registrar, and the course instructor.

** That would normally mean that a course could be dropped without record or added before a one credit class meets for the third time; a two credit class meets for the fifth time; a three credit class meets for the seventh time; a four credit course meets for the ninth time; and a five credit course meets for the eleventh time.

++ That would normally mean that a course could not be dropped after a one credit class has met for the eleventh time; a two credit class has met for the twenty-second time; a three credit class has met for the thirty-third time; a four credit class has met for the forty-fourth time; and a five credit class has met for the fifty-fifth time.

Withdrawal from ILC

A college student contemplating withdrawal from ILC must see the academic dean to secure 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.

COCURRICULAR ACTIVITIES

Students are encouraged to become involved in some of the cocurricular activities which are available to them both on and off campus. Entry into other schools or into the workforce may be easier if you bring, not only a good grade point average, but also evidence of effective “people skills.” Such skills can be enhanced through cooperating with people in various activities and through leadership roles which may be offered to you.

Yet, while it is desirable for each student to participate in at least a few cocurricular activities, such activities ought not cut into the time that you need for course preparation. Your chief reason for attending ILC is to receive a Christian education, and this matter is to be given due attention. You are urged to consult with the academic dean if you have questions about your participation in extracurricular activities.

MISCELLANEOUS

Employment

The college department offers the following advisory guidelines with respect to employment: 1) Regard 16 to 20 hours of outside work per week a maximum (including both work on campus and work off campus). 2) Avoid working nights before school days. 3) Aim for weekends rather than school days, if possible. 4) If school days are necessary, prefer afternoons to evenings.

For typical full-time students, 10 to 12 hours of employment per week may well be all that they can handle and still be able to maintain a grade level consistent with their abilities. Studies have found that anything in excess of 20 hours can seriously jeopardize scholastic achievement.

Activity Calendar

Time is set aside each school day for participation in various school activities. The online activities calendar list scheduled activities as well as dates and times for 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

From time to time special convocations or programs are arranged during a school period for all students of ILC. Attendance at convocations is required, even if students would normally have a free period at the time of the convocation.

Daily Bulletin

A daily bulletin is prepared and 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.

Organization of Classes

Shortly after the beginning of school in the fall (usually opening day), the college students will elect a male president for the year, whose responsibilities will be:

1. To represent the interests of the college students to the ILC administration;
2. To serve as the college reader at the Christmas party;
3. To organize college participation in Field Day; and
4. To serve in other responsibilities which present themselves.

Prof. Daniel Schierenbeck will serve as adviser for any college meetings. The student president is asked to inform the adviser beforehand of every meeting that he calls.

STUDENT SERVICES

ATHLETIC FACILITIES

A gymnasium, 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 wear their best clothes 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

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 LAWNS

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 events are permitted if approved by a faculty adviser.

DATING

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). Let Scripture be your guide in this important area. Our God warns us to "flee the evil desires of youth" and urges us to "pursue righteousness, faith, love and peace" (2 Timothy 2:22). Setting a good example for others, particularly the high school students, is also a Christian responsibility. We pray that your actions will always reflect your Savior's love and be in keeping with the Sixth Commandment. Pray for guidance and strength. *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.*

DORMITORIES

All rooms in the dormitories are designed for double occupancy. Regular twin beds (long twin beds only in rooms 21, 22, and 23 of West Hall), dressers, desks, and chairs are provided.

North Hall is the men's dormitory. South Hall is the women's 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.

Men may not enter South Hall or the women's section of West Hall; ring the bell as instructed at the entrance to South Hall. Women 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.

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.

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

All students are expected to keep their rooms decent, safe, sanitary, and clean. If in the judgment of the dormitory supervisor a student's room is not being satisfactorily cared for, the supervisor may hire someone to do whatever work needs to be done and charge the student's account accordingly.

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. Please also carefully ensure that your use of entertainment and communication devices does not tempt or enable high school students to sin by disobeying high school policies.

Content

Collegians are expected to use Christian judgment in their entertainment choices, especially with respect to content or lyrics that are profane, obscene, or vulgar or that legitimize or promote violence, racism, or sexual immorality. If collegians carelessly or purposefully enable high school students to use, view, or listen to material that is forbidden to high school students, the collegians will be disciplined by confiscation of device, destruction of media, and/or revocation of privileges, as well as be subject to further disciplinary measures.

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 take incendiary devices (e.g., matches, lighters, etc.) to the lower campus. 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.

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.

