

Immanuel Lutheran High School



Residence Halls Handbook 2020-2021

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Welcome to Your Residence Hall	3
Student Harassment and Intimidation	3
About Your Room and Possessions	3
Moving into Your Room	3
General Room Requirements	4
Room and Dorm Security	4
Storage	5
Lost Key	5
Subject to Search	5
Moving out of Your Room	5
How the Disciplinary System Works	6
Marks—Residents*	6
Marks—Nonresidents*	7
Free Study Hall Time Awards*	7
College Cleaning Fees**	8
Cleaning Responsibilities	8
Room Care*	8
Dorm Jobs	8
Closets and Corners	9
Recyclables	9
Evening/Early Study Halls*	9
Dorm Procedures and Rules	10
Bedtimes	10
Electronic Communication Devices*	10
General Dormitory Reminders	11
Home and Away Games*	12
Laundry	12
Mail	12
Maintenance Requirements in Female Residence Halls	12
Sick Call	13
Sign-out Procedure*	13
Visiting Eau Claire Area Residences*	14
Residences maintained by young adult CLC members	14
Weekend Overnight Visits*	14

Welcome to Your Residence Hall

Other than vacations and some weekends, the residence hall will be your home throughout the school year. It will also be the home of many other students at Immanuel. Because your preferences are not necessarily shared by others, it is necessary to set up a plan to ensure an appropriate and harmonious atmosphere for study, sleep, and other activities—the reason for the rules and guidelines in this handbook. Keep in mind that as Christians we should want to treat others with the same respect we would like for ourselves. Contents that apply only to high school students* are indicated with one asterisk, and those that apply only to college students** are indicated with two asterisks.

Student Harassment and Intimidation

“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God” (Ephesians 5:1-2).

Every student who attends Immanuel should be able to enjoy to the fullest the blessings and benefits of the Christian instruction and fellowship here at our school. Everyone should be able to do this without threat or fear of any abuse, intimidation, revenge, reprisal, or rumor from anyone, including fellow students.

Hazing is by its very nature harassment and abusive since the intent is to establish personal or class privilege by force or threat of force. Too often the excuse is used that it is all in fun. However, if it is not fun for both parties, then it is harassment. Hazing can be anything from verbal or physical abuse to the extortion of food from fellow residents.

You should use two criteria to help you determine if your actions are appropriate:

1. Is what I'm doing an expression of Christian love?
2. Are my words or actions unwanted or unwelcome?

Student hazing of any kind will not be tolerated. Instances of hazing will be reported to the dean of students for investigation and application of appropriate discipline.

About Your Room and Possessions

Moving into Your Room

1. Find your room number posted on the wall.
2. Obtain the room condition inspection checklist from the supervisor.
3. Check your room according to the inspection checklist. Read it carefully before signing because you may be held responsible for damage not listed on the checklist.
4. The supervisor will provide you with a room key when you have returned your room condition checklist. You may not make copies of your room key or of the dorm entry key. (A lost key

requires the rekeying of your room at a cost to you of \$35, so please keep track of your key. Rekeying for a lost dorm entry door key will cost you \$175.)

5. Chairs, desks, dressers, mattresses, and beds may not be removed from the dorm rooms without permission of the supervisor.
6. Move in your possessions and retrieve your items from summer storage.
7. Hand in a key for each trunk and any combination lock numbers.
8. Keep your empty luggage in your room until notified by the supervisor. Prepare it for storage: all boxes and luggage stored in the storage area must be clearly marked with your name.

