

# Immanuel

## Lutheran College



## Student Handbook 2024-2025

Phone: 715-836-6621 ▪ Website [www.ilc.edu](http://www.ilc.edu)

“Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord. And whatever you do in word and deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.”

Colossians 3:16-17

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# Contents

<b>Welcome</b> .....	6
<b>Academic Calendar</b> .....	7
<b>Contact Information</b> .....	8
Administration.....	8
Full-time Faculty.....	9
Part-time Faculty.....	9
Dorm Supervisors.....	10
<b>Academic &amp; Student Life</b> .....	10
Guidance.....	10
Academic Counselors.....	10
Academic Dean.....	10
CEPS and CEES Advisers.....	11
Dean of Students.....	11
On-Campus Counselors.....	12
School Day.....	12
Campus Facilities.....	12
Computer Labs.....	13
Gymnasium.....	15
Library Services.....	16
Instrument Practice Rooms.....	17
Business Office and CLC Book House.....	17
Study Halls.....	17
Student Records.....	18
Auditing a Class.....	19
Graduation and Graduation Honors.....	19
Absence and Tardiness.....	20
Adding or Dropping Subjects.....	21
Miscellaneous.....	22

<b>Student Services</b> .....	24
Athletic Facilities.....	24
Bank.....	24
Bookstore.....	24
Canteen.....	24
Chapel.....	24
Church Services.....	25
Dining Hall.....	25
Housing.....	25
Identification Cards.....	25
Key Fobs.....	25
Laundry.....	26
<b>General Information &amp; Regulations</b> .....	26
Bicycles.....	26
Campus Lawns.....	26
Dancing.....	26
Dating.....	26
Dormitories.....	27
Cell Phones.....	28
Entertainment.....	28
Fire Hazards.....	29
ILC and Student Property Rights.....	30
Kitchen.....	31
Lost and Found.....	31
Lounges.....	30
Lower Campus.....	31
Meals.....	32
Motor Vehicles.....	33
Personal Appearance.....	34
Poison Ivy, Ticks, Bears, and Bobcats.....	36
Unmanned Aerial Vehicles – Drones.....	36
<b>Safety Procedures</b> .....	36

Fire..... 36  
Emergency Weather..... 37

**Code of Conduct..... 43**  
Christian Life..... 43  
Expectations..... 44  
Discipline..... 50  
Summary of Major Disciplinary Consequences..... 52  
Discipline Appeal Process..... 54

**Alma Mater..... 56**  
**School Seal..... 56**



# Welcome

Immanuel Lutheran College seeks to provide the Christian influence, environment, and instruction that will help you develop your God-given talents for your role in a Christ-centered approach to 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. Our highest goal is that all our students should know the Lord Jesus as their Savior and be prepared to live lives to the glory of Christ, whatever their calling.

All of us are born in sin. But thanks be to God! He gives us the victory through our Lord Jesus Christ. Jesus loves all, died for all, and wants all to be saved by faith in Him as Lord and Savior. Yet, even after our conversion, our sinful nature remains with us and seeks to lead us away from Christ.<sup>1</sup> Students face temptations too. Yet, when they do, the Holy Spirit promises help through the Means of Grace.<sup>2</sup> In addition, students are always encouraged to seek help from their parents and pastors, as well as members of our faculty and staff.

This handbook contains important information about Immanuel; and of equal importance, what is expected of you as a Christian student. If you have questions, please feel free to contact the Academic Dean, Dean of Students, or your dormitory supervisor.

During your stay at Immanuel, be encouraged to study your Bible daily. 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." They are also profitable for instruction in righteousness, "that the man of God may be complete, thoroughly equipped for every good work."

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<sup>1</sup> "For the flesh lusts against the Spirit, and the Spirit against the flesh; and these are contrary to one another, so that you do not do the things that you wish," Galatians 5:17.

<sup>2</sup> See Ephesians 6:10-17.

May the Lord bless your time at Immanuel and strengthen your faith. As we pray for you, please pray for your fellow students, supervisors, and teachers, that we might live together in peace and harmony in accordance with God's good and gracious will.

## Academic Calendar 2024-2025

		Early high school registration
August 25	Sunday	General registration; opening worship at 3:00 pm; all orientations
August 26	Monday	Classes begin at 7:40 am
September 2	Monday	Labor Day; no classes
September 3	Tuesday	Seminary orientation
September 30	Monday	Regular seminary classes and college second session begin
October 18	Friday	End of first quarter
November 15	Friday	College Visitors Day
November 15-16	Friday-Sat.	Fall theater performances
November 27	Wednesday	Thanksgiving recess begins at noon
December 2	Monday	Classes resume
December 20	Friday	Christmas recess begins after the Christmas concert at 7:00 pm; first semester ends
January 13	Monday	Second semester classes begin
February 19-21	Wed-Fri	Mini-classes
March 14	Friday	Spring break begins at noon; end of third quarter
March 25	Tuesday	Classes resume
April 17	Thursday	Easter break begins at noon
April 22	Tuesday	Classes resume
May 2	Friday	High School Visitors Day
May 2-3	Friday-Sat.	Spring theater performances
May 10	Saturday	Banquet
May 23	Friday	Class Day at 3:00 pm; concert at 7:00 pm; second semester ends
May 24	Saturday	Graduation service at 10:00 am

# Contact Information

## School and student mailing address:

501 Grover Road, Eau Claire, WI 54701-7134

Phone 715-836-6621 ▪ Website [www.ilc.edu](http://www.ilc.edu)

## Administration

Mobile phones indicated with an asterisk

<b>President</b>	Daniel Schierenbeck	<a href="mailto:dan.schierenbeck@ilc.edu">dan.schierenbeck@ilc.edu</a>	715-836-6620 660-864-9231*
<b>Asst to ILC Admin</b>	Steve Sippert	<a href="mailto:steve.sippert@ilc.edu">steve.sippert@ilc.edu</a>	715-836-6631
<b>Dean of the Seminary</b>	John Ude	<a href="mailto:john.ude@ilc.edu">john.ude@ilc.edu</a>	715-955-4559
<b>Academic Dean</b>	Paul Naumann	<a href="mailto:paul.naumann@ilc.edu">paul.naumann@ilc.edu</a>	715-836-6636 253-228-8736*
<b>High School Principal</b>	Joel Gullerud	<a href="mailto:joel.gullerud@ilc.edu">joel.gullerud@ilc.edu</a>	715-836-6630 715-544-8446*
<b>Dean of Students</b>	Mark Weis	<a href="mailto:mark.weis@ilc.edu">mark.weis@ilc.edu</a>	715-836-6624 239-822-1559*
<b>Assistant to the Dean</b>	Joseph Lau	<a href="mailto:joe.lau@ilc.edu">joe.lau@ilc.edu</a>	715-598-4005
<b>Registrar</b>	Jeff Schierenbeck	<a href="mailto:jeff.schierenbeck@ilc.edu">jeff.schierenbeck@ilc.edu</a>	715-836-6632
<b>Athletic Director</b>	David Rodebaugh	<a href="mailto:dave.rodebaugh@ilc.edu">dave.rodebaugh@ilc.edu</a>	715-955-4116*
<b>IT Manager</b>	Ross Roehl	<a href="mailto:ross.roehl@ilc.edu">ross.roehl@ilc.edu</a>	715-836-6635
<b>Librarian</b>	Stephen Sydow	<a href="mailto:steve.sydow@ilc.edu">steve.sydow@ilc.edu</a>	608-879-0011*
<b>Business Manager</b>	Stephen Lentz	<a href="mailto:steve.lentz@ilc.edu">steve.lentz@ilc.edu</a>	715-836-6622
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<b>Payroll/Accts Payable</b>	Barbara Pfeiffer	<a href="mailto:barb.pfeiffer@ilc.edu">barb.pfeiffer@ilc.edu</a>	715-836-6621
<b>Admin Assistant</b>	Stephanie Quam	<a href="mailto:stephanie.quam@ilc.edu">stephanie.quam@ilc.edu</a>	715-836-6621
<b>Admin Assistant</b>	Jennifer Schaller	<a href="mailto:jennifer.schaller@ilc.edu">jennifer.schaller@ilc.edu</a>	715-836-6621
<b>Facilities Manager</b>	Paul Heinze	<a href="mailto:ilcmaintenance@ilc.edu">ilcmaintenance@ilc.edu</a>	715-836-6637
<b>Head Cook</b>	Melanie Sydow	<a href="mailto:melanie.sydow@ilc.edu">melanie.sydow@ilc.edu</a>	715-836-6626



