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*italics—changes within the section*

**bold—new section**

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# IMMANUEL LUTHERAN HIGH SCHOOL

## STUDENT HANDBOOK

### 2011-2012

**PHONE: 715-836-6621**  
**FAX: 715-836-6634**  
**WEBSITE: WWW.ILC.EDU**

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# IMMANUEL LUTHERAN COLLEGE

## EAU CLAIRE, WISCONSIN



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

### FOREWORD

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

This handbook contains information you will want and need to know, for it informs you of what is expected of you in the areas of Christian living and student life here at Immanuel. If you have questions regarding any of the materials in this handbook, please feel free to contact either the

dean of students or your dormitory supervisors.

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

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**ACADEMIC CALENDAR 2011-2012**

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|               |           |   |
|---------------|-----------|---|
| August 15,    | Monday    | Seminary and 1st teaching internships begin   |
| August 20,    | Saturday  | High school registration  |
| August 21,    | Sunday    | General registration; all orientations  |
| August 22,    | Monday    | Classes begin, 7:40 a.m.; opening worship 9:55 a.m.                                   |
| August 29,    | Monday    | Seminary junior classes begin   |
| September 5,  | Monday    | Labor Day—no classes  |
| September 26, | Monday    | Seminary middler and senior classes and college 2 <sup>nd</sup> session begin         |
| October 14,   | Friday    | End of 1st quarter  |
| November 11,  | Friday    | College Visitors Day  |
| November 23,  | Wednesday | Thanksgiving recess begins at noon  |
| November 28,  | Monday    | Classes resume  |
| December 16,  | Friday    | Christmas recess begins following the Christmas concert, 7:30 p.m.; 1st semester ends |
| January 9,    | Monday    | 2nd semester classes begin  |
| March 9,      | Friday    | End of 3rd quarter; spring recess begins at noon                                      |
| March 20,     | Tuesday   | Classes resume  |
| April 5,      | Thursday  | Easter recess begins at noon  |
| April 10,     | Tuesday   | Classes resume  |
| May 4,        | Friday    | High School Visitors Day  |
| May 18,       | Friday    | Class Day exercises, 3:00 p.m.; concert, 7:30 p.m.; 2nd semester ends                 |
| May 19,       | Saturday  | Graduation service, 10:00 a.m.  |

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**ADMINISTRATION**

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**school phone: 715-836-6621 fax: 715-836-6634 website: www.ilc.edu**

|  |  |              |
|--|--|--------------|
| President . . . . .                          | John Pfeiffer . . . . .                      | 715-836-6620 |
| Dean of the Seminary . .                     | Steven Sippert . . . . .                     | 836-6636     |
| Academic Dean . . . . .                      | John Ude . . . . .                           | 836-6631     |
| High School Principal . .                    | Jeffrey Schierenbeck . . . . .               | 836-6630     |
| Dean of Students . . . . .                   | Paul Sullivan . . . . .                      | 836-6624     |
| Assistant to the Dean . . .                  | Joseph Lau . . . . .                         | 598-4005     |
| Registrar . . . . .                          | Ronald Roehl . . . . .                       | 836-6632     |
| Athletic Director . . . . .                  | Michael Buck . . . . .                       | 836-6625     |
| Network Administrator .                      | Ross Roehl . . . . .                         | 836-6635     |
| Librarian . . . . .                          | Aaron Gullerud aaron.gullerud@ilc.edu .      | 955-4116     |
| Business Manager . . . . .                   | James Sydow . . james.sydow@ilc.edu .        | 836-6622     |
| Book House Manager/<br>Accounts Receivable . | Jessica Lau . . . . . clcbookhouse@ilc.edu . | 836-6623     |
| Payroll/<br>Accounts Payable . . .           | Barbara Pfeiffer barb.pfeiffer@ilc.edu . .   | 836-6621     |
| Administrative Assistant                     | Joleen Williams joleen.williams@ilc.edu      | 836-6621     |
| Facilities Manager . . . . .                 | Luther Sieg . . . . . luthersieg@yahoo.com . | 836-6637     |
| Head Cook . . . . .                          | Ethel Eder . . . . . etheldorow@aol.com . .  | 836-6626     |