General Room Requirements

- All students should have the following: wastebasket, study lamp, pillow, mattress pad, sheets, blankets, a laundry bag or basket, masking tape, and their own personal care items (e.g., facial tissue, toiletries, OTC medications, etc.).
- Beds must remain in bunk style. Other furniture may not be stacked. Exits (including windows) must be freely accessible, and nothing may be placed within eight inches of the heat registers. Furniture rearrangement is limited to once per semester; prior approval of the supervisor is required. Rooms must be returned to their original arrangement prior to the end of the school year.
- Mattresses must remain on the beds; they may not be removed from the room. Do not remove the zippered covers from mattresses that have them; mattresses with zippered covers still require your own personal mattress covers.
- Wall covering limitations: Wall coverings (e.g., posters) may not portray the use of alcohol or tobacco products or of illegal substances. Use Christian judgment in your selection of wall coverings. Those deemed offensive or inappropriate by a supervisor will be removed.
- Wall coverings should be mounted only with masking tape or 3M Command Strips. Do not use nails, screws, duct tape, tacky tack, or other adhesives on walls or other surfaces. The fine is \$5.00 for each offense.
- All South Hall and West Hall room doors have a 4" metal strip attached beneath the room number: magnetic mounting is the only permitted method of mounting a message board onto these room doors. Nothing other than a magnetic mounted item may be attached to the exterior or interior surfaces of South and West Hall doors—no masking tape either.
- Do not cover the windows. Only curtains may hang from curtain rods.
- In order to reduce the temptation to steal, you are advised to mark all your belongings.

Room and Dorm Security

Residents' rooms must be locked whenever a resident of the room is not present in the room. No one may be in a room unless a resident of the room is also present. Do not give or loan your room or dorm keys to anyone except your roommate.

West Hall's north entry door must remain locked at all times.

Storage

South Hall storage is on the ground floor of South Hall, and North Hall storage is on the first floor of North Hall. The storage areas are emptied at the beginning of the school year, and all items not claimed are considered abandoned and are disposed of. You may then use the storage area for possessions you do not wish to keep in your room. Saved empty cardboard boxes should be broken down and stored flat to conserve storage area. Clearly mark with your name all items kept in storage and secure them. Spilled items or those not clearly marked are subject to disposal.

Lost Key

If you can't find your key and need to enter your locked room, do the following:

1. Find your roommate.
2. Wait for your roommate.
3. Last resort—find your supervisor (opening will cost \$1.00).

If your key remains lost, you must report it to the supervisor.

Subject to Search

The administration reserves the right to search any student's room and possessions if deemed necessary, including locked footlockers and suitcases (see the "ILC and Student Property Rights" section in the High School Student Handbook). Each dormitory resident must provide the supervisor with trunk keys or combination lock numbers for all footlockers and suitcases located in the room or in storage. These will be collected within the first few days of school. There will be spot checks of footlockers and suitcases during the school year.

Moving out of Your Room

Remember to do the following when moving out of your room at the end of the school year.

1. Empty all your possessions out of your room.
2. Return room furniture to its original arrangement.
3. Small electronic items may be stored in the dormitory storage area with prior approval of the supervisor.
4. All personal electronic items, appliances, furniture, and other bulk items must be removed from the campus. These items may not be thrown into or placed next to ILC dumpsters. Any such items left in the dorms or on campus at the end of the school year may be disposed of, and students' accounts may be charged a disposal fee.
5. Clean your room—you will be given a cleaning checklist.
6. Complete your year-end dorm job at the assigned time.
7. Before leaving, check in with the supervisor to review your cleaning and the room condition checklist.
8. Return your key to the supervisor.

How the Disciplinary System Works

Marks—Residents*

Dormitory marks are recorded by supervisors due to unkempt rooms, dormitory jobs not completed, and dormitory or campus rule violations. Marks are posted daily. If you have questions, ask for clarification.

If you feel a mark has been assigned inappropriately, talk to your supervisor soon after the mark's posting. Marks accumulate for a period of one calendar month. At the end of each month, all marks are erased but are kept on record for future reference.

Chore marks

The following chore marks are issued if your room care is not done properly:

- floor—1/4 mark
- bed—1/4 mark
- closet—1/4 mark
- desk/dresser—1/4 mark
- waste—1/4 mark
- dust—1/4 mark

One mark is issued for not completing your dorm job. If you partially complete your dorm job, the supervisor in charge determines what portion of a mark you receive. If the supervisor in charge feels that your dorm job is incomplete and cannot be left until the following day, it will be rechecked at a time specified by the supervisor. If the job is not completed by that time, the marks will be doubled. If in the supervisor's opinion you are simply ignoring your dorm job responsibilities, other disciplinary measures may be taken.

