

# Immanuel

## Lutheran High School



### 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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# Welcome

Immanuel Lutheran High School provides the Christian environment and Scriptural instruction that will help you develop your God-given talents and prepare you for your role as a Christian witness, so that “you may proclaim the praises of Him who called you out of darkness into His marvelous light.”<sup>1</sup>

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>2</sup> Students face temptations too. Yet, when they do, the Holy Spirit promises help through the Means of Grace.<sup>3</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 Principal, 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.”

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.

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<sup>1</sup> 1 Peter 2:9

<sup>2</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>3</sup> See Ephesians 6:10-17.

# 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*
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<b>Academic Dean</b>	Paul Naumann	<a href="mailto:paul.naumann@ilc.edu">paul.naumann@ilc.edu</a>	715-836-6636
<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
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<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*
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<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

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Laurie Lau	laurie.lau@ilc.edu	715-839-7849 715-575-8830*
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# 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.

#### Class Advisers

- Ninth Grade..... Prof. Joe Lau
- Tenth Grade..... Prof. Mark Weis
- Eleventh Grade..... Prof. Matt Thurow
- Twelfth Grade ..... Prof. Joel Gullerud

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

## Classroom Teachers

Each classroom teacher is responsible for 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.

## 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 5	11:20 am - 12:05 pm
Period 2	8:30 am - 9:15 am	Lunch	11:50 am - 12:20 pm
Period 3	9:20 am - 10:05 am	Period 6	12:25 pm - 1:10 pm
Chapel	10:10 am - 10:20 am	Period 7	1:15 pm - 2:00 pm
Period 4	10:30 am - 11:15 am	Period 8	2:05 pm - 2:50 pm

## Campus Facilities

### Classrooms

The Academic Center is open to high school students daily from 6:30 am to 7:30 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 high school students daily from **6:30 am to 7:30 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>4</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>4</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 in to 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, the Athletic Director or another member of the faculty or staff.

## Gymnasium Usage Regulations

- The gym is not to be used except during open gym times, authorized school functions, or with permission from the Athletic Director.
- The gym and Commons close at 11:00 pm.
- Only drinks in screw-top containers may be taken into the gym.
- Only clean athletic shoes are allowed on the gym floor.
- The stage is off limits during open gym times, except when permission is granted.
- The gym supervisor, lounge supervisor, or custodians may expel students from the building if student behavior warrants it.
- The privilege of gym use will be restricted if a student's conduct shows disregard for the property, equipment, or supervision. **Special note:** Hanging on the basketball net and hanging on or snapping the rim will not be tolerated. Dunking is allowed only when jumping from the gym floor surface. Failure to comply with this regulation will result in the immediate loss of gym privileges.
- Students using the gym are to return all equipment to the supervisor or to the storage closet by the organ room.
- The use of frisbees, footballs, tennis balls, or soccer balls inside the gym is prohibited.
- The scoreboard and audio system are for school functions only.

- Lockers are available and may be locked when in use for specific events. No one may claim a permanent, personal locker. Any locks left on lockers after all scheduled events conclude each day will be removed.
- 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.

## **Library Services**

The high school library is located 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**.

### 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

### All Study Halls

It is important that you make faithful use of your study time by developing good study habits. Good study habits involve planning for and concentrating on your studies. Here are some helpful tips:

1. Get an assignment book and keep an accurate record of each day's assignments for each class.

2. Assign a specific amount of study time to each subject each day and fulfill this commitment.
3. Allow as few interruptions as possible.
4. When reading, ask yourself what you are trying to learn and what you have learned from the material just read.
5. Review your assignments after completing them.

In general, the use of phones is prohibited during study halls. Exceptions must be approved in advance by study hall supervisors.

### **School Day Study Halls**

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

### **Dormitory Students and Evening Study Halls**

Dormitory students have study hall from **8:00 pm to 9:30 pm** every evening before a school day—except the return days after the Thanksgiving weekend, Christmas vacation, Spring break, and Easter recess. Every evening study hall is preceded by a brief devotion in the gymnasium. As Luther said: “Well-prayed is half-studied.” Students should be back on campus and signed in by **7:30 pm**.

