



STUDENT HANDBOOK



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CHAPTER ONE

ACADEMICS

ACADEMIC DEAN: CHRIS DARLAND

REGISTRAR: CHUCK SMITH

It is the desire of Ethnos360 Bible Institute's academic program to provide excellent classes promoting life transformation. The various components of our program have been orchestrated to allow the student to respond to God's leading in their life and find the abundant life that Christ promised.

ATTENDANCE POLICY

ATTENDANCE

Students are expected to attend all classes in which they are enrolled for credit. Two (2) absences per credit hour are allowed in any course. If this number of absences is exceeded, and any of them are unexcused, 10 points will be deducted from the final grade. In addition, if more than one-third of the class is missed, even if all absences have been excused, credit may still be lost unless special arrangements have been made with the Dean of Education.

It is the student's responsibility to keep track of absences and see the Registrar for counsel regarding attendance. The record of attendance can be found in Populi.

ATTENDANCE FOR AUDIT

If a student chooses to audit a class, they are expected to attend class and their attendance will be tracked according to the same attendance policy as classes taken for credit.

If the allowed absences are exceeded, the audited course will be removed from the student's transcript.

ATTENDANCE FOR MOTHERS

Absences for mothers who care for sick children at home will be considered excused. However, these absences can be deleted from the attendance record if the mother listens to the audio archive. Helping in childcare is also considered an excused absence and can be deleted once the mother listens to

the sound file. It is the student's responsibility to message the Registrar the reason for the absence and whether she has listened to the recording of that class.

If a student is expecting a baby during the semester, she should communicate with the Dean of Education prior to delivery to determine her class schedule.

ATTENDANCE AND ABSENCES

- It is the student's responsibility to mark themselves present using the Populi app on their smart phone or other Bluetooth compatible. After a grace period, forgetting to take attendance will result in a tardy for that class.
- At the end of each day, Populi will process all attendance records, update the EBI Student app accordingly, and generate a Teams chat to any student who had an absence or tardy for that day. It is the student's responsibility to reconcile any absences using the Student app.
- Absences and tardies will be recorded as unexcused and remain as such unless a reason is submitted and deemed valid by the Education office. All valid absences/tardies will be changed to excused. Students have three (3) days to reconcile any attendance issues before the attendance is considered final.
- In the event that a student realizes they have an FN (failure for non-attendance) in a course due to failing to reconcile their attendance within the allotted time, they should go to the Ed Office. Their attendance will be updated accordingly, but their final grade in the course will be reduced by 10 points. It is the student's responsibility to keep track of their attendance.
- All absences, whether excused or unexcused, count toward the allowable number of absences.
- Three unexcused tardies in the same class equals one unexcused absence.
- In the event that a student is not able to attend class due to a valid medical or unavoidable reason (i.e. family crisis, etc.), there are class recordings available through Populi. The student is encouraged to listen to the recording of any class missed to help them keep up with the content. Listening to audio files does not replace the student's required presence in the classroom nor does it delete the absence from their attendance record.
- If a student knows that they will be absent due to a planned event

(wedding, etc.), they should communicate with the Dean of Education prior to the absence to find out whether or not the absence will be excused. Do not assume either way. If the absence is excused, arrangements should be made with the teacher as to how they want to handle homework, exams and/or classroom material due on those days.

CHAPEL/SPECIAL MEETINGS

Chapel is a time for the student body to gather as a whole for praise and worship, to hear from missionaries on home assignment, or be challenged from God's Word outside the classroom atmosphere. Chapel is held daily and is required for all full-time resident and off-campus students. The chapel schedule is posted in Teams and on the main bulletin boards on the first floor. If absences in non-credit courses (chapel, Day of Prayer, Special Emphasis, Missions Emphasis) exceed a total of 10, the student will be referred to the Dean of Education. It is the student's responsibility to monitor how many absences he or she has accumulated.

HOMEWORK

ON TIME ASSIGNMENTS

Credit will be given for all homework completed and turned in on time.

Assignments are due as indicated on the course syllabus and Populi. If there is a discrepancy, we will default to the due dates in Populi. A teacher may make changes to due dates by notifying students in a timely manner.

Before working ahead, it is the student's responsibility to communicate with the teacher regarding any special instructions they may have.

LATE ASSIGNMENTS

Work submitted late will be accepted for partial credit for three (3) days after the assignment is due. Work will not ordinarily be accepted after three (3) days.

If work is late because of an excused absence, the student typically has three (3) days from the time they return to class to make up missed assignments, quizzes, or exams for full credit. The student should check with the respective teacher for variance in this policy. If the student is past the three-day limit, they are still encouraged to take any exams for partial credit.

It is the student's responsibility to communicate with the teacher regarding missed or late assignments.

PAPER FORMATTING

Turabian format is to be used for all written work. Whenever a source is used, its use must be documented according to Turabian guidelines. Research papers must include a bibliography written according to Turabian guidelines.

STATEMENT ON CHEATING

Cheating includes but is not limited to:

- Doing homework as a group when the teacher has not indicated that this is appropriate.
- Plagiarism: copying answers from a textbook, internet, fellow student, etc., and claiming (by not citing) that it is your own.

It is the desire of the teacher that the student does their own work, their own thinking, and their own research.

Cheating may result in loss of credit for the assignment, loss of credit for the course, and is grounds for dismissal.

EXAMS, QUIZZES, ETC.

Work done in class (exams, quizzes, etc.) may be made up only if the student was absent from class for an excused reason. Follow the same procedure for turning in a late assignment.

GRADING SYSTEM

Letter Grade	Number Range	GPA	Description
A	94-100	4.0	Superior
A-	90-93	3.7	Excellent
B+	87-89	3.3	Good
B	84-86	3.0	Good
B-	80-83	2.7	Good
C+	77-79	2.3	Average
C	74-76	2.0	Average
C-	70-73	1.7	Below Average
D+	67-69	1.3	Below Average
D	64-66	1.0	Below Average
D-	60-63	.7	Below Average
F	0-59	0	Failing

An “X” grade will be given for a course that has been retaken. An “X” indicates that the course completed in a previous semester was retaken later resulting in a higher grade. The “X” designates that the past grade no longer

has any bearing on a student's standing or GPA.

APPEALING A GRADE

If a student feels a grade received was not accurate or fair, or if they have any questions about a grade received, they should see the teacher involved within three (3) business days of receiving the grade. The Education Department is willing to discuss the situation with the student and desires to be accurate and fair. In case of a dispute about a grade for a course, the student should keep all homework assignments, quizzes and exams until they have received a final grade for the course.

NOTIFICATION OF GRADES

Grades are posted on Populi once a course has been finalized. If a student has any questions concerning a course grade, they should communicate with the teacher as soon as possible.

COURSE REQUIREMENTS

Students enrolled in the Bible Studies program are required to take all core classes (60 credits) plus 4 elective credits (approximately 1 credit per semester).