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 women on the ground floor of South Hall. There is a lounge for men 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	7:30 am - 11:30 pm
(supervised 7:00 pm - 11:30 pm)	
Saturday	11:00 am - 11:30 pm
(supervised 7:00 pm - 11:30 pm)	
Sunday	11:00 am - 7:40 pm
collegians only	8:00 pm - 11:00 pm

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.

Accommodation for special dining hall served meals will be considered upon receipt of a note from a physician stating that a special diet is medically necessary; however, provision of such special meals is not guaranteed.

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

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>Students and Visitors</u>
Breakfast	\$3.50
Brunch	\$4.00
Dinner	\$4.25
Supper	\$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
early	4:45 pm - 5:15 pm	5:45 pm - 6:15 pm SUN

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.

MOTOR VEHICLES

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

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.

You must give written permission to the dean of students before you permit a resident high school student to drive your motor vehicle.

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 the 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.

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 midthigh (inseam)
 - no shorts, skirts, dresses shorter than midthigh (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.)
 - c. no headgear (e.g., hats, bandanas, sweatbands, sunglasses, hoods)
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 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.

Code of Conduct

Christian Life

“The grace of God that brings salvation has appeared to all men. It teaches us to say ‘No’ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope—the glorious appearing of our great God and Savior, Jesus Christ, who gave himself for us to redeem us from all wickedness and to purify for himself a people that are his very own, eager to do what is good” (Titus 2:11-14).

As we “fight the good fight of faith” (1 Timothy 6:12), we graciously are motivated by the good news of our redemption in Christ Jesus, and we graciously are informed by God’s law, “a lamp to [our] feet / and a light for [our] path” (Psalm 119:105), to distinguish between God’s holy will and Satan’s evil will.

Just as God uses his law also as a curb against our old self—“our God is a consuming fire” (Hebrews 12:29)—so our school also uses disciplinary consequences to help students curb the old self in them.

The purpose of this handbook is to consolidate in one place specific expectations regarding students’ Christian life and to codify consequences of misbehaviors that might be considered more significant and that typically also are illegal.

“I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—which is your spiritual worship” (Romans 12:1).

Expectations

Alcohol and Illegal Drugs

The possession and/or illegal use of alcohol and illegal drugs is forbidden. Providing and/or possession and/or use may result in the student’s expulsion. Providing alcohol and/or illegal drugs is a more significant violation than possession and will result in more significant consequences. For further information on providing and/or possession of drugs, please refer to the ILC Policy on Drug/Chemical Abuse.

Harassment and Abuse

Harassment is improper conduct of a sexual, physical, or verbal nature (including through social media or the internet) 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. Harassment of any kind will not be tolerated.

Examples of sexual harassment include but aren't limited to: sexually touching or pinching or sexually brushing against someone; snapping bras; forcing someone to kiss or do something sexual; pressuring someone into sexual activity in return for a favor; name-calling of a sexual nature; giving or showing sexual pictures, videos, or notes to someone; rating someone (such as on a scale from 1 to 10) which is then shared with others or directed toward the subject of such a rating; flashing or mooning; pulling clothing off or down; cornering or blocking someone in a sexual way, howling, or whistling; spying on someone when that person is dressing or showering; writing sexual graffiti about someone or spreading sexual rumors about someone; making sexual comments or jokes, or asking sexual questions; making sexual gestures or giving sexual looks.

Examples of other harassment include but aren't limited to: striking, shoving, kicking or otherwise subjecting the person to physical contact, violence, aggression, or assault or attempting or threatening to do the same; verbal abuse or name-calling, of a demeaning, derogatory or threatening nature; verbal, written or graphic references of a demeaning, derogatory or threatening nature concerning another person's mental capacity, physical attributes, appearance, grooming, hygiene, clothing, gender, sexual orientation, gender, family or national origin.

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 (including through social media or the internet)—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.

Harassment may result in a student's being placed on probationary enrollment. A history of harassment or an egregious incident of harassment may result in a student's expulsion. Abuse is a more severe form of harassment which involves violation of state law. Furthermore, the State of Wisconsin mandates reporting by all school employees for physical or sexual abuse, including incidents of harassment that rise to the level of abuse.