Dormitory students have earlier study halls on days when there are evening home games. Students who participate in or attend evening games are responsible for scheduling their own studies.

Dormitory students in the eleventh and twelfth grades have the privilege of not participating in scheduled early or evening study halls; however, **they must be in their dormitories during these study periods**. This privilege may be revoked if a student disturbs others during study halls; or if the student’s grades begin to drop due to inadequate study habits; or if parents request that the student participate in scheduled study halls.

- To facilitate studying, dormitories must be quiet during study hall times.
- Students wishing to be excused from early or evening study hall, whether designated or non-designated, **must obtain advance approval from the Dean of Students.**

## 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	D	Poor	1.00
B	Good	3.00	F	Failure	None
C	Fair	2.00	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:

$$\begin{array}{ll}
 A = 4.00 & B+ = 3.33 \\
 A- = 3.67 & B = 3.00
 \end{array}$$

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.**

### **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**

A high school diploma is awarded to students who have satisfactorily completed the graduation requirements specified in the Immanuel Lutheran High School Catalog. A high school graduate with an ILHS GPA of 3.500 or above will graduate with honors. Only such ILHS students are eligible for graduation honors who have earned at least half of the credits required for the diploma, and who have been in attendance during the two semesters prior to their graduation.

### **Eligibility for Interscholastic Sports**

In order to participate in interscholastic sports as a player, cheerleader, or manager, a student must meet the following academic standards during the most recent grade-reporting period, whether a quarter or semester:

- Not more than one Failure (F) or Incomplete (I)
- No Failure or Incomplete in any required course
- A GPA of at least 1.50

A student who does not meet these standards will be ineligible to participate in interscholastic games and scrimmages. The student will start his or her ineligibility on the Monday following the publishing of grades by the Registrar. The student may still try out, practice, or apply for a manager position.

After fifteen scheduled school days and nights, grades of all students under academic probation will be reevaluated.

- If the academic standards are met, the student will regain eligibility on the sixteenth school day. The student must meet the academic standards after an additional fifteen school days to maintain eligibility.
- If the academic standards are not met, the student will be ineligible to participate in interscholastic games and scrimmages for an additional fifteen school days. The student will have an opportunity to regain eligibility after an additional fifteen school days.

After thirty days, grades of all students under academic probation will be reevaluated.

- If academic standards are met, the student will be fully eligible to practice and compete.
- If academic standards are not met, the student will be ineligible to practice or complete for the remainder of the grading period.

**Exceptions:**

- If a student makes up Incompletes within two weeks after a grade-reporting period, eligibility will be restored immediately—provided the academic standards are met.
- A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses—including correspondence courses—at the same or some other school, provided the student successfully completes no less than the same number of courses which caused ineligibility.
- If the ineligibility begins during the season, it will not carry over to the next season.

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

## **Adding or Dropping Courses**

Students wishing to add a course must do so **within the first five class days of the first semester**. Art, Computer 2, Consumer Economics, Geography, Journalism, and Music electives may be added within the first five class days of the second semester. Those wishing to drop a course must do so within the first twenty-one class days of the first or second semester.

Permission for adding or dropping courses must be obtained from the Principal upon written permission of the classroom teacher and consent from the parents. Please observe the following procedure:

1. Discuss the matter with the Principal in order to determine the effect of the drop or add on your scholastic program. He will furnish you with a drop/add form to complete.
2. Obtain permission from the classroom teacher through a signature on the drop/add form and return the form to the Principal.
3. The Principal will either contact your parents or ask that you obtain written permission from them, and then will add his signature to complete the drop/add form.

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

## 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 high school 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.

## Attendance

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

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

### Excused Absences:

There are, of course, legitimate reasons for student absences, including illness, medical and dental appointments, and family emergencies

- **Dorm students:** An excuse for absence due to illness is to be completed by your dormitory supervisor, submitted to the administrative assistants in the business office, and approved by the Principal. An illness must be reported to your supervisor **before first period**. If an illness occurs during the school day, it should be reported immediately to the business office.