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**FULL-TIME FACULTY**

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|                         |                                       |                       |
|-------------------------|---------------------------------------|-----------------------|
| Michael Buck . . . . .  | 715-834-0125 . 521 Ingram . . . . .   | ecmbuck@execpc.com    |
| Joel Gullerud . . . . . | 715-456-1499 . 515 Ingram . . . . .   | joel.gullerud@ilc.edu |
| office . . . . .        | 715-955-4561                          |                       |
| Mark Kranz . . . . .    | 715-563-5172 . 505 Ingram . . . . .   | mark.kranz@ilc.edu    |
| office . . . . .        | 715-955-4560                          |                       |
| Joseph Lau . . . . .    | 715-834-3791 . 511 Ingram . . . . .   | joe.lau@ilc.edu       |
| office . . . . .        | profjoelau@hotmail.com                |                       |
| John Pfeiffer . . . . . | 715-831-9470 . 3732 Claymore . .      | john.pfeiffer@ilc.edu |
| John Reim . . . . .     | 715-834-7332 . S7850 Fox Pointe Trail | jcreim@usa.net        |
| office . . . . .        | 715-955-4558                          |                       |
| Ross Roehl . . . . .    | 715-864-1764 . 509 Ingram . . . . .   | ross.roehl@ilc.edu    |
| office . . . . .        | ross.roehl@gmail.com                  |                       |
| Paul Schaller . . . . . | 715-831-1847 . 519 Ingram . . . . .   | paul.schaller@ilc.edu |

Jeffrey Schierenbeck 715-839-8938 . 517 Ingram . jeff.schierenbeck@ilc.edu  
 Steven Sippert . . . . . 715-831-9104 . 513 Ingram . . ilcgreekprof@yahoo.com  
 Paul Sullivan . . . . . 715-830-0143 . 400 Ingram . . . . . paul.sullivan@ilc.edu  
 . . . . . paul.sullivan.ilc@gmail.com  
 John Ude . . . . . 715-955-4127 . 507 Ingram . . . . . john.ude@ilc.edu  
 . . . . . john.ude.ilc@gmail.com

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**PART-TIME FACULTY**

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Karen Johannes . . 715-835-7545 . . . . . 1506 11<sup>th</sup> St., Eau Claire, WI 54703  
 . . . . . karen.johannes@ilc.edu  
 . . . . . k\_1\_johannes@hotmail.com  
 Laurie Lau . . . . . 715-839-7849 . . 4602 Bogey Ave., Eau Claire, WI 54701  
 . . . . . laurie@thelau.com  
 Daniel Sullivan . . 646-388-1716 . . . . 400 Ingram Dr., Eau Claire, WI 54701  
 . . . . . daniel.sullivan.978@gmail.com  
 Karen Swyter . . . . 715-379-8520  
 . . . . . 2837 Morningside Dr. #5, Eau Claire, WI 54701  
 . . . . . barthelsk@gmail.com

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**DORM PARENTS**

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Kate Sauers . . . . . 715-836-6627 . . 501 Grover Rd. . . . kate.sauers@ilc.edu  
 cell . . . . . 314-540-8781 . . . . . kate.sauers.ilc@gmail.com  
 Kurt Koenig . . . . . 715-836-6628 . . 501 Grover Rd. . . . kurt.koenig@ilc.edu  
 cell . . . . . 920-238-5594

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**STUDENT CONTACT**

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Commons . . . . . 715-830-0084  
 North Hall (3<sup>rd</sup> floor) . . . . . 715-598-4003  
 South Hall (2<sup>nd</sup> floor) . . . . . 715-955-4146

Student/school mailing address: 501 Grover Road, Eau Claire, WI 54701-7134

## ACADEMIC GUIDELINES

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**GUIDANCE**

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**Academic Counselors**

The academic counselors for the three education departments are as follows:

High School Principal . . . . . Prof. Jeffrey Schierenbeck  
 College Academic Dean . . . . . Prof. John Ude  
 Dean of the Seminary . . . . . Prof. Steven Sippert

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

**Class Advisors**

Advisors are assigned to each high school class. They will be announced at the beginning of the new school year.