Mothers with children at home who are not enrolled in the full Biblical Studies program are allowed to take a reduced course load as indicated on the semester schedule. These courses are subject to change. See the Dean of Education for more information.

REQUIRED ELECTRONIC DEVICES

All students are required to have a laptop (Windows or Mac, no Chromebooks) and a hand-held device with Bluetooth capabilities (smart phone, tablet, etc.).

ELECTIVES AND COURSE CHANGES

The Registrar will automatically enroll students in the core classes. It is the student's responsibility to register for electives in Populi and ensure that they have taken the required number of elective credits for the diploma.

The student may attend the first class of an elective before deciding to:

Register for the class;

Drop the class if they've already registered;

Change enrollment from registered to audit; or

Change enrollment from audit to registered

The above changes may be made by the student in Populi until 11:59pm the day the elective begins. Any changes after that must be made by the Registrar and a fee of \$10.00 will be charged to the student's account. Any questions regarding course changes should be directed to the Registrar.

COURSES THAT ARE DROPPED RECEIVE THE FOLLOWING DESIGNATIONS:

# of Credit	Before Class #	Designation
1 credit hour	7	Withdrew Passing or Withdrew Failing
2 credit hours	13	
3 credit hours	19	
4 credit hours	25	
Check the course syllabus to find the corresponding dates.		

If the student withdraws before the halfway point of a class, a "WF" (withdrew failing) or a "WP" (withdrew passing) will be placed on the student's transcript. The student's GPA will not be affected by dropping a course within the designated time frame. Dropping a course after the number of classes listed will result in an "F" which will affect the GPA.

CLASS RECORDINGS

All class lectures are recorded as MP3s and are available on Populi. Please do not distribute the recordings without prior permission from EBI and the individual teacher.

TRANSFER CREDITS

TO EBI

Transfer may be accepted for Bible credits earned at institutions of higher education that are comparable in content and credit to those offered at EBI. An official transcript must be presented to the Registrar for transfer approval. Courses that do not meet the requirements for EBI's core curriculum may still be accepted as electives. (No more than 4 credits.)

FROM EBI

Many Christian colleges and universities accept EBI credits. The number of transferable credits depends on the student's planned course of study. The decision to grant credits is at the discretion of the school to which the student transfers. For a list of schools that accept transfer credits from EBI, please see the EBI website under Academics/Accreditation & Academic Policies.

(<https://e360bible.org/academics/accreditation-and-credit-transfer/>)

ETHNOS360 INTERFACE ALUMNI

Four (4) credits will be awarded to Interface alumni upon providing a letter of completion from Ethnos360. It is the student's responsibility to notify the Registrar in order to receive credit.

TRANSCRIPTS

Transcripts are available upon request through the EBI website. (See "Request Transcript" on the home page.) A fee of \$10.00 per copy is collected at the time of the request.

ACADEMIC REVIEW

Each student's academic progress is reviewed periodically. Students with a GPA lower than 2.00 may be placed on academic probation. If sufficient improvement is not seen during the following semester, the student may be asked to step out of school. The student may reapply the following academic year.

GRADUATION REQUIREMENTS

All students who qualify to receive either the diploma or certificate are eligible to participate in the graduation ceremony.

REQUIREMENTS FOR A DIPLOMA IN BIBLICAL STUDIES

- Satisfactory completion of the 60 core class credit hours plus 4 elective credits. (64 credits total)
- A minimum GPA of 2.00.
- Satisfactory completion of co-curricular requirements.

REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE IN BIBLICAL STUDIES

- Satisfactory completion of 60 core credits, 4 elective credits, and transfer of 3 credits of mathematics from another institution of higher learning. (67 credits total)
- A minimum GPA of 2.00.
- Satisfactory completion of co-curricular requirements.

REQUIREMENTS FOR THE CERTIFICATE IN BIBLICAL STUDIES

- Satisfactory completion of 30 credit hours of EBI course work. (Transfer credits do not apply to the credit hour requirement.)
- A minimum GPA of 2.00.
- Satisfactory completion of co-curricular requirements.

Note: The diploma, degree, or certificate will not be issued if the student is financially indebted to EBI.

CLASSROOM CODE OF CONDUCT

Students are expected to arrive to class or chapel:

Prior to the official start of class

Dressed appropriate to the setting (See classroom dress code below)

Properly prepared with the right notebooks or material for note taking

It is expected that once students are seated in the classroom or auditorium for chapel:

They will promptly mark their attendance using the Populi app.

They will use electronic devices for class related purposes only.

They will remain in their seats for the duration of the class period, except for unusual health circumstances.

They will give attention to what is being taught.

They will not be a distraction or disturbance to other students.

They will not assume postures or act in a manner that would be a distraction to others.

They will give respect to the instructor and other students regardless of whether they agree with what is being said or taught.

They will refrain from bringing food into the classroom or chapel and only use covered containers for drinks.

They will refrain from packing materials and notes until the teacher dismisses the class.

They will not alter or rearrange classroom equipment, seating, tables, etc. without prior permission.

They will respect classroom and chapel furniture by using them for their intended purposes only. (No sitting on tables, standing on chairs, etc.)

They will not touch any electronic equipment (computers and sound systems) without prior permission.

CLASSROOM DRESS CODE

Our desire is to create a comfortable yet professional learning environment with minimal distractions. Students are encouraged to maintain their personal hygiene and present themselves well for class. Although modesty and style can seem subjective, we are asking students to adhere to the following parameters:

- Guys: No athletic pants, athletic shorts, or sleeveless shirts.
- Ladies: No athletic shorts or yoga/athletic pants. No exposed midriffs, low-cut shirts. Nothing excessively tight or short.
- For all students, footwear is required in all public areas.

OUTSIDE OF CLASS TIME

Classrooms are available outside of normal class time for study use. Students are expected to refrain from using any school electronic equipment or from rearranging tables and chairs from their original positions.

VISITORS

Students may not invite guests to sit in on classes without prior permission from the teacher. Permission should be obtained at least one day prior to the class.

Students will ask their guests to refrain from asking questions during class or participating in group discussions. They may speak with the teacher after class or schedule a time to meet with the teacher later in the day.

ACADEMIC INTEGRITY

EBI intends to promote an academic environment in which students can grow in their knowledge of the Word while reflecting God's character being developed within them. Academic integrity is typically defined by what it is not (i.e., cheating, plagiarism, etc.), but it is also important to define what academic integrity is.

Academic integrity is characterized by the following:

A student's best effort has been given, as working unto the Lord.

The student has made every effort to follow the instructions.

The student has asked for clarification and followed the spirit of the instructions when they seem in conflict with the letter of the instructions.

The work represents the original thoughts and efforts of the students, and proper citation or credit has been given for the work of others. (See the following section on plagiarism and Appendix A for further clarification.)