- **Town students:** Parents of town students are to call the ILC business office before **8:00 am** each day their student will miss school. The phone number is 715-836-6621. Parents of dorm students signed out of the dormitories are asked to follow the same procedure. When dorm students are signed into the dormitories, dorm supervisors provide absence excuses.

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

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In the case of a prolonged absence, the student must have his or her parent or guardian inform the Principal, explaining the reason for the absence and giving a probable date of return. Arrangements should also be made with the Principal for help in the completion of missed schoolwork. Decisions regarding make-up work for missed classes are made by each teacher whose class is missed.

#### **Important Guidelines for Absences:**

1. It is the policy of Immanuel Lutheran High School ordinarily to give a failing grade to any student who for any reason has missed more than three classes for each period the class meets per week, for each semester.<sup>5</sup>
2. If students exhibit any of the following symptoms, they are encouraged not to attend school: a fever of 100-degrees or higher, diarrhea or vomiting, or persistent coughing. Students should be fever-free for twenty-four hours (without fever-reducing medicine) before returning to school. Also, students should not attend if they have any contagious illnesses like pink eye, strep throat, etc.
3. If an absence is anticipated for a cause other than illness, we urge parents to **discuss this matter with the Principal** before such absence occurs. Missing

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<sup>5</sup> Example: More than six absences in a semester for a class which meets twice a week; or more than 15 absences in a semester for a class meeting five times per week.



classes has a negative impact on a student's learning, and in many cases results in a lower grade for the marking period. Therefore, we ask parents to consult with the Principal before making plans to remove their children from school for an extended period of time. Our mutual concern is that we do nothing that would deprive our children of the best educational opportunities.

4. Students who know in advance that they will be absent for legitimate reasons—e.g. parental request, medical appointment—should request a Planned Absence Form from the business office. This form permits students to notify their teachers and arrange for make-up work. Decisions regarding make-up work for missed classes are made by individual teachers.
5. Parents will be contacted whenever their child is absent without prior excuse.
6. When Eau Claire public schools cancel classes due to inclement weather, ILHS will continue to hold classes, unless it is specifically announced that classes are canceled or delayed. If parents of town students determine that their students should not commute to school under such circumstances, an excused absence will be given.

### **Tardiness:**

Students are officially tardy when they are not in the classroom when the bell rings. If tardy, students have the responsibility of informing their teacher at the end of class that they were present—or they may be marked absent.

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**All excuses for tardiness must be offered to the Principal or administrative assistants no later than 4:00 pm on the school day following a tardy; otherwise, the tardy is considered unexcused.**

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### **Unexcused Absence and Tardiness:**

Sometimes absences and tardiness occur for which there is no legitimate excuse. Cases like these will be reported to the Dean of Students for appropriate disciplinary action. Every two unexcused “tardies” accumulated in the same quarter will be treated as one unexcused absence, resulting in detention.

### **Participation in Cocurricular Activities:**

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

## **Secured Campus**

Immanuel is a CLOSED CAMPUS during the school day. This means that all students are to remain on campus from **7:40 am to 2:50 pm**. Students who have received permission from the Principal—and whose parents have provided written authorization to the Principal—may leave campus for employment during an eighth-period study hall.

Prior parental permission is required each time a student leaves campus. **Exception:** Town students whose parents have given the Principal written authorization, and whose names are posted on the bulletin board outside of the ILC business office, may leave campus from **12:05 pm to 12:25 pm**—or extended to **1:15 pm** if the student has no music commitment.

Dorm students must sign out of their dormitory. Town students must sign out at the front desk of the ILC business office. **When signing out, all students must state where they are going and who is transporting them.** A student who leaves campus without permission or without signing out, and any student who transports that student off campus, will receive an unexcused absence.

No student under the age of 16 may ride with other students, except for close relatives like a sibling, cousin, etc.—unless a minimum of two other people are in the car during school hours for town students, and at all times for dorm students.

# Miscellaneous

## Employment

With written permission from parents and permission from the Principal, Juniors and Seniors living in the dormitory may work during study hall one evening per week.

## Activities Calendar

Time is set aside each school day for participation in various school activities. The 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.