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

**Classroom Teachers**

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

**Dean of Students**

As dean of students, Prof. Paul Sullivan has the specific responsibility for

student life on campus. His main concern is your spiritual and physical well-being while at Immanuel. He is always willing to share your personal and spiritual problems and to help you resolve them.

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

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### SCHOOL DAY

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The school day begins at 7:40 a.m. and ends at 2:50 p.m. The school day schedule is as follows:

|          |            |    |            |
|----------|------------|----|------------|
| Period 1 | 7:40 a.m.  | to | 8:25 a.m.  |
| Period 2 | 8:30 a.m.  | to | 9:15 a.m.  |
| Period 3 | 9:20 a.m.  | to | 10:05 a.m. |
| Chapel   | 10:10 a.m. | to | 10:20 a.m. |
| Period 4 | 10:30 a.m. | to | 11:15 a.m. |
| Period 5 | 11:20 a.m. | to | 12:05 p.m. |
| Dinner   | 12:10 p.m. | to | 12:40 p.m. |
| Period 6 | 12:25 p.m. | to | 1:10 p.m.  |
| Period 7 | 1:15 p.m.  | to | 2:00 p.m.  |
| Period 8 | 2:05 p.m.  | to | 2:50 p.m.  |

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### CAMPUS FACILITIES

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#### Classrooms

On school days, the Academic Center is open to high school students from 6:30 a.m. to 7:30 p.m.

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

Locker doors should be closed with all contents within the locker. At no time should anything be placed on the tops of the lockers. Items may not be left on the floor except from 10:05 a.m. to 10:30 a.m., from 12:05 p.m. to 1:15 p.m., and during the chorus period. Also, items may not be left in the entryway cubbies overnight. (Out of place items will be collected and can be redeemed from the office.)

*No open beverages other than plain water are permitted in the Academic*

*Center. Eating food or candy is not permitted in the Academic Center.*

#### Computer Labs

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

The Academic Center computer lab is physically connected to the library and is intended primarily for school related work. Therefore, the computer lab should remain quiet (no talking above a whisper) from 7:40 a.m. to 12:05 p.m. and from 1:15 p.m. to 4:00 p.m. At other times, the computer lab atmosphere should remain conducive to study. Lights must remain on when the computer lab is open.

When you log in to the system for the first time, you will need to follow a series of instructions. These instructions are available in the computer labs.

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

As you may be aware, there is much material available on the Internet that we as Christians would not want to view; therefore, use good judgment. To assist you with this, a firewall is installed which blocks access to inappropriate websites. If you ever feel that the firewall is not properly blocking sites, please notify Prof. Roehl or Prof. Schierenbeck. In addition, all network computers may be monitored remotely by faculty or staff.

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

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

- Do not access the Internet during school hours (7:40 a.m. - 12:05 p.m.; 1:15 - 2:50 p.m.) for nonacademic purposes (e.g., email, gaming, Facebook, etc.).
- Do not visit Web sites that contain inappropriate or questionable material.

- Do not visit Personals or Dating sites.
- Do not allow anyone else to log in to or use your network account or Internet access.
- Log out before you leave the labs.
- Do not use an account that was left open by the previous user. Instead, log out and then log back in to your own account.
- Do not abuse the equipment, attempt to tamper with the machine software or settings, or install any programs.
- Promptly report any problems to Prof. Schierenbeck or Prof. Roehl.

## Field House

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

The following regulations control activity within the Field House.

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

11. The following areas and equipment in the Field House are off-limits to all unauthorized individuals: the storage rooms between the locker rooms, the upstairs areas, the organ room with its organ and piano, the stage area, the grand piano, the athletic director's office, the washer, the dryer, and the video platform.

## Library Services

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

Please ask the librarian if you would like an orientation of the library.

Library materials are cataloged on the computers at the checkout desk according to Dewey decimal classification.

All library materials are to be checked out before they are taken from the library.

**Loan Period.** The loan period for books will be a maximum of twenty-one days with one renewal. Audio-visual items and back issues of magazines may be checked out for a maximum of seven days. Reference books and reserve items circulate within the library only, although overnight and weekend loans may be arranged with special permission from the librarian.