## Full-time Faculty

Mobile phones indicated with an asterisk

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## Part-time Faculty

Mobile phones indicated with an asterisk

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Karen Johannes	karen.johannes@ilc.edu K_I_johannes@hotmail.com	715-835-7545*
Laurie Lau	laurie.lau@ilc.edu	715-839-7849 715-575-8830*
Paul Schaller	paul.schaller@ilc.edu	715-831-1847

# Dorm Supervisors

Mobile phones indicated with an asterisk

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Henry Lau	North Hall	henrlau@ilc.edu	715-529-4954*
Jacqueline Bredehoft	South Hall	jaqi.bredehoft@ilc.edu	414-640-7932*

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## Academic & Student Life

### Guidance

#### Academic Counselors

- High School Principal ..... Prof. Joel Gullerud
- College Academic Dean..... Prof. Paul Naumann
- Dean of the Seminary..... Prof. John Ude

Our academic counselors will help you evaluate your gifts and abilities, enabling you to better determine which subjects to take at Immanuel—especially those subjects that meet your graduation requirements in a particular department or course of study. They will also periodically review your scholastic progress and recommend ways to improve or redirect your efforts.

#### 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 to take at Immanuel. He is prepared to advise you concerning which subjects are required for graduation in 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 in your academic program. He stands ready, also, to assist you in transferring ILC credits to other institutions.

## **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 Advisor 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; Dean of Students, 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 of ILC is also an ex officio member of this group. One of these appointees is assigned as CEES adviser to the education students in 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 Paul Naumann, freshmen; Mark Kranz, sophomores; Joe Lau, juniors; and Ross Roehl, seniors.

## **Classroom Teachers**

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

## **Dean of Students**

As Dean of Students, Prof. Mark Weis has the specific responsibility for student life on campus. His main concern is for your spiritual and physical well-being while you are at Immanuel. He is always willing to help resolve your personal and spiritual problems. Assisting the Dean of Students is Prof. Joe Lau, who is also available to offer guidance and counsel.

## On-Campus Counselors

Students may also seek confidential guidance from our on-campus counselors, Mr. Steve Sydow and Mrs. April Sydow, who hold regular office hours at Immanuel throughout the week.

## 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 sessions held on the opening day of the school year. College freshmen have additional **required** orientation sessions. Class meetings are also held on the opening day of the school year.

## School Day

The school day begins at 7:40 am and ends at 2:50 pm.

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

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

## Campus Facilities

### Classrooms

The Academic Center is open to college students daily from 6:30 am to 11:00 pm. Students are asked to help keep campus buildings clean. Trash must be deposited in proper receptacles.

- Locker doors should be kept closed with all contents inside the locker. At no time should anything be placed on top of the lockers.

- Items may not be left on the floor except from 10:05 am to 10:30 am, and from 12:05 pm to 1:15 pm. Exception: Book bags of students who have not returned to the Academic Center after lunch due to a class which meets in the gym; also book bags placed neatly along the wall outside AC114 during Art Class.
- No items may be left in the entryway cubbies of the AC overnight. Out-of-place items will be collected and can be redeemed for twenty-five cents at the ILC Business Office.
- No food, candy, or open beverages other than water in clear (uncolored) containers are permitted anywhere in the Academic Center, except for its entryways.

## Computer Labs

Computer labs are located in the Academic Center. Several computers are also available in the dormitories. A user account has been established for every ILC student, faculty member, and staff member. The workstations are networked and have several application programs, as well as internet access.

## Operating Hours

- The Academic Center computer labs are open to college students daily from **6:30 am to 11:00 pm**. The System Administrator is Prof. Roehl. Contact him if you have questions or problems.
- The Academic Center computer labs are adjacent to the library and are intended primarily for school-related work. Therefore, computer labs should remain quiet from **7:40 am to 12:05 pm**, and from **1:15 pm to 2:50 pm**. At other times, the atmosphere in the computer labs should be conducive to study. Lights must remain on when the computer labs are open and in use.

## Getting Started

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 System 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 available in the computer labs or from a classmate or the System Administrator.

## Computer Usage Guidelines

- There is much material on the internet that we, as Christians, would not want to view. Therefore, use good judgment. To assist with this, a firewall is installed which attempts to block access to inappropriate websites. If you feel that the firewall is not blocking inappropriate sites, or is blocking legitimate sites, 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 do while logged into your account. After logging out, leave the computer on but turn off the monitor and push in your chair. Usage of the computer labs is a privilege, not a right. **Violation of any of the following rules may result in suspension or termination of your account.**
  1. Do not access the internet during school hours<sup>3</sup> for nonacademic purposes, unless so directed by a professor or staff member.
  2. Do not visit websites that contain inappropriate or questionable material.

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<sup>3</sup> 7:40 am to 12:05 pm and 1:15 to 2:50 pm

3. Do not allow anyone to log in or to use your network account or internet access.
4. Log out before leaving the computer labs.
5. Do not use an account that was left open by a previous user. Instead, log out and then log back into your personal account. Additionally, if possible, remind the previous user to log out after using the computer labs.
6. Do not abuse or modify the equipment in any way. Any attempt to tamper with the software or settings or install any programs **may result in the suspension or termination of your account.**
7. Promptly report any problems to Prof. Roehl.

## Wireless Internet

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

A firewall is installed which attempts to block access to inappropriate websites. **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.

## Gymnasium

Use of the gymnasium is a privilege, not a right. Everyone who uses the gymnasium must demonstrate care and concern for the facility and its equipment. If you observe

any abuse of the facility or its equipment, please notify the gym supervisor, custodians, athletic director, or another member of the faculty or staff.