Rule marks

The following marks are assigned for common rule violations (marks may also be assigned for violations not listed here):

- not locking dorm room—1/2 mark
- electrical device left on—1/2 mark for each incident
- late for bed check, evening sign-in, evening study hall, etc.—1/2 mark for every fifteen minutes
- inappropriate study hall behavior—1/2 mark for each offense
- misuse of cell phone, TV, DVD, video or computer games, or other electronic device—1 mark plus confiscation of device
- off campus without signing out—2 marks
- not signing in—1/2 mark
- disobedience of sick room rules—1 mark

Consequences

The accumulation of marks during a calendar month results in the following consequences:

3 marks: Level 1 - Dormed from 3:00 pm Friday until brunch on Saturday. If you serve your dorm time on Saturday, you are dormed from 3:00 pm Saturday until breakfast on Sunday.

5 marks: Level 2 - Same as Level 1 dorm time except that you must remain on your room's floor.

6 marks: Level 3 - Dormed from 3:00 pm Friday until 4:30 pm Saturday. If you serve on Saturday, you are dormed from 3:00 pm Saturday until 5:45 pm Sunday (with the exception of taking the bus to worship on Sunday).

7 marks: Level 4 - Same as Level 3 dorm time except that you must remain on your room's floor.

8 marks or more - To be determined in consultation with the dean of students (ordinarily 90 minutes detention for each full mark over 7 in addition to the Level 4 dorming).

The supervisor assigns the night on which you are to serve your dorm time and has the option of assigning work or other disciplinary measures in place of or in addition to dorm time.

The meal hour is not free time from dorming unless specified by the supervisor. Meals will be brought to you during the dorming period. All electronic devices and phones are off limits during all dorming levels unless specific permission is granted by the supervisor.

Dorming takes precedence over all nonacademic activities, including sports practices and games as well as musical and play practices. If you have work-study obligations during your dorming period, you should find a substitute to work for you or see the supervisor so you may fulfill your work duty. It is not acceptable to merely not show up for work.

Prior to or after the posting at the end of the month of disciplinary consequences resulting from accumulation of marks, you may work off marks with the supervisor's permission. This may reduce or eliminate your time in the dorm. In advance, discuss with your supervisor your desire to work off marks.

Marks—Nonresidents*

Nonresident high school students may also be assigned marks for rules violations and other misbehavior. The accumulation of each two marks within a calendar month will ordinarily result in ninety minutes of detention assigned to the nonresident student. At the end of each month, all marks are erased but are kept on record for future reference.

Free Study Hall Time Awards*

If no marks are issued during half or whole month periods, freshmen and sophomores are awarded the following free study halls:

- No marks 1st through 15th of month—one free study hall period
- No marks 16th through end of month—one free study hall period
- No marks for 30 consecutive days in one month—one free study hall period

If you have marks in both the first half and second half of a month, you may still earn a free study hall by having fifteen consecutive days without a mark during one month.

A free study hall permits you to enjoy non-study hall activities in the dorm in place of an evening study hall. It is not off-campus free time or an on-campus free night.

College Cleaning Fees**

College residents are also assigned dorm jobs on a rotational basis. If you do not complete assigned duties, a fine will be charged to your school account. You are expected to have your job completed by the regular check time; otherwise, it will be considered not done. If you have a schedule conflict that keeps you from completing your duties, check with the supervisor in advance.

Similarly, if you do not keep your room clean and orderly to the satisfaction of the supervisor, a cleaning fee will be charged to your school account.

You will be informed if your account is charged.

Cleaning Responsibilities

Room Care*

Every day:

- Make bed. Have all bed covers made up neatly or folded and put at the foot of the bed. You may hang a towel on the bed for drying purposes and a few other items (e.g. jacket and purse or manbag), but the bed must be orderly.
- Pick up room. Straighten items on shelves and in closet.
- Vacuum if needed.
- Empty wastebasket.
- Keep desktop and dresser top neat, clean, and orderly.
- Make sure there are no dirty dishes or open containers of food.
- Dust furniture, heater, lights, and shelves as needed.
- Store laundry in proper container (e.g., laundry basket or laundry bag).
- Keep room closet picked up and orderly.