Pornography

Jesus teaches us that "anyone who looks at a woman lustfully has already committed adultery with her in his heart" (Matthew 5:28). He then uses the physical for the spiritual to impress upon us the extreme spiritual danger of viewing pornography with the warning, "If your right eye causes you to sin, gouge it out and throw it away. It is better for you to lose one part of your body than for your whole body to be thrown into hell" (Matthew 5:29). Evil thoughts and immorality come out of the heart, not the eye, Jesus tells us (Matthew 15:19): physically gouging out an eye will not remove temptation. But that is how ruthlessly we Christians should deal with our sinful natures when tempted: "Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust . . ." (Colossians 3:5). Electronic access to pornography and other inappropriate material can occur at ILC. We can help students who find it difficult to stay away from inappropriate material; ask for that help! "Sin is crouching at your door; it desires to have you, but you must master it," God warns us in Genesis 4:7. An egregious incident of pornography (such as creating or distributing pornography) may result in expulsion. Generally, the dean of students or a dorm parent will counsel the student.

Sexual Misconduct

Sexual misconduct is a moral violation of God’s holy will and may also be a violation of the State of Wisconsin’s laws. Sexting of any sort—including videos, images, or descriptions—is forbidden and may result in a student’s expulsion. Sexual contact is forbidden and may result in a student’s expulsion. Sexual intercourse is forbidden and may result in a student’s expulsion. Furthermore, the State of Wisconsin mandates reporting by all school employees for the following:

1. Any consensual sexual intercourse involving a person ages 16 or 17 if there is reasonable cause to suspect that the 16 or 17-year-old did not give actual consent or that brings consent into question (e.g., a power differential, including a significant age difference, or the victim’s being under the influence of alcohol/drugs)
2. Any nonconsensual sexual contact or intercourse involving a person age 16 or 17
3. Any sexual contact or intercourse—voluntary or involuntary—involving a person under the age of 16.

(For definitions regarding sexual contact and sexual intercourse, see Wisconsin Statutes 940.225, 948.02, 948.025, and 948.085.)

Theft

Sadly, stealing takes place at times among our students. To reduce the temptation to steal, resident students are required to keep their rooms locked whenever a resident of the room is not present in the room. Do not leave money or valuables lying around. Mark your clothing in a way that is not readily detected (labels are often removed from stolen clothing). Inform family and relatives never to send cash in the mail. If gift cards are sent, the purchaser should keep the receipt so that if the card is stolen, an unauthorized user of the card can be identified and/or the card can be deactivated and the purchaser credited.

Stealing is particularly destructive to the social fabric of our ILC community, engendering numerous temptations to sin against the eighth commandment. Stealing may result in a student’s being placed on probationary enrollment. A history of stealing or an egregious incident of stealing may result in a student’s expulsion.

Tobacco and Vaping Products

The possession and/or use of tobacco products (smoking or smokeless) or of vaping products by students under the age of 21 is forbidden. Providing and/or possession and/or use may result in the student’s being placed on probationary enrollment.

The use of tobacco products (smoking, smokeless) or of vaping products on campus or at off-campus school-sponsored events by those of legal age is also forbidden. Violation of this policy by someone of legal age may result in the student’s being placed on probationary enrollment.

Vandalism

Vandalism is the deliberate destruction of or damage to public or private property (e.g., graffiti, defacement, breaking of windows). Vandalism may result in a student’s being placed on probationary enrollment. A history of vandalism or an egregious incident of vandalism may result in the student’s expulsion.

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. Possession of weapons may result in a student being placed on probationary enrollment. A history of weapon possession or an egregious incident involving weapons may result in a student's expulsion.

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 residence 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, especially with respect to immoral behaviors that are social in nature (that affect other students because they tend to be done in the company of others and to be brought to school).

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.

Some disciplinary consequences are specified in this handbook in order to make clear that the offenses have serious impact on the ability of the school to carry out its purpose. Ordinarily, maximums are indicated for first-time offenses. But they are not guaranteed maximum consequences: circumstances such as lying about the offenses, apparent impenitence, or severity of an offense's impact on others may affect the disciplinary consequence.

Conversely, a student's self-reporting of a violation within forty-eight hours of the violation's occurrence may result in mitigation of the disciplinary consequence.

ILC expects students to set a proper example of exhorting fellow students or others who are violating God's Word or violating behavioral expectations of ILC. Unfortunately, this does not always happen, and students tacitly approve of misbehaviors by remaining in attendance at events where violations occur. Therefore, if a student is in attendance where an offense occurs (e.g. drugs or alcohol being consumed, theft, vandalism) and does not leave (under safe conditions), then that student also is subject to school discipline.