The following areas and equipment in the gym are off-limits to all unauthorized individuals: the locker rooms; the storage rooms between the locker rooms, the upstairs area; the organ room, including the use of the organ or piano; the stage area; the grand piano; the officials' room; the washer, dryer, and video platform.

The gym and Commons close at 11:00 pm.

## **Library Services**

The high school library is in the Academic Center and serves as a multi-purpose space. It has adjoining multi-media rooms and is the location of the on-campus counselor's office. Its limited book collection consists of selected fiction and especially religious works in the following areas: Bible versions, translation tools, and commentaries; Christian doctrine and apologetics; Luther and Lutheranism; and church history. The library also offers a collection of audio and visual materials.

## **Library Usage Guidelines**

- All library materials are to be checked out before they are taken from the library. Other library policies and regulations are posted or distributed each school year by the ILC Librarian.
- Any materials reserved by instructors for specific classes may be placed on the reserve cart and are to stay within the library. Exceptions to this policy must be arranged through the librarian, with the instructor's permission.
- In addition to independent online research, students are encouraged to use BadgerLink as an academic resource. They may also use the UW-Eau Claire McIntyre Library and the public L. E. Philips Memorial Library.



## Instrument Practice Rooms

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

## Business Office and CLC Book House

The Business Office and CLC Book House are located in the administrative wing of the Academic Center. On school days, Business Office and Book House hours are **7:00 am to 4:00 pm**.

### Business Office Staff Members and Responsibilities:

<b>Stephen Lentz</b>	Management, Student Accounts, Financial Aid, Budgets, Insurance
<b>Jessica Lau</b>	Student Payment/AR, Textbooks, Book House Inventory and Sales
<b>Barbara Pfeiffer</b>	Student Payroll, Invoice Payments/AP
<b>Stephanie Quam</b>	Reception, Book House Sales, Mail, Student Bank
<b>Jennifer Schaller</b>	Reception, Book House Sales, Daily Bulletin, Attendance Recording

## Study Halls

### Study Halls and Course Preparation

Evening study hours take place in the student's respective dormitory each night except Friday and Saturday. We encourage 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 a requirement. 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, at 45 minutes per class, should plan to spend a minimum of 27 hours

per week in preparing for class. Inadequate preparation time may 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.
- A quiet dormitory is essential for concentration. We therefore ask all dormitory residents to help maintain a quiet setting, not only for one's own good but for the good of others. In a past survey of ILC students, 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 brief evening chapel service. You do well, also, to ask the Lord regularly for His blessing upon your schoolwork, both before classes and before study sessions. As Luther once said: "Well prayed is half studied."

## Student Records

A cumulative record of scholastic achievement is kept by the Registrar. The record includes results from standardized tests.

### Registrar

Information about grade-point average, transfer credits, standardized test scores, transcripts, and so on, may be obtained from our Registrar, Prof. Jeff Schierenbeck.

### Grading System

The grading system relative to fulfilling course requirements is as follows:

A	Excellent	4.00
B	Good	3.00
C	Fair	2.00

D	Poor	1.00
F	Failure	None
I	Incomplete	None

A plus (+) or minus (-) after a letter grade raises or lowers the grade by one-third and is taken into account when assigning grade points. For example:

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

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

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

## **Auditing a Class**

Auditing a class is subject to the consent of the instructor. If an instructor allows a student to 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 if 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 and parents may access grades at any time through our web-based grade book program called **Gradelink: [www.gradelink.com](http://www.gradelink.com)**. Username and password information will be emailed to students and parents at the beginning of the school year and can also be supplied by the office. Electronic report cards will be available on Gradelink at the conclusion of each quarter of the school year.

## **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. However, payment of the graduation fee is still required.

In order to take part in the commencement services, 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 is 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:

- 3.500 - 3.699 Cum Laude (with honor)
- 3.700 - 3.899 Magna cum Laude (with great 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.

## Absence and Tardiness

The ILC Faculty has adopted the following policy regarding absences and tardiness:

1. The basic premise of the policy regarding absences and tardiness for 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 recording and dealing with absences and tardiness. The syllabus for each class, provided at the start of the semester, will normally give the policies for that class relative to absences and tardiness. The syllabus will also indicate the consequences of unexcused absences and tardiness in the grading process.
3. Note: Vacation plans, including transportation, are to be made in such a way that no for-credit 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 too. Check the ILC website or your email for notification.

## Academic Honesty

Plagiarism has greatly increased in our digital age, especially with the development of Artificial Intelligence or AI. We remind you that students are expected to do their own work. Academic misrepresentation of oneself and one's work is dishonest. Your college years are preparation for your life and career, which is one reason why academic dishonesty and plagiarism are not tolerated at Immanuel. It is important that students learn to properly attribute quotations and ideas they use, and to generate appropriate footnotes and bibliographies in papers. If you have questions about this process, please talk with one of your instructors.

## Adding or Dropping Courses

College students are to follow these procedures when adding or dropping courses at Immanuel Lutheran College.

1. Discuss the matter with the Academic Dean to determine the effect of the add or drop on your program.
2. Get an add/drop form from the Academic Dean, obtain the signature of the classroom teacher, then return the form to the Academic Dean.
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.<sup>4</sup> A "WP" will be recorded on the student's transcript if the student is passing the course at the time of withdrawal. A "WF" will be recorded on the student's transcript if the student is failing the course at the time of withdrawal, except in extenuating

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<sup>4</sup> This 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 course meets for the seventh time; a four-credit course meets for the ninth time; and a five-credit course meets for the eleventh time.

circumstances as determined by the Academic Dean, Registrar, and the Course Instructor.<sup>5</sup>

## 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 ILC Business Office.

## Miscellaneous

### Employment

The college department offers the following guidelines for employment:

1. Regard 16 to 20 hours of outside work per week **a maximum**, including both on-campus and off-campus employment.
2. Avoid working nights before school days.
3. If possible, work on weekends rather than school days.
4. If working on school days is necessary, afternoons are preferable to evenings.

For typical full-time students, 10 to 12 hours of employment per week may be all that they can manage, while maintaining a grade level consistent with their abilities.

### Activities Calendar

Time is set aside each school day for participation in various school activities. The calendar on the [www.ilc.edu](http://www.ilc.edu) website lists scheduled activities, as well as the dates and times of concerts, convocations, and other school events. To include events on this calendar, report their times and dates to the coordinator of curricular activities, Prof. Ross Roehl.

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<sup>5</sup> Normally, this would 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 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.

## **Convocations**

On occasion, special convocations or programs are scheduled during a school class period for all ILC students. Attendance at convocations is required, even if students would normally have a study hall at the time of the convocation. Various procedures are used to check attendance.

## **Daily Bulletin**

Each day, a bulletin is posted following morning chapel. Copies are also available in North Hall, South Hall, Ingram Hall, the Academic Center, the Commons, and the [www.ilc.edu](http://www.ilc.edu) website. Students are responsible for reading and complying with announcements in the Daily Bulletin.

Announcements to be included in the Daily Bulletin must be received by the administrative assistants no later than **7:30 am**. All announcements must be signed.