Normal room inspection time Monday through Friday is before morning chapel (normal Sunday time as announced).

Dorm Jobs

Each week, a dormitory jobs list is posted. You are responsible for the job assigned to you. If you leave for the weekend, you must in advance arrange for someone to do your job and inform the supervisor of the arrangement. If you are not able to find someone to switch with you or to cover your responsibilities, see the supervisor for assistance. Normal job inspection time Monday through Friday is before morning chapel (normal Sunday time as announced).

Closets and Corners

C&C cleaning will be done at least each semester during the school year. In addition to your normal room care, the following is expected:

1. Wipe down the doors, inside and out.
2. Check walls for soiled spots and clean if necessary.
3. Remove items from closet, desk, and room shelves; wipe down desk and shelves; replace items neatly.
4. Wipe down desk behind TVs, computers, etc.; straighten desk area.
5. Clean inside of windows and window tracks and window ledge. (Do not remove windows or screens.)
6. Wipe down registers.
7. Clean out and straighten dresser drawers; clean and straighten dresser tops.
8. Straighten closet area.
9. Wash out wastebaskets.
10. Vacuum behind and under beds, dressers, and desks. A vacuum with a hose attachment is available to get into corners and between desks and dressers.
11. Report any room or furniture damage to supervisor for repairs.

C&C for dorm jobs: a list of additional duties for dorm job cleaning will be posted; be sure to check the list if you have a dorm job on C&C weekend.

If you choose to begin your C&C cleaning during the week, tell your supervisor so that the work can be inspected when it is completed.

Recyclables

Use the recycle containers only for recyclable materials. Do not place trash or food items in the recycle bins. All food wrappings go into the wastebaskets. Cardboard should be broken down and laid neatly for collection.

Evening/Early Study Halls*

The purpose of study hall is to study. During study hall, you must be in your own room. You may be in another student's room only to study and only if you have permission in advance from your supervisor—there are no exceptions. You may not sleep, shower, use the phone (except as specified below), play games, use a TV or DVD player or any other electronic entertainment device, or do laundry. Your supervisor decides if you are permitted to listen to music.

All your study hall activity should be subdued and quiet so that you do not disturb others.

During study hall, room doors are to be left unlocked unless no one is in the room. If a high school student has permission to study in a collegian's room, that door should remain unlocked during study hall hours.

After evening chapel (7:40-7:50 pm) and open canteen (7:50 pm) Sunday through Thursday, evening study hall takes place from 8:00 to 9:30 pm.

Early study hall—usually from 3:10 to 4:40 pm—takes the place of evening study hall because of home games, playoff away games, and one activity per semester organized by the activities committee.

Nonresident students are not permitted in dorms during evening study hall; exceptions must be approved in advance by the supervisor. Nonresident students are permitted in dorms during early study hall only for the purpose of studying (in the dorm lounge) after checking in with the supervisor.

Prepare for study hall after your last class of the day.

Computer labs in the Academic Center are not available to high school students during evening study hall hours unless the student arranges for faculty supervision of the lab.

At the beginning of study hall, be in your room ready to study.

Dorm Procedures and Rules

Bedtimes

Students may not leave the dormitory between study hall and bedtime.

Quiet time is in effect following evening study hall and bedtimes. You may not visit other rooms after bedtime.

Nights before school days

- freshmen and sophomores - 10:00 pm
- juniors and seniors - 10:30 pm

Nights before non-school days:

- freshmen and sophomores - 11:00 pm
- juniors and seniors - 11:30 pm

Be in bed with the lights out at the designated time. If you are engaged in other activity (such as eating, undressing, folding clothes, watching a DVD player, using an electronic device, etc.) after bedtime, it will be treated as a late offense. You should be in bed and ready for sleep.

Quiet conversation is allowed as long as it is subdued and does not continue for an extended period of time.