**Book Returns.** Library materials are to be returned to the checkout desk.

**Fine Schedule.** Fines for books, periodicals, and audio-visual materials are 10¢/item/day. When the fine amount reaches \$4.00, borrowing privileges may be suspended.

**Lost Materials.** The library will declare an item loaned to a patron lost when it is fifty days overdue. Please notify the librarian if you think an item may be lost. Patrons who lose items will be charged the replacement cost in addition to the late fine of up to \$5.00/item. If the item is promptly returned after the lost charges have been assigned, the patron will pay a maximum fine of \$5.00/item. Should a patron find a lost item after it has been replaced by the library, that item will become the property of the patron.

**Online Resources.** The computers at ILC have access to an extensive

online database of journals, magazines, newspapers, transcripts, photos, encyclopedias, and more. Please speak to the librarian if you would like further instruction on accessing these materials.

**Reference Books.** Books designated as *reference* may not be checked out. Included are Luther’s works, atlases, specialized encyclopedias, and the latest editions of three general encyclopedias. Older editions of the general encyclopedias may be checked out.

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

**Magazines.** Current issues of magazines may not be checked out. Up to three older issues may be checked out for one week. Slips for this purpose are available at the checkout desk.

**Conduct.** The library is a place for study and reading. Therefore, a quiet atmosphere is absolutely essential. Please limit your conversation to whispers.

**Hours.** The following library hours, or any adjustments, are posted on the library door: Monday through Friday, 10:30 a.m.-4:30 p.m.

**Other Libraries.** Immanuel students may also use the University of Wisconsin-Eau Claire McIntyre Library and the municipal L. E. Phillips Memorial Library.

**Instrument Practice Rooms**

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

**Business Office and Book House**

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

administrative reception counter (3 days per week after school).

The following chart indicates the staff and functional areas:

| Staff            | Functional Areas   |
|------------------|--|
| Dr. James Sydow  | Management, Student Accounts, Financial Aid, Budgets           |
| Jessica Lau      | Student Payments (AR), Textbooks, Book House Inventory & Sales |
| Barbara Pfeiffer | Student Payroll, Invoice Payments (AP), Daily Bulletin         |
| Joleen Williams  | Reception, Mail, Student Bank, Book House Sales                |

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**STUDY HALLS**

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**All Study Halls**

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

1. Get an assignment book and keep an accurate record of each day's assignments for each class.
2. Allot a given amount of study time to each subject *each* day and stick to this commitment!
3. Allow for as few interruptions as possible to help yourself concentrate on a specific subject.
4. With a reading assignment, repeatedly ask yourself what you are trying to learn and what you have learned from what you just read.
5. Review your assignments as soon as possible after you have learned them.

Use of phones is generally prohibited during study hall. Exceptions must be approved in advance by study hall supervisors.

**School Day Study Halls**

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

## Resident Students–Evening Study Halls

Resident students have study hall from 8:00 to 9:30 p.m. every evening before a school day (except the return days after the Thanksgiving weekend, Christmas vacation, spring break, and Easter recess). A brief devotion in the Field House precedes evening study hall ("well-prayed is half-studied"–Luther). Students should be signed in by 6:30 p.m. (underclassmen) / 7:30 p.m. (upperclassmen) on Sunday evenings: parents, please notify the dormitory supervisor if students will be late when returning from weekend visits home.

Universal early (afternoon) study halls are required of all resident students on days when there are evening home games. Selective early study halls are required of all resident students who attend evening away games.

Students who wish to be excused from early or evening study halls must request approval in advance from the dean of students.

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

Friday and Saturday evenings are free nights–there is no supervised study hall.

Graduated study hall privileges are offered to seniors as follows:

1. Beginning in October, the dean of students in consultation with the dorm parents selects one night of the week when seniors do not have assigned study hall.
  - It is not a campus free night.
  - Students must be in a dorm room, the dorm lounge, the library (afternoons), or a computer lab (accessability limited, depending on circumstances).
  - An individual's privilege is revoked if the individual disturbs others, if grades begin to drop due to inadequate study habits, or for any other reason deemed appropriate.
2. Beginning in December, a second night of the week is added to the first night. The same occurs in February, March, and April so that all five study hall nights are included in April and May.