## **Organization of Classes**

Soon after the beginning of school in the Fall, usually opening day, college students elect a male president for the year. His responsibilities are:

1. To represent the interests of college students to the ILC Administration.
2. To serve as the college reader at the annual Christmas party.
3. To organize college participation in Field Day.
4. To serve in other responsibilities, as they present themselves.

The Academic Dean, Paul Naumann, will serve as adviser for any college meetings. The student-president is asked to provide the adviser with advance notice of every meeting he schedules.

# Student Services

## **Athletic Facilities**

A variety of athletic facilities are located on the ILC campus, including a gymnasium, baseball field, softball field, sand volleyball court, tennis courts, and woodland hiking trails.

## **Bank**

A student bank is operated through the ILC business 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 or to leave them in their rooms. Bank hours are from **1:30 pm to 3:45 pm** on school days.

## **Book Store**

The CLC Book House is located in the Academic Center. All student textbook transactions are managed through the book store, mostly on a rental basis. At registration, students should have some cash available for consumable workbooks or materials not covered by the rental fee. Specific supplies required for certain classes are also available.

## **Canteen**

The canteen is located in the Commons. A variety of snacks can be purchased. Students may not operate their own canteens in dormitories.

## **Chapel**

Morning chapel is each school day at **10:10 am**. Evening chapel is Sunday through Thursday at **7:40 pm**. Chapels are usually held in the gymnasium. However, should the gym be in use, devotions will be held in the dormitories. All students are expected to attend morning chapel. All dorm students are expected to attend evening chapel. Town students or visitors on campus at the time of evening chapel are encouraged to attend.



The consumption of food or beverages during chapel is prohibited. This includes when entering the gymnasium before chapel and when exiting the gymnasium after chapel.

## **Church Services**

Messiah Lutheran Church in Eau Claire provides a church-home for our students. Given the importance of regular worship, all students are expected to attend scheduled services at Messiah. Bus service is provided. Students are reminded to dress appropriately when they attend worship services.

## **Dining Hall**

The dining hall is located in the Commons. Breakfast, dinner, and supper are served each day school is in session. Non-dorm students must pay for meals using a meal ticket or cash. Meal tickets can be purchased in advance from the ILC business office. Cafeteria-served meals must be eaten in the dining hall.

## **Housing**

ILC college students may live off-campus if they have previously attended ILHS for at least one year. If they did not attend ILHS for at least one year, they must live in the ILC dorms for their first year of attendance, unless they are 20 or older prior to attending ILC. Married students and military veterans may also live off campus while attending ILC. Requests for an exception to this policy must be made in writing to the ILC Board of Regents. Room and board charges are prorated during semesters when students are required to practice teach or vicar.

## **Identification Cards**

Each student will receive an identification card. Personal identification should be carried each time students leave campus.

## **Key Fobs**

At the beginning of the school year, all students will be issued key fobs for access to specific campus buildings. Students will be charged a replacement fee for lost key fobs.

## **Laundry**

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

# **General Information & Regulations**

## **Bicycles**

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

## **Campus Lawns**

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

## **Dancing**

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

## **Dating**

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.<sup>6</sup> When we experience sexual desires contrary to the holy will of God, we should by the grace and power of God refrain from acting on such desires.<sup>7</sup>

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<sup>6</sup> Hebrews 13:4

<sup>7</sup> 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.”<sup>8</sup> Setting a good example for others, particularly our 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 any physical display of affection by students not appear to be sensual or sexual and be limited to contact such as handholding.**

## **Dormitories**

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

NORTH HALL is the men’s dormitory. SOUTH HALL is the women’s dormitory. WEST HALL may be used for men or women, depending on dormitory needs.

North Hall and South Hall are equipped with a lounge area. The Commons also has a lounge which may be used by all members of the ILC Family: students, staff, and faculty.

### **Dormitory Regulations:**

1. Men may not enter South Hall or the women’s section of West Hall. Ring the bell at the entrance to South Hall.
2. Women may not go beyond the foyer in North Hall or enter the men’s section of West Hall. Ring the bell at the entrance to West Hall.
3. Any student wishing to store belongings or reside in a dormitory before or after the official opening and closing dates of school must obtain permission **in advance** from the ILC President. If such permission is granted, the student is expected to abide by dormitory regulations governing free nights.

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<sup>8</sup> 2 Timothy 2:22

4. All dormitories are closed during Thanksgiving, Christmas, Spring breaks, and Easter holidays. The dormitories close at **6:00 pm** on the day classes end and open at **noon** on 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.
5. Visitors may stay in the dormitories, but never without an invitation. **Dorm 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 lodging fee must be paid in advance at the ILC business office. Student hosts are responsible for unpaid lodging fees.
6. Students are not permitted to have pets or animals of any kind in the dormitories.
7. Visitors may not be in the dormitories after **8:00 pm** Sunday through Thursday. On free nights, they must leave the dormitories by **9:50 pm**; and on weekends by **10:50 pm**.

## Cell Phones

As a matter of courtesy, cell phones and other electronic communication devices (including smart watches) should be set to SILENT or OFF and put away during class, unless the instructor specifies otherwise.

## Entertainment

Christian judgment is needed to make entertainment choices that are aligned with God's word and consistent with our Christian confession. We therefore ask that students together with parents review the appropriateness both the content and the legality of the music, movies, and games brought to ILC.

## **Content:**

Collegians are expected to exercise 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 a collegian carelessly or purposefully enables a high school student to use, view, or listen to material that is forbidden to high school students, the collegian may be subject to discipline including, but not limited to, confiscation of the device and media.

## **Legality:**

Students may view copyrighted videos or DVDs in the dormitory lounges with the following understanding:

- Showings are intended for dormitory students and must not be advertised to nonresident students.
- No invitations for showings are to be issued to the general public.
- There must be no admission fee.
- Students may view copyrighted videos or DVDs in the Commons lounge, but only after receiving advance approval from the activities committee faculty adviser.

It is immoral and illegal to take, give away, or sell someone else's property without the permission of the owner of that property. This includes copying copyrighted works such as music, games, or movies. 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.
- Students may not keep or have in their possession on campus incendiary devices: matches, lighters, etc.

- Decorative candles may be kept in dormitories, but 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 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.**
- 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—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 campus buildings or on the grounds should be taken to the ILC business office. Items left in the Commons and gymnasium are usually brought to the Dean of Students' office.

## Lounges

The campus lounge is located in the Commons. There is a lounge for women on the ground floor of South Hall, a lounge for men on the first floor of North Hall, and a lounge for collegiates on the second floor of Ingram Hall.

**The campus lounge in the Commons is open at the following times:**

Monday through Thursday	10:30 am – 7:40 pm
Monday through Thursday COLLEGIANS ONLY	8:00 pm – 11:00 pm
Friday	7:30 am – 11:00 pm SUPERVISED 7:30 pm – 11:00 pm
Saturday	11:00 am – 11:00 pm SUPERVISED 7:30 pm – 11:00 pm
Sunday	11:00 am – 7:40 pm
Sunday COLLEGIANS ONLY	8:00 pm – 11:00 pm

The Commons and gym are closed at **11:00 pm**.