The student has submitted to and followed the directions and guidelines on

the assignment or test.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements which govern the access to and release of educational records and the right of students to inspect and review their records. FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by EBI in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff.

In accordance with the regulations of FERPA, EBI has adopted the following policy: Students have four primary rights under FERPA:

the right to inspect and review the student's education records;

the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;

the right to provide written consent before EBI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and

the right to file a complaint with the U.S. Department of Education concerning alleged failures by EBI to comply with the requirements of FERPA.

STUDENT GRIEVANCES

It is the aim of the faculty, staff, and administration of Ethnos360 Bible Institute to continuously improve the curricular and co-curricular program for our students. In addition, it is our desire that the community environment be conducive to student's academic and personal growth. Therefore, input from students is encouraged.

Students who have a specific concern or complaint regarding their experience as a student at EBI are encouraged to use the "Student Grievance Form" to seek to resolve the issue. Grievances that will be addressed through this grievance process include issues related to student safety, interpersonal conflict or behavioral issues, classroom procedures, and/or adverse department decisions. This Student Grievance process does not cover grade complaints, which are addressed under "Appealing a Grade" in the Academics section.

The “Student Grievance Form” may be completed and submitted on Teams. Once submitted, the Student Grievance Form will be received by the Dean of Students and Academic Dean to determine the best course of action to address the grievance. The report submitted will be held confidential to the extent possible. Grievance information may be shared with EBI officials in order to conduct a thorough investigation. As appropriate to the grievance reported, the Dean of Students and Academic Dean may forward the report to the appropriate department head.

The Student will receive a response from the Dean of Students and Academic Dean within two weeks of the date the form is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance.

A student may file an appeal within 48 hours of notification of the final outcome. The appeal must be received by the Dean of Students and Academic Dean in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal. The appeal will be considered by the EBI Leadership Team and a final outcome communicated within two weeks unless otherwise notified.

Student Life also accepts anonymous reports of grievances and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible (similar to that requested in the online form). To assure anonymity, please type the information, print and submit to the Student Life office via campus mail. The Dean of Students may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation.

Any questions related to the completion or use of the “Student Grievance Form” should be directed to the Dean of Students or the Academic Dean.

CHAPTER TWO

BUSINESS & FINANCE OFFICES

FINANCE DIRECTOR: TODD NELSON
FINANCE MANAGER: DEAN MUNDY

FINANCIAL POLICIES

ROOM DEPOSIT

A \$100.00 room deposit was due prior to your arrival on campus. Room deposits are refundable after graduation or withdrawal from school if the deans approve the refund after the final room inspection.

FEES

EBI charges semester fees in full at the beginning of each semester. For resident students, semester fees include the following: Tuition, housing, meals (single students only), laundry, facility, registration (non-refundable), Logos (non-refundable after first block), tech fees and student accident insurance (non-refundable). Commuting students should consult with the finance office for their specific fee breakdown.

An initial down payment of approximately 60% of the semester fees is due on the first of the month prior to the start of a semester (Aug. 1 and Jan. 1). The remaining semester balance may be paid in 4 equal installments of \$625. See the school website or call the finance office for specific down payment amounts required before the start of school.

The following fees or charges are not included in the basic semester fee and are charged to your account when applicable:

Parking fee per vehicle per semester: \$65

Mattress cover fee - \$25

M-F lunch meal plan per semester (married & commuter): \$605

Transcript fee: \$10

Course change fee: \$10

Other misc. charges (i.e., garage, copies)

Non-refundable charges to replace lost or unreturned items:

Fob: \$10.00

Key: \$25.00

Parking Tag: \$10.00

Please refer to the Semester Fee Chart (available in the finance office) for the full payment schedule or online at:

www.e360bible.org/apply/enrollment-costs/

SCHOOL BILL/INDEBTEDNESS

Monthly installment payments are due the first of every month.

Around the fifth of each month a 3% late fee may be assessed on unpaid balances that exceed the scheduled remaining balance. To avoid late fees, you must communicate with the Finance Office explaining why you are unable to make your payment.

At that time, you may be required to provide a plan detailing how and when you plan to catch up on your payments.

The finance director manager is available for financial counsel and guidance.

Students who are \$250 or more behind on their payments may be placed on financial probation. Financial probation will prevent you from participating in certain school activities. In some drastic cases your Populi account may be locked.

Students who are more than \$475 behind on their payments are subject to dismissal.

Transcripts will not be issued if a student has any outstanding debt with the school.

Students must have the balance of their school account paid in full before the final distribution of grades and the issuing of diplomas.

FINANCIAL TRANSACTIONS

Payments for your school bill can be made any time in a variety of ways:

US check, cash or money order. Any check payable to you (personal or paycheck) may be endorsed by you and applied to your account. All such payments should be placed in an envelope and deposited in the slot in the finance office door.

Credit/debit cards (Visa and MasterCard) can only be used on the EBI website (www.e360bible.org/student-payments). There is a 3% charge for credit card payments to cover bank charges to EBI.

Wire transfers. Please contact the finance office for the proper procedure for wire transfers. Any fees for wire transfers incurred by the school will be passed on to the student.

Canadian checks payable through a US bank and in US funds are acceptable for payment of your school bill.

At times, Canadian students may have funds sent to the school from Canadian churches or other organizations payable through Canadian banks. With such payments, actual funds applied to your account are subject to the applicable currency exchange rate at the time the check is processed by the bank.

CASHING CHECKS

We cannot cash checks for you. If you need a check cashed, we can stamp the check which will allow you to cash it at a Waukesha State Bank location.

NSF checks: Please note that any check returned by the bank for non-sufficient funds (NSF) will be charged to your school account. We will also charge your account for any bank fee we incur for any NSF check.

LOST AND FOUND

The lost and found closet is located on the ground floor (room B62). Most items can be found there. Any valuables (money, jewelry, electronics, etc.) that are found will be kept in the Finance Office safe until claimed. These will be held for at least one month before being disposed of.

EMPLOYMENT

We ask that students work no more than 25 hours per week. Please communicate with your respective dean to discuss exceptions.

Employers needing to hire students often contact the school. Job postings can be found on Teams.

If employment requires you to be gone overnight or past curfew, please communicate this with your dean.

FOREIGN STUDENTS

As a general policy, INS does not permit foreign students to work in the US. It is possible that you may be eligible to work for EBI while your status here is an active student. If you are interested in any employment opportunities that may be available at the school, please see the Business Manager Director.

You are required to use an I-20 form to enter and leave the U.S. Make sure that all your documents are current, in order and properly signed, where required. Any questions regarding immigration should be addressed to the Education Office.

INSURANCE

The State of Wisconsin requires that, if you own and operate a vehicle in the State of Wisconsin, your automobile insurance coverage meet statutory minimums. Uninsured vehicles are not allowed to be driven in the State of Wisconsin. If you are not a resident of the State of Wisconsin, you are advised to consult your insurance provider to verify that your insurance meets or exceeds the coverage minimums required by Wisconsin state law.

