

**Immanuel
Lutheran
College**

**Student
Handbook**

2011-2012

FOREWORD

Immanuel Lutheran College (ILC) seeks to provide the Christian influence and environment as well as the direct religious instruction that will help you discover and develop your God-given talents and form a God-fearing outlook on life. At Immanuel college students in the Bachelor of Science in Education and Bachelor of Arts in Pre-Theological Studies programs prepare themselves for the Lord's work in the public teaching and preaching ministries. . Students in the Bachelor of Arts in Religious Studies program and the Associate of Arts program prepare themselves for the Lord's work in other careers. We want all of you to graduate as young men or women who have learned to know the Lord Jesus as your Redeemer and Savior, and who are prepared to live to Christ's glory in whatever calling the Lord leads you. We want you to be everything that God intends you to be.

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

We encourage you to establish a program of daily Bible study, for as Paul reminds us in 2 Timothy 3, "The Holy Scriptures . . . are able to make you wise for salvation through faith which is in Christ Jesus," and they are "profitable . . . for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." We pray that the Lord Jesus will be with you during your stay at Immanuel and strengthen your faith. We ask that you would keep your 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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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.

ACADEMIC CALENDAR 2011-2012

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
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 nd 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.

ADMINISTRATION

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
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Payroll/
 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
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FULL-TIME FACULTY

Michael Buck..... 715-834-0125. . 521 Ingram. . . ecmbuck@execpc.com
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PART-TIME FACULTY

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..... laurie@thelaus.com
Daniel Sullivan. 646-388-1716. . . . 400 Ingram Dr., Eau Claire, WI 54701
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Karen Swyter. 715-379-8520
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DORM PARENTS

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STUDENT CONTACT

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

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

ILC ACADEMIC HANDBOOK

ADMINISTRATION

President - Prof. John Pfeiffer
Business Manager - Dr. James Sydow
Registrar - Prof. Ronald Roehl
The above have their offices in The Academic Center
Academic Dean - Prof. John Ude (Office in Ingram Hall)
Dean of Students - Prof. Paul Sullivan (Office in the Commons)

GUIDANCE

Academic Dean

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

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

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

CEPS and CEES advisors

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

The current members are Academic Dean John Ude, advisor to the Juniors; Dean of the Seminary Steven Sippert; Professor Paul Sullivan, advisor to the Freshmen; Professor Paul Schaller, advisor to the Sophomores; and President John Pfeiffer, advisor to the Seniors.

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

The current members are Academic Dean John Ude, Dean of Students Paul Sullivan, and Professors Ross Roehl, Mark Kranz and Joe Lau. The CEES college class advisors are: Freshmen - John Ude; Sophomores - Mark Kranz, Juniors - Joe Lau; and Seniors - Ross Roehl.

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

Class Advisors

During the current school year, the following will serve as class advisors: Prof. Ude – freshmen, Prof. Mark Kranz – sophomores, Prof. Joseph Lau – juniors. Prof. Ross Roehl – seniors.

Class advisors are primarily involved with the activity of the class as a whole. They are expected to be present at every class meeting, and they help guide the class in its functions and activities. The student president of each class is asked to inform the class advisor beforehand of every meeting that he calls.

Classroom Instructors

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

Dean of Students

The dean of students has the specific responsibility for student life on campus. His main concern is your spiritual and physical well-being while at Immanuel. He is always willing to share your personal and spiritual problems and to help you resolve them. Again, don't wait too long if you have such problems, for they can have a serious effect on your academic and social life at ILC.

Although every effort is made to preserve the collegian's privacy, there may be extraordinary circumstances under which the dean of students or another representative of the school, after

administrative consultation, contacts a student's pastor, parents or other immediate family in order to safeguard the student's spiritual, emotional, and physical well-being.

Orientation

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

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

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

SCHOOL DAY

The school day begins at 7:40 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.

CAMPUS FACILITIES

Classrooms

On school days, the Academic Center is open to students from 6:30 a.m. to 7:30 p.m. and Ingram from 6:30 a.m. to 4:30 p.m.

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

Academic Center: Locker doors should be closed with all contents within the locker. At no time should anything be placed on the tops of the lockers. Items may not be left on the floor except from 10:05 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 (note: this is not forbidden in Ingram). Eating food or candy is not permitted in the Academic Center. In Ingram, eating food or candy is not permitted during classes.

Computer Labs

Computer labs are located in the Academic Center. Several computers are also available in the dormitories. A user account has been established for every ILC student, faculty member, and staff member. The workstations are networked and have several application programs, as well as Internet access. The Academic Center computer labs are open to high school students weekdays from 6:30 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 visit Web sites that contain inappropriate or questionable material.
- Do not allow anyone else to log in to or use your network account or Internet access.
- Log out before you leave the labs.
- Do not use an account that was left open by the previous user. Instead, log out and then log back in to your own account.
- 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.

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. There are enough practice instruments available so that every music student will be able to spend at least 45 minutes each day in practice.

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.

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

STUDY HOURS AND COURSE PREPARATION

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

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

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

Research reveals that academic achievement "is often more dependent upon hard work and self-discipline than on innate ability. Developing talent takes effort and concentration" (*What Works*, p. 16).

The academic dean, and the librarian have materials on hand to assist you in developing effective study skills.

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

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

GRADES AND ACADEMIC RECORDS

Registrar

All information regarding grades, grade point averages, test scores, transfer credits, etc. is in the hands of the registrar. Such information may be obtained by arranging an appointment with the registrar according to his posted hours. (The academic dean is also able to provide information on your academic standing.)