## Lower Campus

Students are not permitted to drive to the lower campus ballfields and wooded areas, unless they have approval from the Facilities Manager. When using the lower campus,

be careful to avoid trespassing on the property of neighbors, also to observe the prohibitions in the FIRE HAZARDS section of this Handbook. Maps of ILC's property are posted in North Hall, South Hall, and the Commons.

## Meals

Our cafeteria serves nutritious meals each day of the school year. Students: Remember that a proper diet is of great importance to good health. Dormitory students are encouraged to eat the three daily meals prepared in the cafeteria. No cafeteria food may be removed from the dining hall, unless permission is given by the cook. Dormitory supervisors will arrange for food to be brought to sick students.

Accommodation for special dining hall 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.

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

Visitors may eat regularly scheduled meals at our cafeteria. They must, however, pay for each meal taken. Meal tickets may be purchased at the ILC business office during normal business hours at the following prices:

	<b>Collegians and Visitors</b>
Breakfast	\$4.00
Brunch	\$5.00
Dinner	\$5.00
Supper	\$3.50

**Meals are scheduled at the following times:**

	<b>Weekdays</b>	<b>Weekends</b>
Breakfast	6:30 am - 6:50 am	7:30 am - 8:00 am SUNDAYS
Brunch		10:30 am - 11:00 am SATURDAYS



Dinner	11:50 am – 12:20 pm	11:50 am – 12:20 pm SUNDAYS
Supper	5:45 pm – 6:15 pm* *Earlier suppers are served during home-game sporting events, midweek church services, etc.	4:30 pm – 5:00 pm SATURDAYS 5:00 pm – 5:30 pm SUNDAYS

**Please note:**

- No food purchased from the cafeteria may be shared with a person who has not purchased the same meal from the cafeteria.
- The first meal served at the beginning of each semester, and when school resumes after a recess or break, is **the evening meal** on the day the dormitories open.
- The last meal served at the end of each semester is **breakfast** on the day the dormitories close.

**Motor Vehicles**

All dormitory students and non-dormitory students who park a motor vehicle on campus must pay a parking fee at registration.

**Vehicle Rules and Regulations:**

- 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. Disregard of these rules may result in the loss of driving privileges on campus.
- 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 dormitory high school student to drive your motor vehicle.

- Students are reminded to park only in campus parking lots. The parking spaces behind the gymnasium 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 business office and CLC bookstore. **Students should not park in any of these reserved spaces.** Use the lower or upper campus parking lots at all times. Parking is not permitted in the circle north of the Academic Center or in the circle in front of Ingram Hall. Additionally, no parking is allowed along the main campus drive, except as needed for overflow parking during 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 attire. Due to the wide variety of opinions concerning proper attire, the final decision in matters of personal appearance 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. 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. **Appropriate attire is required for all students at all times**, whether on campus or at off-campus school sponsored events;<sup>9</sup> also, for dormitory students attending church services in Eau Claire:

### TOPS

- No exposed cleavage

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<sup>9</sup> This includes events like Formal Dinner, Banquet, Arbor Day, Field Day, Class Day, etc.

- No oversize armholes
- No strapless tops

## **BOTTOMS**

- Worn at the waist
- No leggings or yoga pants unless covered to midhigh
- No shorts, skirts, or dresses shorter than midhigh
- No messages written across the seat of bottoms
- No holes above midhigh unless the skin is covered by a clothing underlayer not of a flesh color

## **TOPS AND BOTTOMS**

- No bare midriff; the top must remain **tucked in** when bending
- No peekaboo effect, sheer or otherwise
- No clothing and accessories featuring tobacco or alcohol products, illegal drugs, or commercial bands

### **Formal Dinner and Banquet specifics:**

- Strapless tops permitted
  - No two-piece or cutout dresses
  - No bare backs
2. In the classrooms and classroom buildings **during school hours:**
    - No bare feet
    - No sleepwear; e.g., robes, pajamas, blankets
    - 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 ILC. Specifically, regarding worship services, students are urged to reflect their reverence for the Word of God by wearing their *best* clothing.

## Poison Ivy, Ticks, Bears, and Bobcats

Poison ivy and ticks are prevalent on campus, especially in wooded areas. Students should learn to recognize and avoid them. Should a problem develop from either, dormitory supervisors can provide advice for proper treatment.

Occasionally, black bears and bobcats are present on the lower and upper campus. **Do not go looking for bears or bobcats.**

If you encounter a bear, the Wisconsin Department of Natural Resources advises that you do the following:

- Make noise and wave your arms to alert the bear of your presence, so that it will leave the area. Do not follow it.
- 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. Report the bear sighting to the Dean of Students.

## Unmanned Aerial Vehicles - Drones

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

# Safety Procedures

## Fire

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

1. GET OUT OF THE BUILDING AND DO NOT REENTER IT.



- If you are in a room, feel the door handle. **If the handle is hot**, don't open the door. Go to a window and call for help. **If the handle is not hot**, open the door cautiously. Check for smoke or fire before exiting the room.
  - Do not stop to phone for help on the way out.
  - If you pass a fire alarm on the way out, pull it.
  - On your way out, do not look for other people or for personal belongings. Instead, knock on doors and shout "FIRE!"
  - Do not deviate from your exit route.
  - Toxic chemicals in smoke can kill quickly. If there is smoke, **crawl low to the floor**. This will help you to see and breathe easier.
  - Close doors behind you to slow the spread of the fire.
2. **IF YOU CAN'T GET OUT, GET ATTENTION.**
- Yell and scream.
  - Hang a sheet from the window.
  - Stay low where there is less smoke and poisonous gas.
3. **ONCE OUTSIDE, CALL 911.**
- Listen carefully to the 911 operator. Answer questions.
4. **INFORM STAFF OR FACULTY.**
5. **ASSEMBLE AT THE DESIGNATED GATHERING PLACE.**
- Gather in the gymnasium when the fire is in any building other than the Commons or gym.
  - Gather at the garages beneath West Hall when the fire is in the Commons or gym.
6. **ACCOUNT FOR ALL OCCUPANTS OF THE EVACUATED BUILDING.**

7. DO NOT REENTER THE EVACUATED BUILDING UNTIL PERMISSION IS GIVEN BY STAFF OR FACULTY.

## Emergency Weather

It is important that everyone be familiar with the emergency tornado procedure. Sirens sound in Eau Claire County for thunderstorm and tornado warnings within the expected path of the storm. However, Immanuel's outdoor horn and indoor alerts 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 tornado horn and other inside alerts. **When this is heard, take shelter immediately.** NOAA weather radios are monitored in the Academic Center, the facilities office, and North and South Halls. The responsibility for issuing the alarm belongs to the facilities office personnel during business hours, **7:30 am to 4:00 pm**; and to the supervisors of North and South Halls during nonbusiness hours. In such an emergency, it is important that all know where to take shelter.

The following explains where to find shelter in the event of a tornado emergency:

### North Hall:

- First-floor occupants take shelter in the bathroom and shower area on the ground floor of North Hall.
- Second and third-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.
- First and second-floor occupants shelter in the hallway area or bathroom on the first floor of South Hall.
- Second-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 and Gym:**

- Take shelter in the bathrooms of the Commons, according to gender if possible.