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## STUDENT RECORDS

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### Cumulative Record

A cumulative record of scholastic achievement is kept by the registrar.

Included in this record are results from standardized tests.

### Registrar

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

### Grading System

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

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

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

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

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

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

### Grade Reports

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

## Graduation

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

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

## Eligibility for Interscholastic Sports

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

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

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

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

## Adding or Dropping Subjects

High school students wishing to add a course must do so within the first five class days of the fall semester. Those wishing to drop a fall semester course must do so within the first twenty-one class days of the fall semester; those wishing to drop a spring semester course must do so prior to the first class day of the spring semester.

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

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

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

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## ATTENDANCE

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

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

## Excused Absences

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

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

*Parents of town students are to call the office (715-836-6621) before 10:00 a.m. to report the absence on every day the student will miss school.*

*All excuses must be offered to the principal or the administrative assistants*

by 4:00 p.m. at the latest on the school day following an absence; otherwise the absence is unexcused.

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

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

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

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

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

### **Tardiness**

Students are officially tardy when they are not in the classroom when the bell rings. It is the tardy students' responsibility to inform the teacher at the end

of the class period that they were present, or they may be marked absent!

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

### **Unexcused Absence/Tardiness**

Sometimes absences/tardies occur for which there is no legitimate excuse. Such unexcused absences/tardies will be reported to the dean of students for appropriate disciplinary action. Every two unexcused tardies accumulated in the same quarter will be treated as one unexcused absence for purposes of detention.

### **Participation in Cocurricular Activities**

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

### **Closed Campus**

Immanuel is a closed campus during the school day. This means that all students are to remain on campus from 7:40 a.m. to 2:50 p.m. Students who have received permission from the principal and whose parents have provided written authorization to the principal may leave campus for employment during a 8<sup>th</sup> hour study hall. Nonresident students whose parents have given the principal written authorization may leave campus from 12:05 to 12:25 p.m. (or to 1:15 p.m. if no music period commitment).

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## **ATHLETIC RULES AND REGULATIONS**

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### **Rules and Regulations**

The Immanuel Lutheran Athletic Program should provide a variety of experiences to aid in the development in students of favorable habits and attitudes that will prepare them for life as Christian adults. Acts of unacceptable

conduct such as (but not limited to) theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the athletic program and will not be tolerated and may be considered a violation of the athletic code.

Any student using or possessing alcohol or tobacco, or illegally using, possessing, buying, or selling controlled substances, shall be denied participation in *at least two* interscholastic athletic contests. Any violation which occurs after a school has played its first WIAA tournament contest results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport. Violations shall be cumulative through the athlete's entire high school career and enforced on a 12 month (year-round) basis.

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

### **Penalties for Violations**

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

- **First Violation** After confirmation of the first violation, the student will be suspended from a minimum of two of the next scheduled contest days in which the student is a participant.
- **Second Violation** The violator will be suspended from further athletic competition for at least one-half of the total number of athletic contests in a season. 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.
- **Third Violation** Suspension from any interscholastic athletic activities for at least 12 months from the imposition of the penalty.
- **Fourth Violation** Suspension from any interscholastic athletic activities for the remainder of the student's high school career.

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## **MISCELLANEOUS**

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### **Employment**

Employment during the school term can affect academic performance. Therefore, all students who seek off-campus employment are to inform the principal of such current or prospective employment. Periodic consultation with the principal will continue throughout the school term. In cases where necessary, a work permit may be obtained from the public school central office, 500 Main Street, Eau Claire.

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

### **Activities Calendar**

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

### **Convocations**

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

### **Daily Bulletin**

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

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

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

be signed.

### **Student Council**

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

### **Organization of Classes**

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

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

### **Withdrawal from ILHS**

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

## **STUDENT SERVICES**

### **ATHLETIC FACILITIES**

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

### **BANK**

A student bank is operated through the school office as a convenience and

protection for students. Money can be deposited or withdrawn from non-interest bearing accounts by individuals or classes. To avoid loss or theft, students are advised *not* to carry large sums of money with them or to leave such sums in their rooms. Bank hours are 2:50-3:45 p.m. Mondays, Wednesdays, and Fridays.