Electronic Communication Devices*

Other than for academic purposes, cells, portable audio devices, and tablets may be used during evening/early study halls only

- To communicate with the supervisor (e.g., to ask for permissions) and
- To listen to music.

Electronic communication devices that are misused will be confiscated for a period of time.

At a parent's request, an individual student's electronic communications devices will be held overnight in the supervisor's office.

The misuse within the dormitories of TV, DVD, video games, computer games, and other electronic devices is a concern. Misuse of such entertainment will result in confiscation of the device for a period of time. All entertainment devices are the responsibility of the owner. If persons other than the owner are misusing the device, the confiscation of the item still applies; but the person using the equipment will be given one mark for each offense.

General Dormitory Reminders

Switch off all electrical devices before you leave for class. Even if they have switches, unplug all heating appliances (e.g., hot pots, curling irons, blow dryers, etc.) after use. Repeated offenses will result in the confiscation of the item for a period of time.

Weapons may not be stored in dormitory rooms. See the "Weapons" section in the High School Student Handbook.

No dishes are to be left in bathrooms or utility sinks.

If a vacuum malfunctions, inform the supervisor of the problem.

Use of entertainment systems and musical instruments must not be bothersome to others inside and outside the dormitory. Music must not be heard outside a closed door or an open window. Noise violations will result in the confiscation of units and/or speakers for a period of time. If found in the possession of high school students, entertainment forbidden to high school students in the High School Student Handbook "Entertainment" section will be confiscated and sent home to the students' parents at the students' expense. If it belongs to a collegian, it will be destroyed.

Steel (hard) tipped darts are not permitted in the dormitories.

Wrestling and water fights are prohibited in the dormitories.

Do not light any fires in the dormitories. High School students may not keep any incendiary devices (e.g., matches, lighters, etc.) in the dormitories nor have them in their possession on campus. See the "Fire Hazards" section in the High School Student Handbook.

Refrigerators and microwaves are not permitted in the dorm rooms. A refrigerator and a microwave are available for communal use. Please respect the property of others: if it's not yours, leave it alone. Do your best to keep these appliances clean: if you spill or make a mess, clean it up.

The use of toasters, hotplates, and other cooking appliances is prohibited. The only cooking appliances permitted in the dormitory rooms are a hot pot for heating water or soup and a coffee maker. The supervisor must approve any other such electrical appliance kept or used by a student.

The only extension cords permitted are power strips with circuit breakers.
Do not remove windows or screens.

College students may not be in a high school student's room during study hall without prior permission from the supervisor.

Special permissions (for study extensions, having guests stay in your room for the night, etc.) should be obtained in advance. Plan ahead to avoid disappointments.

Home and Away Games*

See the "Personal Appearance" section in the High School Student Handbook.

Home games. You may attend all home games. You must be in the dorm by 9:50 pm on volleyball and basketball home game nights. Regular bedtimes are in effect.

Away games. At least one bus will be going to each game. Seats not taken by players will be given to seniors first, followed in order by juniors, sophomores, and freshmen. Available seats will be shared equally by males and females.

Laundry

The South Hall laundry room is located on the ground floor; the North Hall laundry room is located on the third floor. You are expected to keep your clothes and bedding washed. If you are unsure of how to operate a machine, ask the supervisor for help. Because of the large number of students using the facilities, laundry must be removed when it is finished. Do not soak clothes in bathroom or utility sinks. Use a lingerie bag for lingerie.

Bring to school and use only high efficiency (HE) laundry detergent. Do not use Downy balls. Place detergent pods in the washer drum.

Mail

Mondays through Fridays, incoming mail is distributed each delivery day to students in the dormitories. Take your outgoing mail to the office in the Academic Center.

Maintenance Requirements in Female Residence Halls

Because maintenance personnel need to perform duties in residence halls assigned to females, there are times of the day when females in the residence halls need to be modestly attired. In residence halls assigned to females, the posted procedure is to be followed by maintenance personnel and by the residents.