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

Grading System

The grading system is as follows:

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

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

A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000 etc.

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

Note: An "I" (Incomplete) must be converted to a letter grade within two calendar weeks after the end of a semester, or it will automatically revert to an "F." Exceptions to this may be allowed by the instructor because of extenuating circumstances. In every case, however, it is the responsibility of the student to initiate the make-up procedure.

Audits

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

Grade Reports

Students and parents may access a student's grades at any time through a web-based grade book program (www.gradebookwizard.com). Username and password information will be emailed to students at the beginning of the school year (and can be supplied by any of the student's teachers). At the end of a quarter, all grades will be entered for Freshmen. Paper copies of the report card will be sent at the conclusion of each semester.

GRADUATION AND GRADUATION HONORS

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

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

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

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

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

ABSENCES AND TARDINESS

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

- 1) The basic premise of the policy regarding absences and tardiness in the college department is the following statement from the ILC catalog: "Students are required to attend all classes on their schedules."
- 2) Faculty members are individually responsible for setting policy, including the recording and dealing with absences and tardiness which occur in their classes. They will provide to each class, at the beginning of the semester, a written statement of the policies for that class relative to absences and tardiness. The statement will also indicate the consequences of unexcused absences and tardiness in the grading process.

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

ACADEMIC HONESTY

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

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

ADDING OR DROPPING SUBJECTS

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

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

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

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

Withdrawal from ILC

A college student contemplating withdrawal from ILC must see the academic dean to secure a withdrawal form. To request proration of financial charges and assure accuracy of student records, the completed form must be returned to the school office.

COCURRICULAR ACTIVITIES

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

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

MISCELLANEOUS

Employment

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

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

Activity Periods

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

Convocations

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

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.

Daily Bulletin

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

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

Announcements to be included in the daily bulletin must be in the hands of the administrative assistants no later than 7:30 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 (usually opening day), each class organizes itself by choosing a president, a vice-president, a secretary-treasurer, and a male and female representative to the Student Council. These two, in addition to the class president, form the representation to the Student Council. Classes make decisions in regard to their own social activities, and they participate in those functions on the campus that are the responsibility of the whole class.

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 college freshmen and 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 AND DRUGS

In Wisconsin, the legal age for the consumption of alcoholic beverages is twenty-one. Consequently, the possession or consumption of alcoholic beverages by students under the age of twenty-one is forbidden, as is also the providing of alcoholic beverages to anyone under the age of twenty-one.

Alcoholic beverages may not be brought on campus or consumed on campus by anyone, not even by those who are of legal drinking age.

The possession and/or use of illegal drugs is forbidden.

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.

DATING

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

keeping with the Sixth Commandment. Pray for guidance and strength.
Therefore, we require that physical display of affection by students not

appear to be sensual or sexual and be limited to contact such as hand holding.

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

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

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

All dormitories are closed during Thanksgiving, Christmas, and spring breaks, and Easter holidays. The dormitories close at 6:00 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.

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

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

ENTERTAINMENT

In the area of entertainment, students will want to follow God's word as fruit of their faith. Christian judgment is needed in order to make choices and decisions that are consistent with our Christian confession. Please review with respect both to content and legality the music, movies, and games you 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 take incendiary devices (e.g., matches, lighters, etc.) to the lower campus. Decorative candles may be kept in dormitories only if they have never been lit. Only power strips with circuit breakers may be used as extension cords. You must report to staff or faculty any fire which is not under the control or direction of staff or faculty.

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.

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 women on the ground floor of South Hall. There is a lounge for men on the 1st floor of North Hall.

The lounge in the Commons is open during these times:

Monday through Thursday	7:30 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.

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.

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 and Visitors</u>
Breakfast	\$3.00
Dinner	\$4.00
Supper	\$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 7:30 a.m. - 8:00 a.m. SUN
Dinner	11:45 a.m. - 12:20 p.m.	11:45 p.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.

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.

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.

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

Campus parking. Students are reminded to park only in campus parking lots. 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.

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 supervisors 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.

TOBACCO

We discourage the use of tobacco products by our students. The use of tobacco products (smoking or smokeless) on campus or at off campus school-sponsored events by those of legal age is forbidden.

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.

FIELD HOUSE REGULATIONS

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.

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. 1st floor occupants take shelter in the bathroom and shower area on the ground floor of North Hall. 2nd and 3rd floor occupants proceed down the *east* stairwell and take shelter in the hallway area on

the ground floor of North Hall. The dorm supervisor or RA supervises these areas. Shut all room and stairwell doors.

South Hall. Basement level occupants take shelter in the hallway area on the basement level of South Hall *next to rooms 2 and 4 only*. 1st and 2nd floor occupants take shelter in the hallway area or bathroom on the 1st floor of South Hall. 2nd floor occupants proceed down the *north* staircase. The dorm supervisor or RA supervises these areas. Shut all room and stairwell doors.

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

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

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

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

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

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

Stay until the all clear message is brought to you. In the event of a weather emergency or drill simulating a tornado emergency, remain in your shelter area until the all clear message is brought to you. The all clear message is sent by a runner when the person monitoring the NOAA radio receives the all clear from the National Weather Service. When the all clear is received, students are to proceed to the appropriate classroom or study hall area if the warning was sounded during the school day or during evening/early study hall.

MAP