School discipline is between the school and the student. Although some discipline 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. Specifically, the duration of a disciplinary measure over time does not mean that the student is not forgiven. If a disciplinary measure continues over time (e.g., probationary enrollment), it is intended as a help to the student (e.g., to help the student to learn to think before acting).

The dean refers to the faculty matters of discipline which may require faculty action. One such action by the faculty may be to place the student on probationary enrollment. A reason for making a

student's enrollment probationary is formally to indicate to the student that enrollment either was jeopardized by an offense, is jeopardized if the student does not have a positive change in attitude, and/or will be jeopardized if the student commits additional offenses. The assigned duration of probationary enrollment might pertain to the severity of the student's offense, the student's apparent need to be reminded to think before acting, and/or the danger to the school if the student offends again. Students should not assume that expulsion can occur only if a student's enrollment already is probationary.

In view of the importance of leaders' setting a proper example of Christian conduct within the church and in order to avoid possible offense, another such action by the faculty may be for a specified period of time (whether or not a student's enrollment is probationary) to prohibit a student from functioning in leadership positions.

The faculty may take other disciplinary actions it deems in the best interest of the student and of the school.

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.

* **Enrollment status** pertains to any matter regarding enrollment, such as denial or deferment of enrollment, conditions of enrollment, expulsion, and dismissal. Expulsion is a student's removal from enrollment for disciplinary reasons: the person no longer is enrolled as a student. An expelled student will be told under what circumstances—if any—the student may again apply for enrollment. The administration or faculty determines and communicates under what circumstances—if any—an individual (e.g., a member of the public, a former student, or a student) may be present on the ILC campus.

On rare occasions, there could be mitigating or aggravating factors which may warrant the faculty to go outside the bounds of the min/max consequences in the following table. This also may include deciding matters which are not included in the table.

Summary of Major Disciplinary Consequences

Misbehavior	Consequence
Harassment (physical, sexual, verbal—including through social media)	1st violation*: min of counseling to max of probationary enrollment 2nd (subsequent)** violation: min of probationary enrollment to max of permanent expulsion Wisconsin mandatory reporting statutes may apply for some sexual misconduct and/or harassment
Abuse (physical or sexual)	1st violation*: min of probationary enrollment to max of permanent expulsion 2nd (subsequent)** violation: permanent expulsion Wisconsin mandatory reporting statutes do apply

<p>Sexual misconduct (e.g., sexual contact or intercourse and sexting)</p>	<p>1st violation*: min of probationary enrollment to max of permanent expulsion 2nd (subsequent)** violation: min of probationary enrollment to max of permanent expulsion Wisconsin mandatory reporting statutes may apply for some sexual misconduct</p>
<p>Pornography (e.g., viewing, creating, or distributing)</p>	<p>1st violation*: min of counseling to max of expulsion 2nd (subsequent)** violation: min of restricted access to the network and electronic devices to max of expulsion</p>
<p>Providing alcohol and/or illegal drugs Possession and/or illegal use of alcohol and/or illegal drugs Note: providing is a more serious offense and typically will have more significant consequences</p>	<p>1st violation*: min of probationary enrollment to max of expulsion 2nd (subsequent)** violation: min of probationary enrollment to max of permanent expulsion Note: if drugs, student is subject to periodic drug testing</p>
<p>Possession and/or use of tobacco or vaping products if under 21 Use of tobacco or vaping products on campus Note: providing tobacco or vaping products to an underage student is a more serious offense and typically will have more significant consequences</p>	<p>1st violation*: min of counseling to max of probationary enrollment 2nd (subsequent)** violation: min of counseling to max of expulsion</p>
<p>Possession of weapons Theft Vandalism</p>	<p>1st violation*: min of marks to max of expulsion 2nd (subsequent)** violation: min of counseling to max of expulsion Note: student returns/reimburses stolen property; student pays for vandalism repair</p>

* A violation is a distinct offense. If multiple violations occur on the same occasion, the violation that results in the more severe consequence is considered the primary violation.

** Subsequent violations do need to be of the same nature as a previous (primary) violation.

Counseling

Long-term counseling may be required to help with the student’s spiritual life in contrition, faith, and fruits of faith with regard to attitude and behavior. If possible, the counseling will be arranged with the student’s home pastor. If distance or other reasons prevent counseling with the home pastor, the counseling will be done with a counselor agreed to by the student’s home pastor. Counseling will end by agreement between the student’s home pastor and the school.

Explanation of Terms

Probationary enrollment: specified period of time during which a student's enrollment at ILC is jeopardized.