- If more room is needed, take shelter in the gym men’s bathroom and shower. Stay in these areas, not in the locker room and hall.
- Faculty or staff present supervises these areas.
- Kitchen occupants take shelter in the kitchen office, kitchen mop room, or pantry. The overseeing cook supervises this area.

### **Maintenance – Storage Building:**

Proceed as quickly as possible to the Commons or to the North Hall shelter areas.

### **Outdoors:**

- Proceed as quickly as possible to the Commons or to the dormitories shelter areas—male students to North Hall, female students to South Hall.

### **All Clear Announcement:**

In the event of a weather emergency, or a drill simulating a tornado emergency, remain in your shelter area until the ALL CLEAR message is brought to you. The ALL CLEAR message is brought 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 or early study hall.

## **Safety Procedure**

Like Faculty and Staff, students 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 to make a bomb threat or to cause bodily harm in any way to students, staff, faculty, or



anyone else—whether on campus or at ILC events—immediately inform faculty or staff. Also inform faculty or staff if you observe unusual behavioral changes in ILC students, staff, or faculty.

**Response:**

1. Action you should take if you become aware of a bomb threat; e.g., a message written on any medium or a message communicated by voice:
  - Immediately inform faculty or staff.
  - Record the threat exactly as it reads or was spoken, and preserve the original message if written on a 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.
  
2. Action you should take if you become aware of a person other than a law enforcement officer carrying a firearm on the ILC campus:
  - Immediately inform faculty or staff
  
3. Action you should take if you become aware of a shooter or hostage situation on the ILC campus:
  - Remove yourself from danger.
  
  - Immediately call 911 to report the situation.
  
  - Immediately inform faculty or staff.
  
4. If there is a bomb threat, you may be directed to evacuate a building or buildings. Follow the evacuation directions:
  - Items to take; route to follow; evacuation area to reach.
  
  - Do not text or call anyone until given permission. After you arrive at the evacuation area, you will receive further instructions.
  
  - Remain calm and orderly.

5. If there is a shooter/hostage situation, keep yourself from danger.
  - 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 circumstances.
  - 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.
  - 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.
  - To lock down a building, lock all exterior doors and ground floor windows. **The hex keys hanging by doors with panic bars release the panic bars to the locked position.**
    - If you can do so safely, permit others who are seeking safety to enter your locked-down building.
  - Follow the directions of law enforcement officers.
6. Do not call a hostage building or text or call someone in a hostage building.

# Code of Conduct

## Christian Life

“For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age, looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself His own special people, zealous for good works.”<sup>10</sup> As we “fight the good fight of faith,<sup>11</sup> 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,’<sup>12</sup> 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 special purpose of this Handbook is to consolidate in one place specific expectations regarding the Christian life of students, and to codify consequences of misbehaviors that might be considered more significant and are often illegal.

The apostle Paul reminds us: “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.”<sup>13</sup>

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<sup>10</sup> Titus 2:11-13

<sup>11</sup> 1 Timothy 6:12

<sup>12</sup> Psalm 119:105

<sup>13</sup> Romans 12:1

# Expectations

## Alcohol and Illegal Drugs

The drug and 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 making conscious and appropriate moral and spiritual judgments.

Furthermore, the Lord does not want us to ingest anything into our body which causes harm to the body itself through addiction, physical threat, deterioration, or death. Because drug and chemical abuse are 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.

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.<sup>14</sup> It is not a violation of this policy to use legally prescribed medications in the manner directed 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 or 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 the refusal to undergo testing or a failure to cooperate in the testing process, may lead to discipline up to and including expulsion from ILC and referral for prosecution.

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<sup>14</sup> Students 21 years of age and older may use alcohol in a legal and non-abusive manner off campus.

If drug or chemical abuse is suspected, this becomes the immediate concern of the Dean of Students. He will include other members of the faculty or staff to assist with his investigations.

If drug or chemical abuse is verified, the information will be shared with those persons who have a legitimate need for the information; and the faculty will be asked to thoroughly review and discuss all aspects known concerning the case. Faculty decisions—usually based on a report of the Dean of Students—that address both the welfare of the individual involved and the welfare of the student body will normally be one or more of the following:

1. The student may be sent to the care of his parents and pastor for counseling, treatment, therapy, or other discipline.
2. The student may be placed on probationary enrollment for a determined length of time under the supervision and discipline of the Dean of Students.
3. The student may be suspended for a period of time to undergo a specific correction program.
4. If the student is allowed to remain in school, or is allowed to return after dismissal or suspension, it is always under the condition of probationary enrollment, and is subject to regular counseling meetings with the Dean of Students.
5. Students who are allowed to remain in school or are allowed to return after a dismissal or suspension for drug or chemical abuse, may, according to faculty directive, be subject to random drug testing at student expense. This screening may be conducted on campus or be administered at a hospital or medical center and will test for both illegal and prescription drugs.

Educational programs about the harmfulness of drug or chemical abuse are included in various high school classes—in religion classes, evening chapels, programs featuring guest speakers, and one-to-one counseling and talks. College students are offered this information in Health Education.

Problems with drug or chemical abuse, as well as other student behavior problems, are never addressed in an impersonal, unfeeling, or matter-of-fact way. The policies described above, for example, are set in the context of Holy Scripture and note 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 applied.

## **Harassment/Bullying and Abuse**

Harassment is improper conduct of a sexual, physical, or verbal nature, whether in person or via social media or the internet. Harassment creates a hostile environment for other students at ILC, preventing them from fully enjoying the educational and fellowship benefits which are part of our program. **Harassment/bullying of any kind will not be tolerated.**

**Examples of sexual harassment include, but are not limited to:**

- Sexually touching, pinching, or brushing against someone.
- Snapping bras.
- Forcing someone to kiss or to do something sexual.
- Pressuring someone into sexual activity in return for a favor.
- Name-calling of a sexual nature.
- Sharing sexual pictures, videos, or notes.
- Rating someone physically or sexually—e.g., on a scale from 1 to 10, then sharing the scale with others.
- Flashing or mooning.
- Pulling clothing off or down.
- Cornering or blocking someone in a sexual way.
- Howling or whistling.
- Spying on someone who is dressing or showering.
- Writing sexual graffiti.
- Spreading sexual rumors about someone.
- Making sexual comments or jokes.
- Asking sexual questions.
- Making sexual gestures or giving sexual looks.

## Examples of other harassment/bullying include, but are not limited to:

- Striking, shoving, kicking, or otherwise subjecting a person to physical contact, violence, aggression, assault, or attempting or threatening to do the same.
- Verbal abuse or name-calling of a demeaning, derogatory, intimidating, or threatening nature, whether in person or online via computer, cell phone, or other electronic devices.
- Verbal, written, or graphic references of a demeaning, derogatory, intimidating, or threatening nature concerning a person's mental capacity, physical attributes, appearance, grooming, hygiene, clothing, gender, sexual orientation, family, or national origin.