## 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.

## Student Council

The student council is the student governing body on campus and consists of representatives from each class. The duties and prerogatives of the student council are outlined in its constitution.

## **Organization of Classes**

Shortly after school begins in the Fall, each class organizes itself by electing a president, vice-president, secretary-treasurer, and a male and female representative to the student council. These representatives, along with the class presidents and student body president, form the student council.

Classes decide their own social activities, and participate in those campus functions that are the responsibility of the entire class.

## **Withdrawal from ILHS**

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

# **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. Transportation is provided. Students are reminded to dress and behave 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**

Immanuel provides accommodations for its students in the dormitories on campus. Except for those who are married, living with their parents or guardians, or are veterans of the U.S. Armed Forces, all high school students are required to live in ILC dormitories when accommodations are available.

Requests for an exception to this policy must be made in writing to the ILC Board of Regents.

## **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

ILC remains neutral with regard to dating. We assume that parents have discussed dating with their children. **Additionally, we require high school students who enter into a romantic relationship to inform their parents.** However, in view of the high moral standards established by God with regard to sexual activity prior to marriage; also the poor example of the world, together with the temptations of Satan—and the nature of a boarding school, where much time can be spent with a girlfriend or boyfriend; we do present the following guidelines:

- 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>
- Take God seriously when He says: “Flee also youthful lusts.”<sup>8</sup> Don’t place yourself in situations which will lead you or others into sin.
- Set an appropriate tone for your relationship, so that you will be a blessing to each other and a godly example for others. Remember that dating is a time to learn about someone intellectually, emotionally, and spiritually—but not sexually. Therefore, we require that any physical display of affection (PDA) by

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

<sup>7</sup> 1 Corinthians 6:18-20

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

students not be sensual or sexual in nature, **and be limited to contact such as hand-holding, sitting together, and side-hugs.**

- At this stage of life, limit the time you spend with any one individual.
- Plan group activities.
- Pray for the Lord's daily guidance and strength.

## Detention

Detention consists of either a work detail or mandatory study hall as assigned by the Dean of Students. The Dean of Students determines the nature of the detention. Once the detention is determined, it takes precedence over all scheduled cocurricular activities and student work schedules, unless otherwise determined by the Dean of Students.

- If a student is late for detention, twice the number of minutes not served will ordinarily be added to the detention already assigned.
- Examples of infractions resulting in detention include unexcused tardies, unexcused absences, misbehavior, and expulsion from a classroom.
- Detentions are ordinarily served in 90-minute segments. Parents are informed when detentions are assigned.
- Detentions not served—and considered as refusal to accept discipline—may result in a recommendation to the Faculty that the student be suspended or expelled.
- If a study hall detention is assigned, students must do assigned homework or academic reading.

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



## Discipline

Classroom discipline is the responsibility of the instructor. In general, the administration of discipline is the responsibility of the Dean of Students. Assisting the Dean in this matter are the Assistant to the Dean and, for dormitory students, the dormitory supervisors and residence assistants.

Our disciplinary measures are Scripturally based and implemented in love for the good of the student. Additional information is located in the Code of Conduct on page 51 of this Handbook.

## Dormitories

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

NORTH HALL is the boys' dormitory. SOUTH HALL is the girls' dormitory. WEST HALL may be used for boys or girls, 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. Boys may not enter South Hall or the women's section of West Hall. Ring the bell at the entrance to South Hall.
2. Girls 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.

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. Resident students are to be in their respective dormitories from their bedtime curfew until **6:00 am**. Only kitchen workers and campus cleaners may be in the Commons before **6:25 am**. Exceptions may be granted by the Dean of Students.
7. After a vacation when dormitories are closed, resident students must be in the dormitories by **9:50 pm**. Parents: **Please notify the dormitory supervisor if students will be late returning to campus after a weekend or vacation.**
8. Resident students must be in the dormitories by **9:50 pm** on nights before school days—whether on-campus or off-campus free nights.
9. If parents plan for late arrivals, whether of their students or themselves to pick up students, the late arrival—except in cases of emergency—**must be no later than that evening’s latest dorm bedtime.** For later arrivals, parents should make other overnight arrangements than the dormitories or plan for pickup after **6:00 am**.
10. Students are not permitted to have pets or animals of any kind in the dormitories.