Sick Call

High School Students

Inform your supervisor that you are sick before 7:30 am. If you do not have your supervisor's advance permission to stay in sick, each school period missed will be an unexcused absence and earn 90 minutes of detention.

When you have received permission to stay in the dorm and miss classes, you must not go into other rooms for any reason unless you have the supervisor's permission. You must stay in your room with the door closed the entire day and night. You are not permitted to have visitors in your room. You may not stay out of class for one or two periods and then return to class the following periods without special permission from the supervisor. If you miss the last class of the week, you will need the supervisor's permission to leave the dorm the following day. You must have your supervisor's permission to return to class on the day following your illness.

While you are sick, you may listen to music at a low volume, but there is to be no electronic entertainment, Internet access, or phoning/texting from 7:40 am to 2:50 pm unless permission is given by the supervisor.

A sick call list is posted each day: do not visit the room of a resident whose name is on the sick call list.

If your roommate is sick, you are responsible for bringing the meals. If you will not be able to deliver the meals, let the supervisor know so that arrangements can be made for an alternate. Also, check with the supervisor regarding your roommate's jobs.

College students

In order to receive a sick tray, inform the head cook that you are sick.

Sign-out Procedure*

Everyone, every time. You must sign out each time you leave campus and sign in immediately upon your return to campus. You must indicate who will be transporting you if you leave campus by vehicle. Your parent or guardian must have given permission for you to ride with the person who will be transporting you. That permission may be given through the Transportation Permissions form or specifically for each time you leave campus. No student under age 16 may ride with other students (except for close relatives; e.g. brother/sister, cousin, etc.) unless a minimum of two other people are in the car.

You may leave campus after the end of the school day. You must sign back in by 7:30 pm on Sundays through Thursdays. On Fridays and Saturdays, you must be in the dorm and be signed in by 10 minutes before bedtime.

Team members and fans for off-campus games

- Coaches expect the team members to ride to the game on the bus.
- Team members who plan to ride back from the game other than by bus must ask the coach for approval (inform the coach if returning with one's own parents) before leaving campus.

- Fans must have either specific permission from their parents to the supervisor or blanket permission when traveling to or from away games other than by bus.
- If you sign out for an away game that is outside the Eau Claire area, you must remain at the game.
- Normal 7:30 pm sign-in applies before school days except for those who are at the game. When a game ends after the sign-in requirement, you must return directly to campus from the game (you may pick up food to go on the way back).
- If for any reason you leave the game before it ends but after the 7:30 pm sign-in requirement, you must return directly to ILC.

Visiting Eau Claire Area Residences*

Normal sign-out procedures apply for afternoon and weekend evening visits to homes of parents of ILC students or to homes of adult relatives who are considered host parents. Transportation permissions rules apply.

Residences maintained by young adult CLC members

For students who are not siblings of the young adult CLC members who maintain residences in the Eau Claire area, prior (blanket is OK) permission is required from the resident students' parents to the supervisor for afterschool and weekend visits. Parents should be aware that there is no parental type supervision at these residences.

Weekend Overnight Visits*

When planning a weekend overnight visit within or outside of the Eau Claire area at residences maintained by parents of ILC students or by adult relatives who are considered host parents, be sure to follow the applicable instructions in the High School Student Handbook ("Overnight Stays within the Eau Claire Area"; "Leaving the Eau Claire Area"). You are expected back for evening chapel on Sunday night; if for any reason you will be late, have your parents contact the supervisor before 7:30 pm. Transportation permissions rules apply.

Residences maintained by young adult CLC members

- Overnight stays at such residences are ordinarily limited to siblings of one of the persons maintaining the residence. Any exceptions must be approved in advance by the dean of students.
- There are no blanket permissions for overnight stays at such residences. Specific permission by the parents of the resident student must be communicated in advance to the supervisor for each overnight stay.
- The host sibling must also communicate in advance to the supervisor permission for the overnight stay, which includes acceptance of the responsibility to personally be present in a supervisory capacity throughout the overnight stay. It is also understood that the host sibling will exercise Christian judgment in regard to all circumstances pertaining to the overnight stay.