### **BOOKSTORE**

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

### **CANTEEN**

The canteen is located in the Commons. A variety of snack foods, school supplies, and personal items is available for purchase. Soda dispensing machines are also in the Commons near the canteen and in the dormitories. Students may not operate their own canteens in the dormitories.

### **CHAPEL**

Morning chapel is held each school day at 10:10 a.m. Evening chapel is held Sunday through Thursday at 7:40 p.m. These devotions based on the Word of God are conducted in the Field House. Should the Field House be in use at the time of evening chapel, devotions will be held in the dormitories. All students are expected to attend morning chapel. All resident students are expected to attend evening chapel. Town students and visitors on campus at the time of evening chapel are also encouraged to attend this worship.

### **CHURCH SERVICES**

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

### **COUNSELING**

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

students.

### **DINING HALL**

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

Cafeteria served meals must be eaten in the dining hall.

### **HOUSING**

Immanuel Lutheran High School and College provides accommodations for its students in on-campus residence halls. Except for those who are married, who are living with their parents or guardians, or who are veterans of the United States Armed Forces, all high school students, college freshmen, and college sophomores are required to live in ILC-operated residence halls when such accommodations are available.

### **IDENTIFICATION CARDS**

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

### **LAUNDRY**

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

## **GENERAL INFORMATION AND REGULATIONS**

### **ALCOHOL, DRUGS, AND TOBACCO**

The possession and/or use of alcohol and illegal drugs is forbidden. The possession and/or use of tobacco products (smoking or smokeless) by

students under the age of 18 is forbidden.

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

### **BICYCLES**

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

### **CAMPUS LAWNS**

Do not take shortcuts across lawns; use the walkways. Because the lawns can easily be torn up, use the lower campus for outdoor athletic activity.

### **CELL PHONES**

During the school day, cell phones must remain off within the classrooms; during class and study hall periods, cell phones may not be on a student's person.

### **DATING**

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

1. Take God seriously when he says, "Flee also youthful lusts." Don't place yourself in situations which will lead you or others into sin.
2. Set a high tone for your relationship so as to be a blessing to each other and a proper example for others. Remember that dating is a time to get to know someone intellectually, emotionally, and spiritually, *but not sexually*.

*Therefore, we require that physical display of affection by students not appear to be sensual or sexual and be limited to contact such as hand holding.*

3. Limit the time you spend with any one individual at this point in your life.
4. Plan group activities.
5. Pray for the Lord's daily guidance and strength.

### **DETENTION**

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

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

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

### **DISCIPLINE**

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

The dean refers to the faculty matters of discipline which may require faculty action. When a student shows godly sorrow and repentance, the faculty

may in the interest of the student place the student on faculty probation instead of applying other discipline. That student's enrollment at ILC is probationary, depending on the student's willing compliance with the school's rules and policies: a positive change for the better is required in the student's attitude as well as behavior. Therefore, that student's attitude and behavior are considered by the faculty at each regular meeting in order to determine whether to continue the student's faculty probation, end the student's faculty probation, or apply other discipline (including the possibility of expulsion).

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

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

### **DORMITORIES**

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

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

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

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

free nights.

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

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

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

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

Resident students must be in the dormitories by 9:50 p.m. on on-campus free nights (e.g., after weekday home games).

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

Town students may not be in the dormitories after 8:00 p.m. Sunday through Thursday unless there is a free night on campus.

## **ENTERTAINMENT**

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

### **Content**

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

T games.

### **Legality**

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

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

## **FIRE HAZARDS**

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

## **HARASSMENT**

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

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

dean of students.

### **ILC AND STUDENT PROPERTY RIGHTS**

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

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

### **KITCHEN**

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

### **LASER POINTERS**

Student possession of laser pointers on campus is prohibited.