EBI does not provide coverage for your personal property. It is recommended that you consult your insurance provider to verify coverage, if any, that you have for your personal items. If you do not have coverage for your personal property, EBI recommends that you secure a renter's insurance policy.

RENT DURING BREAKS

If you remain on campus during Christmas or summer breaks, you will be charged a daily rent fee. Current nightly rent over breaks is \$10 for single students and \$15 for married students. Please check with the Finance Office for any updates to these daily rent charges.

STUDENT ACCIDENT INSURANCE (SAI)

Except for international students (non-US residents), coverage is mandatory for all registered students with 7 or more credits in a school year.

Coverage is optional for a student's spouse who is not registered as a student and may be purchased, if so desired, for an additional cost.

Coverage can also be purchased for your unmarried children under the age of 19 who live with you.

Coverage is mandatory for all commuters with 7 or more credits in a year.

An accident means "a sudden, unexpected and unintended event which is identifiable and caused solely by an external physical force resulting in injury to an insured person.

Accident does not include a loss due to or contributed to by disease or Sickness.

EBI will assist students in processing claims with the student accident insurance provider.

EMERGENCY AND NON-EMERGENCY ACCIDENTAL INJURIES

For all emergency situations (accidents that may cause loss of life or permanent or severe disability if not treated immediately) go directly to the

nearest emergency room, if you experience any of the following:

Severe injury

Severe abdominal pain following an injury.

Uncontrollable bleeding

Confusion or loss of consciousness, especially after a head injury.

Serious burns, cuts or infections

Seizures or paralysis

Broken bones (can be seen at an Urgent Care facility if one is open)

For Urgent Care situations (non-emergency accidental injuries): Go to an Urgent Care Center (not equipped for emergency situations, see above).

Examples of conditions that require urgent care:

Skin abrasions

Sprains (minor breaks)

Sores and blisters

Animal bites

Minor burns

If you are injured or have an accident, immediately seek appropriate medical attention. Have all your insurance information with you, including your Student Accident ID card, to give to the health care provider(s).

If you have an accident before you receive your Student Accident ID card, still seek the appropriate medical attention and inform the medical provider that you have a student accident policy with Ethnos360 Bible Institute and that they can verify coverage with the Business or Finance Office the next business day.

As soon as possible, inform your dean of your accidental injury and/or medical treatment, and come to the Business Office to fill out and submit a claim form. A claim for your injury cannot be submitted to the insurance company unless and until you complete a "student accident claim form."

Turn in any paperwork you may have received from the medical provider you consulted. Failure to report your claim to the insurance company in a timely manner may result in a denial of coverage.

Even if you choose to not seek medical treatment for an accident, it is highly recommended that you come to the Business Office and fill out an accident report. Failure to do so may result in a denial of coverage from the student accident insurance provider for medical expenses you incur in the future as a result of injuries from this accident.

A list of urgent care facilities is provided in the Appendix section of this handbook.

Coverage Highlights

Must seek treatment as soon as possible.

Deductible: \$100 per cause.

Aggregate maximum of covered Medical Expenses: \$25,000.

Expenses incurred within 52 weeks after the date of the accident.

INSURANCE FOR INTERNATIONAL STUDENTS

International students (non-US residents) enrolled at Ethnos360 Bible Institute are required to purchase and maintain Traveler's Medical Insurance for themselves, and their family, if married, to cover any medical expenses they incur while in the United States. Canadian students with dual citizenship will also be required to purchase Traveler's Medical Insurance if their only source for medical coverage is the Canadian health care system.

Traveler's Medical Insurance must be purchased, and documentation provided to Ethnos360 Bible Institute prior to arrival for school. Because of this requirement, international students will not be enrolled in or charged for Student Accident Insurance (SAI)

VETERANS

The V.A. requires 18 clock hours per week. These do not all have to be academic credits. These requirements are met with 12 credits and all chapels each week. If the student fails to meet these requirements, it may result in a reduction of benefits. See the Registrar to start your benefits.

The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy follows the requirements of 38 CFR 21.4255.

CHAPTER THREE

CAMPUS FACILITIES AND SERVICES

CAR WASHING

You may wash your car in the space between the carpenter shop and the main garage during the warm weather at any time during the day.

You must provide your own cleaning materials.

CHILD CARE

ANDREA JACK

EBI Childcare is organized to help provide childcare for student families with young children and staff who serve in ministry at EBI. It is available for children up to 4 years of age at the start of the fall semester. Student moms with children utilizing EBI childcare will be expected to contribute supplies towards the program and help within childcare on a limited basis as a sub. Background checks will need to be completed for each mom before the semester begins.

Childcare is offered mornings only, but not for the 8am class. Childcare availability is only guaranteed when both parents are enrolled in-person and for credit. Please contact the Childcare Coordinator directly regarding other enrollment situations.

CLASSROOMS

CHRIS DARLAND

USAGE

Classrooms are available for study use. They are not to be used for entertainment or watching movies. Students are expected to refrain from moving tables and chairs from their normal classroom positions.

Do not leave personal items in the classrooms after class time.

Classroom electronic equipment is not for personal use.

Hours of classroom use are from 6am – 12midnight.

Please be mindful of those who need to do their campus ministry in the classrooms.

FOOD SERVICE

CHRIS AND LORI HART

DINING HALL MEAL TIMES

Breakfast	
Monday – Friday	7:15 a.m. – 7:35 a.m.
Saturday Brunch	10:00 a.m. – 10:30 a.m.
Sunday	8:00 a.m – 8:30 a.m.
Lunch	
Monday – Friday	12:00pm – 1:00pm
Sunday	12:15 p.m. – 1:00 p.m.
Supper	
Monday – Friday	5:15 p.m. – 5:45 p.m.
Saturday and Sunday	5:00 p.m. – 5:30 p.m.

MEALS

Missing Meals

If you are part of a large group that is planning to skip a meal (for reasons such as a dorm event), please contact the kitchen as soon as possible, at least one day in advance.

Sack Lunches

Sack lunches are available for those whose work schedule does not allow them to be here during normal mealtime hours.

To receive a sack lunch, sign up on the EBI App the day before you need the sack lunch. For Saturday and Sunday, sign up by 6:00 a.m. on Friday.

Lunches, sodas, and sandwich condiments are kept in the reach-in refrigerator next to the ice machine.

KITCHEN ETIQUETTE

Kitchenware is not to leave the first floor.

Please do not leave food in the dining hall or first floor lounge.

BEVERAGES

The ice machine is not available for personal use.

BEVERAGE BAR

Juice is available during breakfast and brunch only.

The milk machine and coffee are available during meals only.

The soda machine is available during meals and morning class hours.

Filtered water, teas, and hot chocolate are always available.

GUESTS

If you would like to have a guest eat with you:

Sign guests up on the ‘SIGN UP FOR MEALS’ clipboard located at the kitchen hall entrance at least 24 hours in advance.