11. Town students 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**.

## **Electronic Communication Devices**

Electronic communication devices<sup>9</sup> that are misused on campus or at school-sponsored events will be confiscated for a period of time, along with their memory cards. During classes, school-day study halls, and morning and evening chapels, electronic communication devices must be SILENT and not be used, unless permission is given by the instructor. Smart watches must not be worn in the classroom. The penalty for an inadvertent violation of this policy is confiscation of the device until the end of the school day. For a deliberate violation of this policy, confiscation of the device is for three calendar days.

## **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:**

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

### **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.

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<sup>9</sup> Includes computers, tablets, cell phones, smart watches, etc.

- 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.

## **Leaving the Eau Claire Area**

Dormitory students are not permitted to leave the Eau Claire area without prior permission communicated to their supervisors by the students' parents or guardians, defining where the students are going and who is allowed to transport them there.

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

**The following rules apply to out-of-town school-sponsored events such as away games for Immanuel sports teams:**

1. All high school team members and personnel **will travel in school-provided vehicles** both to away contests and when returning to campus after the contests.
2. The only ordinary exception will be for parents, grandparents, or licensed older siblings to transport their relatives back to campus or their home (if town students) after the contest. All such drivers of dorm students (besides parents) must be on the **approved Transportation Permission list** for the student they are driving.
3. Out of courtesy to coaches and those responsible for transportation, team members and student personnel **must notify their coaches** when driving home with approved family members.

## 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 girls on the ground floor of South Hall, and a lounge for boys on the first floor of North 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	10:30 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

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

The Commons 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.

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

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

Town students and 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:

	High School Students	Collegians and Visitors
Breakfast	\$3.00	\$4.00
Brunch	\$4.00	\$5.00
Dinner	\$4.00	\$5.00
Supper	\$3.50	\$3.50

Meals are scheduled at the following times:

	Weekdays	Weekends
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.



## Medical Procedures

Supervisors of dormitory students attempt to contact and consult with parents when a student becomes sick or needs to be seen by medical professionals.

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

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

Prior to and after the school day, dormitory students who become sick should contact their dormitory supervisor. Should further medical assistance be required, the dormitory supervisor will make necessary appointments. The dormitory supervisor will also help students to arrange transportation. Whenever possible, a school representative will accompany resident students to medical appointments.

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

## Motor Vehicles

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

Resident Juniors and Seniors whose parents have completed the Car On Campus Registration Form may keep a motor vehicle on campus or at an off-campus location within the Eau Claire area. Vehicles must be registered with the administration of ILC, which may revoke vehicle permissions at any time.

## Vehicle Rules and Regulations:

- Licensed dormitory students may drive someone else's vehicle within the Eau Claire area after written permission has been given to the Dean of Students by the driver's parents, and by the person in whose name the vehicle is registered.
- ILC does not determine the age of the driver with whom dormitory students may ride within the Eau Claire area—except that no student **under the age of 16** may ride with other students, unless a minimum of two other people are in the car. Parents, of course, may impose additional restrictions if they wish.
- Dormitory students may not ride in cars to out-of-town school sponsored events without parental permission stating that the students are allowed to attend the event and who may transport them there. Parents are provided with a form to indicate such restrictions and permissions.
- 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. **Disregarding 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.
- Parents of town students may pick up their children at the west entrance of the Commons after dark.
- 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.

## **Overnight Stays within the Eau Claire Area**

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

Overnight visits by dormitory students are not permitted on nights before school days. Any exceptions must be approved **in advance** by the Dean of Students.

## **Personal Appearance**

Scripture does not dictate the particulars of personal appearance beyond its call for genuine modesty in 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>10</sup> also, for dormitory students attending church services in Eau Claire:

### **TOPS**

- No exposed cleavage
- 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 buttocks
- 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

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<sup>10</sup> This includes events like Formal Dinner, Banquet, Arbor Day, Field Day, Class Day, etc.