Expulsion: removal from enrollment—no longer enrolled as a student; under what circumstances the student again may apply for enrollment will be specified. ILC determines the extent, if any, of campus access.

Permanent expulsion: removal from enrollment—no longer enrolled as a student and may not reapply at the high school. ILC determines the extent, if any, of campus access.

ILC Policy on Drug/Chemical Abuse

The drug/chemical abuse policy of Immanuel Lutheran College flows from the Lord's own directive that His children honor their own bodies as His special creation where the Holy Spirit Himself dwells. He does not want anyone of us to damage or abuse that temple with any sinful act including the use of any drug or chemical which causes intoxication or otherwise prevents us from, or interferes with, our making conscious and appropriate moral and spiritual judgments.

Furthermore, the Lord does not want us to ingest or introduce anything into our body which causes harm to the body itself through addiction, physical threat, deterioration, or death. Because drug/chemical abuse is so pernicious, the administration of ILC reserves the right to search student lockers, rooms, or personal property. ILC also reserves the right to employ professional search agencies which may use trained, drug-sniffing dogs.

"The possession and/or use of alcohol and illegal drugs is forbidden" (ILHS Code of Conduct). "The use of illegal drugs (illegal controlled substances) is forbidden" (Immanuel Lutheran College Student Handbook).

It is a violation of this Policy for any student to possess, sell, transfer, use or otherwise be under the influence of illegal drugs (as defined in §961.01(4), Wis. Stats.) or of alcohol (students 21 years and older may use alcohol in a legal and non-abusive manner off campus). It is not a violation of this Policy to use legally prescribed medications in the manner prescribed by the student's physician. ILC will establish a testing program for alcohol, illegal drugs and controlled substances for all students and will, at its sole discretion, determine, and may at any time change, the requirements, extent and frequency of testing. Any student suspected of drug/chemical abuse may be directed by the Dean of Students in consultation with the Assistant to the Dean and the ILC President to submit to a drug test. Individuals will have an opportunity, prior to testing, to list all prescription and non-prescription drugs they have used and to explain the circumstances surrounding the use of such drugs. Violation of this Policy, including refusal to undergo testing or failure to cooperate in the testing process, may lead to discipline up to and including expulsion from ILC and referral for prosecution.

If drug/chemical abuse is suspected, this becomes the immediate concern of the Dean of Students. He will include such other faculty/staff persons as he feels will be of aid in performing his investigations. If drug/chemical abuse is verified, the information will be shared with appropriate persons who have a legitimate need for the information, and the faculty will be called upon to thoroughly review and discuss all aspects known concerning the case. Faculty decisions (usually based upon a report of the Dean of Students) that address both the welfare of the individual involved and the welfare of the student body at large will normally be one or more of the following:

- A. The student may be sent to the care of his parents and pastor for counseling, treatment, therapy, or other discipline.
- B. The student may be placed on probation for a definite length of time under the supervision and discipline of the Dean of Students; or
- C. The student may be suspended for a period of time to be under a specific correction program.

- D. If the student is allowed to remain in the school, or is allowed to return after dismissal or suspension, it is always under the condition of probation, and is subject to regular counseling meetings with the Dean of Students.
- E. Students who are allowed to remain in school or who are allowed to return after a dismissal or suspension for drug/chemical abuse may, according to faculty directive, be subject to random drug testing at student expense. Random screening conducted on campus will test for cocaine, morphine, marijuana, and amphetamines. The faculty may direct that a hospital or medical center test be administered which also checks for opiates, phencyclidine, and methylphenidate (ritalin).

Educational programs concerning the harmfulness of drug/chemical abuse are included in high school department classes, in the religion classes, in the evening chapels, in programs featuring outside speakers, and in one-to-one counselings and talks. Collegiates are offered this information in Health Education as well.

Problems of drug/chemical abuse, as well as other behavioral problems at ILC are never handled in an impersonal, unfeeling, or matter-of-fact way. The policies described above, for example, are set in the context of Holy Scripture, taking note of how our Savior would have us deal with His children who manifest a serious weakness in these areas of behavior -- procedures that are prayerfully and thoughtfully employed.

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 gymnasium 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 gymnasium 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 gymnasium 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 gymnasium 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 athletic director's office, the washer, the dryer, and the video platform.

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 non-business 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/Gymnasium. Take shelter in the bathrooms of the Commons, according to gender, if possible. If more room is needed, take shelter in the gymnasium *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

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.