If at the last minute you need to sign someone up please follow the same procedure as above but notify the kitchen as well.

Your account will be charged for your guest charges. If your guest would like to pay for their meals, they may do so in the Finance Office.

MAIL

The post office does not deliver mail to the school address. It is held at the post office and collected by designated EBI staff every morning at 7:30 am (Monday-Friday). Mail will be put in your student mailboxes by 10 am each weekday. Because mail is picked up early anything that arrives at the post office during the day will be picked up the next morning. Do not go to the post office for your package.

Large packages will be put in the locked parcel bins and a key will be placed in your mailbox. If a package is too large for the locked parcel bins, a note will be put in your mailbox to pick up the package from someone in the Ed Office.

Packages from UPS, FedEx, and Amazon are delivered to the school during the day. The receptionist will distribute as noted above.

When mailing letters and packages, it is extremely important to use your first and last name in the return “field”. Do not use a nickname! In case it gets returned to us, this helps us in knowing who to give it back to. Also, be sure to use correct postage when sending letters and packages.

When receiving letters and packages, be sure the sender uses your first and last name as well. There may be two or more students with the same name or similar initials so using your proper name will be beneficial to the mail person.

When sending mail through the campus mail slot to other students or staff, please use their full name. This will help in delivering it to the correct “Emily” or “David” or “Brown” or “Smith”. Do not use nicknames!

Your mailbox number and combination will be given to you when you arrive.

GARAGE

WYATT PERSON

VEHICLE MAINTENANCE

Garage #5 is available for students to work on their cars. It is available daily after classes until 10:00pm. Use the calendar on ground floor outside of the plumbing shop to reserve a time slot. Please follow the instructions below which are also posted in the garage. If you have any questions, see Wyatt Person.

Safety – Use jack stands

Changing coolant is NOT ALLOWED

No vehicles overnight

Close all doors when leaving and turn off lights

Clean up after each use

Failure to abide by the above or other posted instructions may incur fees / fines starting at \$25.

INFORMATION TECHNOLOGY

PAUL STEVENS

INTERNET USAGE

EBI has wireless internet throughout the campus. To connect to the Student Network, you will need the current password. Your use of the Student Network constitutes your acceptance of the Acceptable Use Policy which can be found in Microsoft Teams.

CONTENT FILTER

EBI uses Cisco Umbrella to filter internet traffic. Even though we've worked hard to get it right, we know that there are still some sites that may be blocked that you need access to. If you are blocked from a website that you feel you should have access to, please contact the IT department.

EMAIL ACCOUNTS

All students are given an email address to use for the duration of your time at EBI. The school will communicate with you at this email address. Please make sure to check it regularly.

You can access your email on the web at: office.com or by installing the

Microsoft Outlook app on your computer or mobile device. Type in your EBI username (FirstName_LastName@e360bible.org) and password. If you have any questions or problems, please contact the IT Department.

MICROSOFT TEAMS

EBI uses Microsoft Teams for much of the communication between staff and students. Please check it regularly at office.com. Teams also offers an app that can be installed on most phones and computers. Log into this service with your student email and password.

OFFICE 365 ONLINE

As a student at EBI you have access to use Microsoft Office applications (Word, Excel, PowerPoint, Outlook). To access these applications, sign in with your email account at: office.com, and choose your application on the left, or download all Office applications by clicking the “Install Office” button at the top right.

With your Office 365 subscription you get 1TB of online cloud storage through Microsoft OneDrive. You can use this for all of your EBI documents, notes, etc. When you leave EBI, you should download all of your online storage to your personal computer as it will be deleted from the cloud.

ATTENDANCE

EBI uses an app called Populi to record attendance for each class. This app must be installed on your phone with Bluetooth capabilities from the iOS or Google Play Store in order to check into class each day. When logging in, you should enter “e360bible” as the school name and then use your student email and password.

CLASSROOM RECORDINGS

You can access recordings of each class by downloading the mp3 from the “Links” section of the corresponding Populi page.

STUDENT APP

You can access the EBI Student App by either downloading Microsoft PowerApps from the iOS or Google Play Store, or you can find it in your class Team under the General Channel. The Student app is where you will handle all attendance discrepancies, as well as find valuable information such as Emergency Info, and other features depending on that semester’s needs.

LAUNDRY

TODD DUSTON

Laundry facilities are provided free of charge for on-campus students. Keep in mind that the whole school uses the laundry facilities in the main building. There are separate laundry areas in the apartment buildings where married students live. Please be considerate and follow these guidelines:

Please remove your clothes from the machines promptly. Set a timer if you need to.

If someone has left clothes in the washer, you may remove them, but do not put them in the dryers. Feel free to remove clothes left in the dryers as well.

Please check the lint filter screens in the dryers before and after you use them.

If you have items that need to be air-dried, take them to your room to dry. Please use a drying rack to keep wet clothes off the wooden furniture.

Laundry carts are few, so please return them promptly.

Articles left in the laundry room will be placed in Lost and Found.

EBI is not responsible for lost, stolen, damaged, or discarded items.

LIBRARY

GINA TEMPLETON

The main purpose of the EBI Library is to meet the educational needs of the students and staff. That means that we will do our best to have the books and materials needed for research and study. We strive to stay updated and to have the textbooks that are needed for each semester. There are also Bible study materials, fiction, and DVDs available to check out as well.

The library has two floors, the main level has books that are available for checkout and a small study table for students and staff to use while enrolled at Ethnos360. The upstairs level has reference books that are NOT available for checkout and a large study area for meetings and study. There is a small area for children upstairs, so that students with kids are welcome to come and study here as well.

The library will be open M-F from 9-12. Library hours are flexible in the evenings depending on the times that the campus ministry students are available to work. At the beginning of every semester we will post new hours.

The current library database is digitized and synched with the Populi. The checkout time for books is 3 weeks. There is a \$0.25/day fee for overdue books.

The library has a printer/copier/scanner available for use. This may only be used during library hours.

LOBBY AND LOUNGES

TODD NELSON

There should be no eating or drinking in the main lobby.

The main lobby should not be used as a social or study area during business hours (Monday-Friday, 8 AM – 6 PM).

No loading or unloading through the front lobby. All bikes, sleds, carts, etc. should be taken in and out of the building through the back entrances.

To reserve the first-floor lounge first confirm it's availability through Chris Hart then request the reservation through the calendar system.

To reserve the ground lounge for a special event, contact Bianca Hewitt. To reserve one of the lounges in the dorm areas, communicate with your respective dean.

Children under 16 should not be in these areas unless accompanied by their parent.

PARKING

SUE NELSON

Student cars must be registered with EBI after you arrive on campus. You will need to provide the Business Office your vehicle year, make and license plate number, as well as your phone number. Your vehicle will be assigned a specific parking lot for your vehicle, only park in that lot. Your parking permit must be displayed on your rear-view mirror with permit number facing out. Permits must be turned in at the end of the school year, even if you will be returning in the fall.