3. Students are expected to dress neatly when attending church services and public events at which they represent ILC.

## 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

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

As we “fight the good fight of faith,<sup>12</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>13</sup> to distinguish between God’s holy will and Satan’s evil will.

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<sup>11</sup> Titus 2:11-14

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

<sup>13</sup> Psalm 119:105

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>14</sup>

## **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

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<sup>14</sup> Romans 12:1

alcohol.<sup>15</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.

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.

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<sup>15</sup> Students 21 years of age and older may use alcohol in a legal and non-abusive manner off campus.

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, 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>16</sup> He then used the physical for the spiritual to impress upon us the extreme spiritual danger of viewing pornography, warning, “If your right eye causes you to sin, gouge it out and throw it away. It is better for you to lose one part of your body than for your whole body to be thrown into hell.”<sup>17</sup>

Evil thoughts and immorality come out of the heart, not the eye.<sup>18</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>19</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.

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<sup>16</sup> Matthew 5:28

<sup>17</sup> Matthew 5:29

<sup>18</sup> Matthew 15:19

<sup>19</sup> Colossians 3:5



## 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 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.
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 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>20</sup> Unless given permission by an instructor, high school students may not use, possess, or keep knives of any length in the classroom buildings. Town students are not to bring weapons on campus at any time.

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.

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<sup>20</sup> Knives with blades less than two inches are allowed.

# 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—for example, Christmas recess or prior to the start of the school year—may affect a student's enrollment status.<sup>21</sup> This applies not only to student athletes due to WIAA requirements, but also to all 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

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<sup>21</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.

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

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.

Because of student misconduct, the Cocurricular Discipline Committee may also apply cocurricular code penalties, including ineligibility to receive conference athletic awards. For more information on this committee, see page 63.

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.

<p><b>SEXUAL MISCONDUCT:</b> e.g., sexual contact or intercourse, sexting.</p>	<p><b>Second violation:</b> minimum of probationary enrollment to maximum of permanent expulsion. Wisconsin mandatory reporting statutes may apply for some sexual misconduct.</p>
<p><b>PORNOGRAPHY:</b> Viewing, creating, or distributing.</p>	<p><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.</p>
<p><b>PROVIDING ALCOHOL AND/OR ILLEGAL DRUGS. 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.</p>	<p><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.</p> <p><b>Note:</b> If drugs involved, student is subject to periodic drug testing.</p>
<p><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.</p>	<p><b>First violation:</b> minimum of detention to maximum of probationary enrollment. <b>Second violation:</b> minimum of detention to maximum of expulsion.</p>
<p><b>POSSESSION OF WEAPONS, THEFT, VANDALISM.</b></p>	<p><b>First violation:</b> minimum of marks to maximum of expulsion. <b>Second violation:</b> minimum of detention to maximum of expulsion.</p> <p><b>Note:</b> student returns or reimburses stolen property; student pays for vandalism repair.</p>

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

### Parent Conferences and Counseling:

Parent conferences will be held regarding all significant student misbehaviors. Counseling may be required to help with a student’s spiritual life—contrition and faith, attitude and behavior, and other fruits of faith. If possible, counseling will be arranged with the student’s home pastor. If distance or other reasons prevent counseling with the home pastor, the counseling will be done with a counselor agreed to by the home pastor. Counseling will end by mutual agreement of the home pastor and ILC.

### 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 Appeal

- Must be submitted in writing 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 a 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 decisions are final. No second appeal will be granted.

## Cocurricular Code Rules and Regulations

Our school's cocurricular programs are intended to provide a variety of experiences to help develop favorable habits and attitudes in students that will prepare them for life as Christian adults. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with our cocurricular programs and will not be tolerated. Cocurricular activities include WIAA sanctioned sports and any activities for which activity points are awarded.

Any student using or possessing alcohol, tobacco, or vaping materials, or illegally using, possessing, buying, or providing controlled substances, shall be denied participation in at least two interscholastic athletic contests. Any violation which occurs after a school has played its first WIAA tournament contest results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.