### **LEAVING THE EAU CLAIRE AREA**

Resident students are not permitted to leave the Eau Claire area without prior permission from their parents or guardians. Such permission must state clearly that parents or guardians know where a student is going. These permissions are needed:

1. From one's parents to come home or to visit someone else, including the authorized means of transportation.

2. From the host parents if the student is not going home.

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

### **LOST AND FOUND**

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

### **LOUNGES**

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

The lounge in the Commons is open during these times:

|                                     |                         |
|-------------------------------------|-------------------------|
| Monday through Thursday             | 7:30 a.m. - 7:40 p.m.   |
| collegians only                     | 8:00 p.m. - 11:00 p.m.  |
| Friday                              | 7:30 a.m. - 11:30 p.m.  |
| (supervised 7:00 p.m. - 11:30 p.m.) |                         |
| Saturday                            | 11:00 a.m. - 11:30 p.m. |
| (supervised 7:00 p.m. - 11:30 p.m.) |                         |
| Sunday                              | 11:00 a.m. - 7:40 p.m.  |
| collegians only                     | 8:00 p.m. - 11:00 p.m.  |

High school students may use the lounges in their respective dormitories until 10:00 p.m. on nights before school days and until 11:30 p.m. on free nights.

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

### **LOWER CAMPUS**

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

## **MEALS**

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

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

To apply for free or reduced meals, households must fill out applications and return them to the school. The information supplied will be used by the school to determine eligibility and may be verified at any time by the ILC administration. Information and applications are available in the business manager's office.

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.

On special occasions (Visitors Day, Field Day, and Arbor Day) picnic lunches are served without charge to nonresident students. Nonresident students and visitors may also eat regularly scheduled meals at the cafeteria; they must, however, pay for each meal taken. Meal tickets may be purchased at the school office during business hours at the following prices:

|           | <u>Students</u> | <u>Collegians and Visitors</u> |
|-----------|-----------------|--------------------------------|
| Breakfast | \$2.50          | \$3.00                         |
| Dinner    | \$3.50          | \$4.00                         |
| Supper    | \$3.00          | \$3.00                         |

Meals are scheduled at the following times:

|           | <u>Weekdays</u>         | <u>Weekends</u>  |
|-----------|-------------------------|--|
| Breakfast | 6:30 a.m. - 6:50 a.m.   | 7:45 a.m. - 8:15 a.m. SAT<br>7:30 a.m. - 8:00 a.m. SUN |
| Dinner    | 11:45 a.m. - 12:20 p.m. | 11:45 a.m. - 12:15 p.m.                                |
| Supper    | 5:45 p.m. - 6:15 p.m.   | 5:45 p.m. - 6:15 p.m.                                  |
| early     | 4:45 p.m. - 5:15 p.m.   |  |

Students should not arrive for meals more than five minutes before the scheduled starting time. Meals are to be eaten during the scheduled meal times and no other.

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**

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

1. Receive permission to leave the classroom.
2. Report their illnesses 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.

When they are sick, resident students are to contact their dormitory supervisor. Sick call in the morning is 6:30-7:00 a.m. Should further medical assistance be required, the dormitory supervisor will make necessary appointments. The dormitory supervisor will help students to arrange transportation. Whenever possible, a representative from the school will accompany resident students to medical appointments.

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

## **MOTOR VEHICLES**

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

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

Resident juniors and seniors whose parents have given their written permission to the dean of students may keep a motor vehicle on campus or at an off-campus location within the Eau Claire area. Vehicles must be registered with the administration of ILC, which may revoke vehicle permissions at any time.

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

The school does not determine the age of the driver with whom resident students may ride within the Eau Claire area. Parents may place such

restrictions if they wish. Resident students may not ride in cars to out-of-town school sponsored events without parental permission. A form to indicate such restrictions and permissions is provided to parents.

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

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

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

**Campus parking.** Students are reminded to park only in campus parking lots. There will be no parking in the circles north of the Academic Center or in front of Ingram Hall. There is also no parking allowed along the main campus drive except as needed for overflow for special events.