PARKING FINES

Parking in an unauthorized area or parking lot - \$45.00

Note: It is illegal to park on the street overnight unless you have a permit from the city. You could be fined by the police.

INSURANCE

The State of Wisconsin requires that the minimum automobile insurance coverage be carried. Uninsured vehicles are not to be driven.

BUYING AND SELLING VEHICLES

If you buy or sell a car during the semester, please notify both the Business Office and the Security Office, so we can adjust your parking charge and update your automobile information.

RESERVING FACILITIES

TODD NELSON

If you desire to reserve any of the EBI facilities (such as the lounge, the gymnasium, one of the classrooms or the chapel) for a personal event, permission should be obtained as follows:

- o The Resthaven lounge and gym – Bianca Hewitt (Student Life)
- o Classrooms – Chris Darland or Esther Huber (Education)
- o The chapel – Brett Gordon

SAFETY & SECURITY

JOEY COGLIANO

FIRE DRILLS

Fire drills will be done each semester at random times during the day, prescheduled by the Security Management Team (SMT). Any time the fire alarm goes off it means the system has noticed a dangerous condition. Old buildings like ours can be consumed quickly so don't ignore the alarm.

CAMERAS

There are cameras located inside and outside the building that are recording for review in the event of any incidents for the protection of students and facility. Some of these cameras record audio.

CANDLES

No candles or open flames are allowed within student/intern apartments or housing by order of the fire marshal.

VISITORS

Never allow building access to someone you do not know. Please escort them to the receptionist at the front desk or another staff member.

VALUABLES/PARKING

Any valuables in your vehicle should be kept in your trunk and/or out of site to deter break-ins. Please keep vehicles locked at all times.

BE AWARE OF YOUR SURROUNDINGS

Waukesha has a fairly low crime rate, but the following are encouraged.

Never run alone early morning or after dark.

Carry a cell phone.

Inquire about areas you might want to avoid.

Report any suspicious activity or person on property.

EMERGENCY CONTACT NUMBERS

In case of any emergency, call the Security Management Team (SMT) at 262-737-8815. Please store this number in your phone.

DOORS

Fire doors need to be in the closed position at all times.

Main doors should never be propped open.

FOBS

Do not share your FOB with anyone else (visitors or other students). If your FOB is lost, or does not work, see the Education Office for a replacement.

WEAPONS AND FIREARMS POLICY

Students and interns are not permitted to carry or use firearms while on EBI property. Guns must be stored in the EBI gun safe or locked in a vehicle in accordance with Federal, State, and local laws. This includes students and interns with permits to carry concealed weapons. Also, we do not allow other weapons (i.e., bow and arrows, blow guns, pellet guns, machetes, throwing stars, slingshots, etc.) to be used on EBI facilities. These should also be stored safely and out of sight. We have a very open and public campus and want to avoid any accidental injuries. If you have a firearm or weapon that needs to be stored in the EBI gun safe, please speak with your dean.

STUDENT MINISTRY

TODD AND KELLY DUSTON

Students are required to serve in a variety of responsibilities on campus and encouraged to serve in some ministry of your choice in a local church or community. The time expectation is an average total of three hours per week. Examples of a Campus Ministry (CM) assignment would be cleaning, general maintenance of the buildings and grounds, food service, etc. This not only helps reduce the cost of caring for our facilities, it also provides an opportunity to apply biblical truth to daily living, development of a servant heart, faithfulness and teamwork.

You will receive a Campus Ministry assignment during the CM orientation that all students are required to attend. Instructions for each assignment are found in the CM supply room near the location of your CM. If you have any questions, see your CM leader. His / her name is also on the assignment sheet. When you are sick or away from school, you are responsible to find a substitute.

The Waukesha and greater Milwaukee area offers a wide range of exciting church and community based ministry opportunities, including cross cultural. The Student Ministry staff will provide information about ministry opportunities through Student Ministry chapels and will help you get connected with a local church or community based ministry. If you have any questions about Student Ministry, please feel free to contact us at: ebi_studentministry@ntm.org

WORKDAYS

There will be two mandatory workdays immediately following the spring semester. Students are released to leave campus for the summer at noon on the second day (See the Academic Calendar).

WORK ORDERS (MAINTENANCE REQUESTS)

WYATT PERSON

WORK ORDER/REPAIR REQUEST

If you break something belonging to the school or if you feel something needs repair, fill out a “Maintenance Request Form” found on Teams under “General” or scan the QR code located outside the Plumbing Shop. Please do not wait until the end of semester or year to do this.

CHAPTER FOUR

STUDENT HOUSING

STUDENT LIFE DEPARTMENT

FURNITURE

POLICIES

Furniture in the dorms is not to be removed or rearranged.

No furniture is to be added to the dorms.

Married students, please address school furniture requests to the Dean of Married Students.

Please use mattress pads on all school mattresses. Plastic mattress covers should be used for all school mattresses being used by children. Mattress pads are available in the bookstore.

ROOM DECORATIONS

Single Dorms

There is no painting/taping/sticky tack permitted in the dorm areas. Tacks and small picture nails may be used on dorm walls.

Married Housing

Please do not hang anything from the ceiling or ceiling tiles.

Please do not move or remove ceiling tiles for any reason.

If you would like to paint your apartment, please see your respective dean.

Candles or Open Flames

No open flames of any kind per fire marshal.

HEATING AND COOLING

Air Conditioners

No air conditioners are provided for students.

ACs may not be older than 5 years and may not exceed 5000 BTUs.

The Buildings and Grounds Maintenance Department must install all air conditioners.

To request this installation, please fill out a work order form so that your AC can be installed by BGM. We ask that you not try to install an AC on your own.

The number of allowable ACs is based on the apartment's electrical capacity. If an apartment has a circuit that will be overloaded due to an additional AC, BGM will be unable to install it.

Heaters

Married students with small children check with Tim Fyock before you use an external heater.

Single students cannot use heaters in their rooms.

Windows

If you open your windows during the heating season, close your door and turn off the radiator. For safety, do not sit in an open window or place items on the outside window ledges.

LIGHT BULBS AND ELECTRICAL

Ceiling bulbs are furnished by the school. For lamps and other fixtures, use no greater than a 75-watt bulb.

Please see a member of the maintenance department if you need a fluorescent bulb changed or fill out a Maintenance slip located at the Plumbing Shop. Using the wrong bulb causes expensive damage to the ballasts.

Halogen

Halogen lamps and bulbs are NOT allowed in the dorms.

STORAGE

Student storage areas are in the basement of the blue apartment building. Identify all personal items and belongings with your name. Small or loose items should be stored in suitcases, boxes or other containers.

Tires, batteries, paint and flammable liquids are to be stored in designated areas.