Violations shall be cumulative through the athlete's entire high school career. The policy is enforced on a 12-month basis.

The coach may impose on his or her team more stringent rules, which would apply during the season in which he or she serves as coach. These rules must be approved by the Athletic Director and announced to the team at the beginning of the season.

Any student illegally using or possessing alcohol, tobacco, or vaping materials, or illegally using, possessing, buying, or providing controlled substances, shall have participation in cocurricular activities limited in such a way that approximates the denial of participation by student athletes and denial of eligibility for conference



athletic awards. Depending on the nature of the cocurricular, the approximation may vary considerably from an athlete's denial of participation in interscholastic athletic contests. Violations shall be cumulative through the cocurricular participant's entire high school career. The policy is enforced on a 12-month basis.

When determining cocurricular code penalties, the Cocurricular Discipline Committee, composed of the ILC President, Principal, and Dean of Students, may be advised by the Athletic Director, along with the applicable coaches and committee chairmen.

**Penalties and Violations:<sup>22</sup>**

The penalty shall range from a minimum suspension of two scheduled contest days of a season or succeeding season to a maximum of permanent denial of participation. The athlete is expected to participate in all practices during a suspension. On contest days, the athlete will not be permitted to dress in uniform, and when feasible, will sit in the team bench area.

**First Violation:**

After the confirmation of the first violation, the student will be suspended a minimum of the next two scheduled contest days in which the student is a participant, unless the athlete is in track and field, in which case the suspension will be a minimum of one contest day.

**Second Violation:**

The student will be suspended from further athletic competition for at least one-half of the total number of athletic contests in a season. If less than one-half of the season remains, the suspension will continue until the difference is made up in the next interscholastic sport season in which the athlete competes.

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<sup>22</sup> When an incident becomes known, the number of previous incidents does not preclude dealing with them as the first violation, but they will be considered in determining consequences. Subsequent violations do not need to be of the same nature as a previous violation. If, for example, a student's previous violation was the use or possession of alcohol, a subsequent violation could be the use or possession of vaping materials.

**Third Violation:**

Suspension from any interscholastic athletic activities for at least 12 months from the imposition of the penalty.

**Fourth Violation:**

Suspension from any interscholastic activities for the remainder of the student's high school career.

## Alma Mater

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



## High School Fight Song

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

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

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

## 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.

# Federal Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and any institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) that is found online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- 1. Mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2. Fax:** (202) 690-7442; or
- 3. Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## The Foundation

Jesus Christ and His Word are at the foundation of all we do at Immanuel. Since every word of the Holy Bible has come from the Triune God, we at Immanuel are committed to the proclamation of its teachings. What we teach conforms to the Lutheran Confessions found in the Book of Concord.

Academic excellence is paramount, of course, and Immanuel students consistently outperform their peers in national standardized tests. But God's Word comes first. At morning and evening chapel services, in the classroom or in the dormitories or in every extracurricular activity, the chief goal of every teacher, administrator, and athletic coach is to direct young people to their Savior, Jesus Christ.

## The Departments

Immanuel consists of three departments: the high school, college, and seminary. **Immanuel High School** makes up most of our enrollment, where young people can transition into adulthood by being part of the Immanuel experience. Beyond this, **Immanuel Lutheran College** offers four-year degrees in education and theology, as well as a two-year Associate of Arts degree. Finally, **Immanuel Lutheran Seminary** equips young men to serve as well-prepared candidates for the preaching ministry in our CLC congregations and in various domestic and world missions.

## The Outcome

Immanuel ultimately exists for the purpose of sharing the good news that the Son of God has come as the perfect and complete sacrifice for the sins of every man, woman, and child—past, present, and future. We carry out this purpose by giving young men and women a Christ-centered, Biblical education. Upon completing their education at Immanuel, these young Christians go out into the world and share what they have learned. Those who become **lay-members** of CLC congregations share the Gospel with family, friends, and coworkers. Those who become **teachers** in the Christian Day Schools of the CLC share the Gospel with the children who enroll in their schools. Those who become **pastors** share the Gospel with the members of their congregations, with the unchurched in their communities, and with the heathen wherever they may be found.