Any student who believes he or she has been sexually, physically, or verbally harassed/bullied by anyone, including another student—that is, has been the victim of unwelcome and improper sexual, physical, or verbal abuse, whether in person or via social media or the internet, should report the offense to the Dean of Students. If he is not immediately available, the offense should be reported to the Assistant to the Dean or to a dormitory supervisor, who will then report the offense to the Dean of Students.

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

## Pornography

Jesus taught that “anyone who looks at a woman lustfully has already committed adultery with her in his heart.”<sup>15</sup> He then used the physical for the spiritual to impress upon us the extreme spiritual danger of viewing pornography, warning, “If your right

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<sup>15</sup> Matthew 5:28

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.”<sup>16</sup>

Evil thoughts and immorality come out of the heart, not the eye.<sup>17</sup> Physically gouging out an eye will not remove temptation. But that is how ruthlessly Christians should deal with our sinful natures when tempted. “Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust.”<sup>18</sup>

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. **Simply ask for help.** “Sin is crouching at your door,” God warns in Genesis 4:7; “it desires to have you, but you must master it.” 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. This not only includes sex outside of marriage, but all forms of sexual immorality forbidden by Scripture.

Sexual misconduct may also be a violation of Wisconsin state laws.

- Sexting of any sort, including videos, images, or descriptions, is forbidden and may result in expulsion.
- Sexual contact is forbidden and may result in expulsion.
- Sexual intercourse outside of marriage is forbidden and may result in 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, significant age difference, being under the influence of alcohol or drugs.

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<sup>16</sup> Matthew 5:29

<sup>17</sup> Matthew 15:19

<sup>18</sup> Colossians 3:5



2. Any nonconsensual sexual contact or intercourse involving a person who is age 16 or 17.
3. Any sexual contact or intercourse, whether voluntary or involuntary, involving a person under the age of 16.

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

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## Theft

Sadly, stealing takes place at times among our students. To reduce the temptation to steal, dormitory students are **required to keep their rooms locked** when they are not in the rooms.

- Do not leave money or valuables in plain view.
- Mark your clothing in a way that is not readily detected. Labels are often removed from stolen clothing.
- Inform 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, i.e., bearing false witness. Stealing may result in a student being placed on probationary enrollment. A history of stealing or an egregious incident of stealing may result in expulsion.

## Tobacco and Vaping Products

The possession or use of tobacco products—smoking or smokeless—or of vaping products by students under the age of 21 is forbidden. Providing, possessing, or using such products may result in a student being placed on probationary enrollment.

## Vandalism

Vandalism is the deliberate destruction of or damage to public or private property: graffiti, defacement, breaking windows, etc. Vandalism may result in a student being

placed on probationary enrollment. A history of vandalism or an egregious incident of vandalism may result in expulsion.

## **Weapons**

**Weapons are not permitted on campus.**<sup>19</sup> Unless given permission by an instructor, students may not use, possess, or keep knives of any length in the classroom buildings.

If dormitory students wish to go hunting, they may bring hunting weapons to Eau Claire; but they must arrange for weapon 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 expulsion.

## **Discipline**

Classroom discipline is the responsibility of the instructor. Chapel speakers may report disruptive behavior to the Dean of Students.

In general, the administration of discipline is the responsibility of the Dean of Students. Supporting the Dean of Students are the Assistant to the Dean and, particularly in connection with resident students, the dormitory supervisors and residence assistants. Our discipline is Scripturally based and carried out lovingly for the good of the student. Each case, however, is considered not only in relation to the individual, but also in connection with the welfare of the entire school. Therefore, a student's behavior while school is not in session may affect a student's enrollment status.<sup>20</sup> This applies to all

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<sup>19</sup> Knives with blades less than two inches are allowed.

<sup>20</sup> Enrollment status refers to any matter regarding enrollment, such as denial or deferment of enrollment, conditions of enrollment, expulsion, and dismissal. Expulsion is a removal from enrollment for disciplinary reasons. An expelled student will be told under what circumstances, if any, he or she may again apply for enrollment. The administration or faculty determines and communicates under what circumstances, if any, an individual—e.g., member of the public, former student, or student—may be present on the ILC campus.

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

The attempt is made to apply discipline uniformly. Consequently, an equal application of discipline may result in disproportionate effects. The attempt is also made to apply discipline in a manner appropriate to each situation, even though the appearance of favoritism may result. The tension between these two valid principles of applying discipline—uniformity and individuality—is unavoidable.

Some disciplinary consequences are specified in this Handbook in order to make clear that the offenses have a serious impact on the ability of the school to carry out its purpose. Ordinarily, maximums are indicated, but not guaranteed, for first-time offenses. Circumstances such as lying about the offense, apparent impenitence, or the severity of an offense’s impact on others may affect disciplinary consequences. Conversely, self-reporting a violation within 48 hours of its occurrence may result in mitigation of the disciplinary consequences.

### **Setting Proper Examples:**

ILC expects its students to set a proper example in exhorting fellow students or others who are violating God’s Word or campus regulations. Unfortunately, this does not always happen. As a result, students give tacit approval of misbehaviors by remaining 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 is also subject to school discipline.**

### **Assigning Discipline:**

School discipline is between ILC and the student. The nature or degree of school discipline is generally 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—for example, probationary enrollment—the intent is to help the student learn valuable lessons such as “thinking before acting.”

The Dean of Students refers to the faculty disciplinary matters which may require faculty action. One such action of the faculty may be to place a student on probationary enrollment. Probationary enrollment is a formal declaration to the student that enrollment was jeopardized by an offense, is jeopardized if the student does not have a positive change in attitude or will be jeopardized if the student commits additional offenses.

The assigned duration of probationary enrollment might pertain to the severity of the offense, the apparent need to remind the student to think before acting, or the danger to the school if the student commits another offense. Students should not assume that expulsion can occur only if enrollment is already probationary.

Given the importance of leaders setting godly examples within the church, and in order to avoid possible offense, another action by the faculty may be to prohibit a student (whether enrollment is probationary or not) from functioning in leadership roles for a specified period of time.

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

The administration specifically reserves the right to dismiss any student without making definite charges, whenever the welfare of the school demands such action.