Guns and ammunition must be kept in the gun safe. See Tim Fyock or Josh Sheridan to check weapons in and out.

Storage is not available for graduates or interns after they leave campus.

PETS

No pets are allowed at EBI other than a small fish in a fishbowl. No fish tanks.

VALUABLES

EBI strongly recommends that you do not leave valuables unlocked or unattended in the dorms.

EBI is not responsible for lost or stolen items. Please report any missing or stolen property to the Student Life Department.

ELEVATORS

The elevators may be used only if you have injuries, handicaps, or a very large or heavy load.

CARTS

The grocery carts or grey carts are available for large and heavy loads. They should be returned to their appropriate storage area immediately after use. Grocery carts are in the hallway across from the Campus Ministry room, and the grey carts are stored by the back door to the loading dock. Grocery carts should be used inside the building only. Use the grey carts for loads requiring outside travel.

CHAPTER FIVE

STUDENT LIFE

STUDENT LIFE DEPARTMENT

ETHNOS360 VALUE STATEMENT

LIFE, RELATIONSHIPS, AND CONDUCT AT EBI

God declares Himself to be a God who: loves unselfishly, extends kindness to those who don't deserve it, and always conducts Himself with perfect holiness, truthfulness, and integrity. We as His children, have been granted the amazing opportunity of joining Him as He reaches out to the world. He calls us to be a mirror- image of who He is, as He produces His life in each of us! The heart at EBI is to see each member of the community built up in the faith, and continually growing in opportunities and effectiveness. Staff and student lives should demonstrate mutual respect in a diverse community. The principles of integrity, sensitivity, modesty, and mutual respect should inform our actions and relationships.

Our choices impact those around us, from the clothes we wear, the things we eat or drink, our friendships, to the things we enjoy doing, these should all be evaluated under the light of God's character. Each member of the community should seek to avoid entertainment that may be compromise in the areas of violence, sex, and inappropriate content. Our relationships, male and female, should be marked by biblical discernment and purity. Our actions, public and private, should be within the framework of the laws of our nation as well as above criticism in the community. The policies of EBI are intended to contribute to the clarity and benefit of the community at large. As life-long learners EBI is committed to foster, and welcomes, ongoing conversations on these topics that impact all of us. By virtue of enrollment the student agrees to live in harmony with the values of EBI.

STANDARD OF CONDUCT

As a minimum requirement, the student is obligated:

To utilize their time well by careful study, participation in spiritual activities and Christian ministry responsibilities, and faithful attendance at church and school chapel services.

To faithfully live in conformity to the Value Statement.

To abstain from involvement in sexual immorality, the consumption of alcoholic beverages, vaping or smoking any substances that contains nicotine, tobacco, and marijuana including THC and CBD.

To avoid any form of dishonesty, including lying, stealing, and cheating on examinations or assignments.

To recognize their responsibility in maintaining their holistic health while attending EBI.

CHURCH ATTENDANCE

As a part of life at EBI, we believe it extremely important for staff and students to be involved in a local church and function as a part of the Body of Christ. We understand that it may take several weeks to find a church that you are comfortable with. Please feel free to take the first 6-8 weeks to visit those churches you may have an interest in attending for your two years in Waukesha. Ask staff and students about the churches they attend, i.e. their style of worship, music, teaching, etc. Inquire about churches' doctrinal statements and positions on things that are important to you. Pray that the Lord would give you wisdom and direction as you decide.

During your freshman semester, we ask only that you decide on a church, attend regularly and begin to develop relationships with as many people as possible. As time goes by, we believe it beneficial for you to engage and serve in a ministry that you like: music, children's ministry, youth, hospitality, janitorial, teaching, etc. Invest as much time as is feasible, considering your schedule and responsibilities at EBI, work and other circumstances.

CAMPUS LIVING

TELEVISION

We ask that the sets in the lounges be used for news, weather, sports, G and PG DVDs only. DVDs shown in your room (on your TV or computer) should also conform to the Value Statement.

APARTMENTS & DORMITORIES OF THE OPPOSITE SEX

EBI values healthy accountability, privacy and a testimony which is above reproach. Access to dormitories of the opposite sex is limited to special school functions like open dorm night (only if a dorm chooses to participate).

When visiting an apartment occupied by staff or student, we ask that wisdom and discernment are considered by both the host and the visitor. There are various public areas on campus available for co-ed socializing. We ask that students not visit an off-campus apartment belonging to a member of the opposite sex unless you are with a group. If you are facing any circumstances

not covered by this policy, please contact a dean.

CURFEW & QUIET HOURS

CURFEW HOURS

Single students are to be on their respective floors at or before the time of curfew.

Non-resident students and local visitors should not be on campus after curfew

Curfew Hours	
Sunday - Thursday	1:00am
Friday and Saturday	2:00 a.m.

QUIET HOURS

Quiet hours begin at 10:00pm. This would include the parking lot, playground, and front yard of the school, as well as all areas in and around staff housing.

SYSTEM OF DISCIPLINE

Students, by virtue of their enrollment, agree to live within the framework of the school's standard of conduct. While some may not have personal convictions in accord with these standards, agreeing to them obligates the student to assume responsibility for honorable adherence to them while they are enrolled as students at EBI.

Students who are not living within that framework may be fined, placed on probation or dismissed.

The administration reserves the right to dismiss any student who disqualifies himself by any behavior, either on campus or away, which indicates that a student has disregard for the spirit of the Institute standards. Before re-entrance, the student will need to focus on his relationship with the Lord, get involved in a local church, and establish close accountability with a spiritual mentor. Re-entrance will depend upon the recommendation of his pastor or another spiritually qualified person.

ABUSE POLICY

It is the policy of Ethnos360 to report all suspected and known cases of abuse.

DORM GUESTS

STUDENT LIFE DEPARTMENT

FORMS

If you would like a guest to stay in your dorm room or apartment, please fill out Dorm Guest Form. This request must be approved prior to your guest's arrival. We would ask for 48 hours of advanced notice.

VISITOR TAGS

All guests arriving during regular business hours will be issued a visitor tag which they are to have on them while in the building. Guests arriving after hours should always be accompanied by their host.

CHAPTER SIX

ATHLETICS

STUDENT LIFE DEPARTMENT

GYMNASIUM

The facilities are for the use of currently enrolled students and staff. Visitors must be accompanied by school occupants.

Personal belongings should be removed from the facilities at your departure. Please do not leave them in the building.

Children should not be in the gym without the supervision of a parent.

Gym equipment is free to use. Please do not remove equipment from the gym.

Close all doors and turn off all lights when departing the gym area.

WEIGHT ROOM

Children under 16 are not permitted to use the weight room without being accompanied by a parent unless permission is given by the Dean of Students.

Please follow the posted guidelines in the weight room regarding the use, care and operation of the equipment provided.

Between 6pm-7pm the weight room is designated for ladies to use.