### OVERNIGHT STAYS WITHIN THE EAU CLAIRE AREA

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

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

### PERSONAL APPEARANCE

Scripture does not dictate the particulars of personal appearance beyond its call for genuine modesty in dress. Because of this, there may well be a wide variety of opinions concerning proper attire and personal appearance. Consequently, the final decision in matters of personal appearance here at Immanuel must be made by the faculty.

Keeping in mind the Scriptural principles of modesty and the importance of learning that different situations require different levels of dress, the

following guidelines will be our dress code:

1. Neatness, cleanliness, and modesty in dress are expected at all times.
2. Hair is to be kept clean.
3. Clothing and accessories featuring tobacco or alcohol products, illegal drugs, or commercial bands may not be worn on campus. ILC school athletic uniforms (other than shoes) may not be worn to class.
4. Students are to dress up when attending all public events at which they represent the school.
5. Students are encouraged to wear their best clothes to church services.

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

### POISON IVY AND TICKS

Poison ivy and ticks are prevalent on campus, and students should avoid them. Learn to recognize them. Should a problem arise involving either, the dormitory supervisors can provide advice for proper treatment.

### WEAPONS

Weapons are not permitted on campus (pocket knives with blades less than 3" in length are not considered weapons). Nonresident students are not to bring weapons on campus at any time. If resident students wish to go hunting, they may bring hunting weapons to Eau Claire, but they must arrange for their storage off campus. Hunting is not permitted on campus.

## FIRE PROCEDURES

Know these fire procedures and follow them if there is a fire in the building you are in.

1. **Get out of the building; don't reenter!**
  - feel the door handle if you're in a room
    - if it's hot, don't open the door—go to a window and call for help
    - if it's not hot, open cautiously—check for smoke or fire before exiting the room

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

## EMERGENCY WEATHER PROCEDURES

It is important that everyone be familiar with the emergency tornado procedures. The Eau Claire County sirens sound for thunderstorm and tornado warnings in the areas of Eau Claire County within the expected path of the storm, but *Immanuel's outdoor horn and indoor bells will only sound 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 outside and intermittent ringing of the class bells inside. *When this is heard, take shelter immediately!* NOAA weather radios are monitored in the Academic

Center and North Hall. The responsibility for issuing the alarm belongs to the business office personnel during business hours and to the supervisor of North Hall during nonbusiness hours. In such an emergency, it is important that all know where to go. The following explains where to find shelter in the case of a tornado emergency.

**North Hall.** 1<sup>st</sup> floor occupants take shelter in the bathroom and shower area on the ground floor of North Hall. 2<sup>nd</sup> and 3<sup>rd</sup> 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*. 1<sup>st</sup> and 2<sup>nd</sup> floor occupants take shelter in the hallway area or bathroom on the 1st floor of South Hall. 2<sup>nd</sup> floor occupants proceed down the *north* staircase. The dorm supervisor or RA supervises these areas. Shut all room and stairwell doors.

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

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

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

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

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

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

**Stay until the all clear message is brought to you.** In the event of a weather emergency or drill simulating a tornado emergency, remain in your shelter area until the all clear message is brought to you. The all clear message is sent by a runner when the person monitoring the NOAA radio receives the

all clear from the National Weather Service. When the all clear is received, students are to proceed to the appropriate classroom or study hall area if the warning was sounded during the school day or during evening/early study hall.

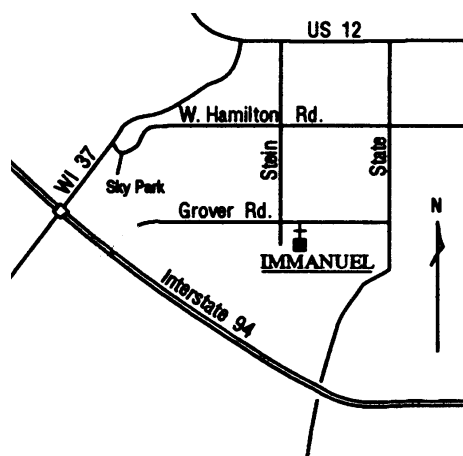
## MAP TO ILC CAMPUS

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

From State Street turn west on Grover Rd.

From Stein Street turn east on Grover Rd.

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



## Alma Mater

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

## High School Fight Song

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

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

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