On rare occasions, mitigating or aggravating factors may warrant the faculty going outside the bounds of the minimum and maximum consequences outlined in the following table. This may also include addressing matters which are not listed in the table. Definitions of violation and subsequent violation follow the table.\*

## Summary of Major Disciplinary Consequences

Misbehavior	Consequence
<b>HARASSMENT/BULLYING:</b> physical, sexual, verbal, whether in person or via social media and internet.	<b>First violation:</b> minimum of detention to maximum of probationary enrollment. <b>Second violation:</b> minimum of probationary enrollment to maximum of permanent expulsion. Wisconsin mandatory

	reporting statutes may apply for some sexual misconduct or harassment.
<b>ABUSE:</b> physical or sexual.	<b>First violation:</b> minimum of probationary enrollment to maximum of permanent expulsion. <b>Second violation:</b> permanent expulsion. Wisconsin mandatory reporting statutes apply.
<b>SEXUAL MISCONDUCT:</b> e.g., sexual contact or intercourse, sexting.	<b>First violation:</b> minimum of probationary enrollment to maximum of permanent expulsion. <b>Second violation:</b> minimum of probationary enrollment to maximum of permanent expulsion. Wisconsin mandatory reporting statutes may apply for some sexual misconduct.
<b>PORNOGRAPHY:</b> Viewing, creating, or distributing.	<b>First violation:</b> minimum of counseling to maximum of expulsion. <b>Second violation:</b> minimum of restricted access to the network and electronic devices to maximum of expulsion.
<b>PROVIDING ALCOHOL AND/OR ILLEGAL DRUGS.</b> <b>POSSESSION AND/OR ILLEGAL USE OF ALCOHOL AND/OR ILLEGAL DRUGS.</b> Providing these substances is a more serious offense and will typically have more significant consequences.  <b>Misbehavior</b>	<b>First violation:</b> minimum of probationary enrollment to maximum of expulsion. <b>Second violation:</b> minimum of probationary enrollment to maximum of permanent expulsion.  <b>Note:</b> If drugs involved, student is subject to periodic drug testing.  <b>Consequence</b>
<b>POSSESSION AND/OR USE OF TOBACCO OR VAPING PRODUCTS.</b> Providing tobacco or vaping products to an underage student is a more serious offense and will typically have more significant consequences.	<b>First violation:</b> minimum of detention to maximum of probationary enrollment. <b>Second violation:</b> minimum of detention to maximum of expulsion.
<b>POSSESSION OF WEAPONS, THEFT, VANDALISM.</b>	<b>First violation:</b> minimum of marks to maximum of expulsion. <b>Second violation:</b> minimum of detention to maximum of expulsion.  <b>Note:</b> student returns or reimburses stolen property; student pays for vandalism repair.

\*A violation is a distinct offense. Subsequent violations are defined as being a misbehavior of the same nature as a previous violation.

### Counseling:

Counseling is often helpful to a student’s spiritual life—contrition and faith, attitude and behavior, and other fruits of faith. Counseling may be with a student’s home pastor or, if circumstances warrant, with a counselor agreed to by the home pastor.

### **Explanation of Terms:**

- **Probationary enrollment:** specified period of time during which enrollment at ILC is jeopardized.
- **Expulsion:** removal from enrollment; i.e., a student is no longer enrolled at ILC. Circumstances under which a student may apply again for enrollment will be specified.
- **Permanent expulsion:** removal from enrollment; a student is no longer enrolled at ILC and may not reapply at the high school. ILC will determine the extent, if any, of campus access.

## **Discipline Appeal Process**

“But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere,” James 3:17. May the Lord always grant us that wisdom, as we deal with decisions about the lives of our students.

### **Conditions for Appeals:**

- Must be submitted to the ILC President within seven days of being notified of the action
- Must be in writing and signed by the impacted student, as well as the parent or guardian if the appellant is a high school student.
- Must not be frivolous in nature.
- Must not be based on opinion, but on identification of relevant policy misapplication.
- Must include:
  - Reason for the appeal
  - Desired resolution

### **Appeal Committee:**

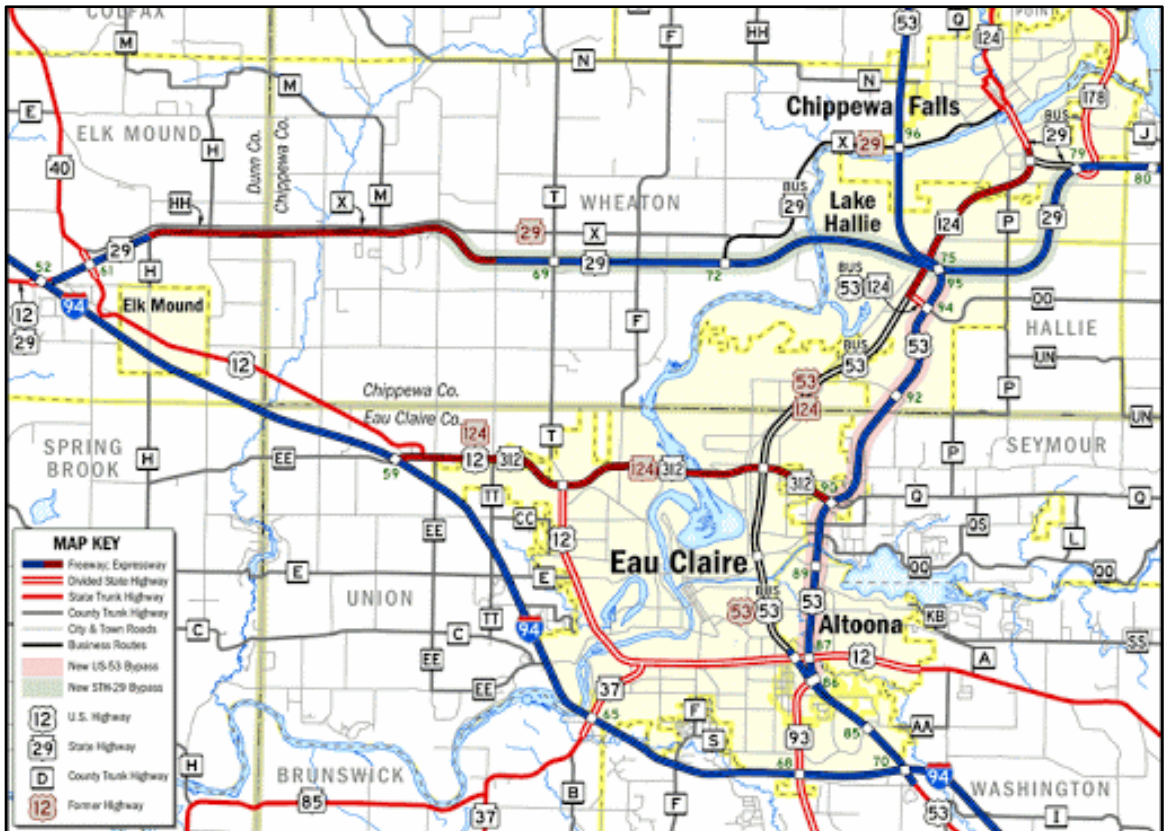
- The ILC President will appoint an appeals committee.
- The committee will have an odd number of members.

- The committee will be the smallest practical size, as determined by the ILC President, to review the appeal. One person is preferred.
- Appeal committee members will not have cast a vote in the original disciplinary action.

### Appeal Results:

- The appeal result will be communicated by the ILC President in writing to the appellant within 14 days of the receipt of the appeal.
- All appeal decisions are final. No second appeal will be granted.

## Greater Eau Claire, Wisconsin Area



## Directions to ILC:

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

- From State Street turn west on Grover Road.
- From Stein Street turn east on Grover Road.
- Turn south on Ingram Drive.
- The IMMANUEL LUTHERAN COLLEGE sign is located at the intersection of Grover Road and Ingram Drive.

## Alma Mater

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



## School Seal

In the very center of the seal 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 praises for these gifts of grace to their source, the Triune God—three gold rings containing the seal.