CHAPTER SEVEN

TERMS OF AGREEMENT

Students by virtue of their enrollment have agreed to live within the framework of the school's standard of conduct. If needed, the staff will address any behavior which indicates that a student has disregard for the school's standard.

We believe that the guidelines that are set will serve both the student body and staff in communicating clear expectations and responsibilities in this training center. We are thrilled that each of you has chosen to devote two years of your life studying God's word.

APPENDIX A

URGENT CARE CENTERS IN WAUKESHA AREA

Aurora Health Center		
W231 N1440 Corporate Ct. Waukesha, WI (262) 896-6000	M-F	8:00 – 8:00
	S/S	8:00 – 4:00
	Holidays	9:00 – 1:00

DIRECTIONS

North on Hartwell to White Rock; North/Right to Mooreland; West/Left to Hwy F; North/Right over I-94 overpass about ¼ mile on left to Corporate Ct.

Children’s Urgent Care (under 18 yrs)		
2085 N Calhoun Rd Brookfield, WI (414) 266-4800	S/S	11:00 – 5:00
	M-F	5:00 – 10:00
	Holidays	Closed

DIRECTIONS

East on Main to Hwy 18; Continue East to Calhoun; North/Left to ProHealth Care Building in Ruby Isle Shopping Center.

Medical Associates		
N 14 W 23900 Stoneridge Dr Waukesha, WI (262) 549-3030	M-F	8:00 – 8:00
	Sat	8:00 – 5:00
	Sun	10:00 – 3:00

DIRECTIONS

North on Hartwell to White Rock; North/Right t to Mooreland; West/Left up the hill to Pewaukee Rd at the light; North/Right over I-94 overpass to Stoneridge Dr. (East/Right)

ProHealth Care – Waukesha South		
2130 Big Bend Rd Waukesha, WI Intersection of Hwys 59 & 164 (262) 513-7555	M-F	8:00 – 8:00
	Sat	9:00 – 5:00
	Sun	10:00 – 3:00

DIRECTIONS

South on Hartwell to College Ave. West/Right to East Ave. South/Left to Hwys 59/164. East/Left to entrance of ProHealth Care Entrance. First Right

into entrance.

Waukesha Memorial Hospital – Emergency Room *	
725 American Avenue Waukesha, WI 53188 (262) 928-1000 (800) 326-2011	Open 24/7

DIRECTIONS

West on Main to downtown. Bear West/Right on W Broadway. Continue on Madison St. Turn South/left on Fairmont Ave. Then West/Right on Lawndale Ave. Then South/Left on Greenwood Ave. Then East/Left on American.

*** Suggestion: Reserve the use of the Emergency Room for emergencies.**

FastCare Clinic inside Waukesha Meijer (Froedtert and Medical College of Wisconsin)		
*This is a walk-in clinic, not urgent care		
801 E Sunset Drive Waukesha, WI 53189 (262) 532-3691	M-F	9:00 - 8:30
	Sat	9:00 - 6:00
	Sun	10:00

APPENDIX B

ANTI-HARASSMENT POLICY

Ethnos360 Bible Institute (EBI) does not tolerate harassment of its faculty, staff, or students. All individuals are expected to abide by the anti-harassment policy. These policies apply to members, associates, volunteers, employees, students, interns, and applicants. EBI will take immediate action in response to complaints or violations of this policy. Harassment includes unwelcome conduct based on disability, race, color, sex, age, national origin, pregnancy, childbirth or related medical conditions, or any other status or characteristic protected by law. The unwelcome conduct becomes harassment when the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment may include but is not limited to:

1. Intimidating or hostile behavior such as language or action that disrupts the ministry environment, causes undue emotional distress to another, or creates a reasonable fear of injury to a person.
2. Threatening behavior or implied threats to people or property.

3. Violent behavior toward people or property.
4. Verbal behavior such as jokes, slurs, name calling or bullying.
5. Interference with work performance.
6. Sexual advances with actual or implied work-related consequences.
7. Sexist comments, staring, or making sexual gestures.
8. Display of offensive objects, pictures, or sayings.
9. Unwanted physical contact.

Online harassment, including postings on social media platforms, may be a violation of this policy. Anyone who makes harassing comments online that are likely to produce a negative impact in the workplace will be accountable under this policy. This will be true regardless of who owns the originating device or when the comments were posted. Harassment can occur in a variety of circumstances. A supervisor, coworker, student, or even a nonaffiliated individual may be a source of harassment.

REPORTING

In the case of an actual or imminent act or a threat of violent behavior, notify the local authorities and EBI security personnel at once. Also report violent behavior against individuals or property to your department head, the Leadership Team, and/or Student Life (Deans Department). Report any harassment or suspected harassment at once to your department head, the Leadership Team, and/or Student Life (Deans Department). EBI encourages individuals to inform the harasser directly that the conduct is unwelcome and must stop. No one is required to confront their harasser before making a report or complaint. Reports to a department head, the Leadership Team, and/or Student Life (Deans Department) should be in writing. They may be anonymous.

CORRECTIVE ACTION

EBI will take immediate action to address complaints or violations of this policy. The identity of all involved, as well as information gathered, will be confidential to the extent possible consistent with a thorough and impartial investigation. When there is a finding of harassment, EBI will take corrective action according to our policies. This may include dismissal depending on the circumstances.

NO RETALIATION

Individuals may come forward without fear of retaliation from coworkers and supervisors. No one will have action taken against them for filing or responding to a good-faith complaint. (However, filing a bad faith or malicious complaint is an abuse of this policy and may result in disciplinary action.) Anyone who retaliates against any individual who has given a good-faith

report or supplied information about a report will be subject to discipline. Report any retaliatory action at once.

APPENDIX C

CHILD SAFETY AND ABUSE PREVENTION POLICY

Ethnos360 Bible Institute (EBI) recognizes child safety as a very important area to be aware of and to be continually assessed in order to promote safety for our children.

Ethnos360 broadly defines child abuse as non-accidental behavior directed towards a minor (generally under 18 years of age), often in the context of a relationship of responsibility, trust, or power and control that endangers or impairs the health or welfare of that minor. This can happen in the areas of sexual abuse, physical abuse, emotional abuse, and child-to-child cases.

There are three risk factors that we look at to assess how we are doing in this:

1. Imbalance of power and control
2. Isolation
3. Accountability

IMBALANCE OF POWER AND CONTROL

Imbalances exist due to differences in age, size, strength, and power/authority. Risk occurs when a person seeks to take advantage of these imbalances to cause harm. Risk decreases as imbalance of power and control decrease.

ISOLATION

Considerations include the amount of time an individual spends exclusively with one or several children, the number of people present at any given time, and/or the physical arrangements of rooms and buildings on site in every location. So risk decreases as isolation decreases.

ACCOUNTABILITY

Accountability improves through pre-field screening of Ethnos 360 members, students, candidates, interns, employees, and volunteers. Other aspects of accountability include comprehensive and continuing training and implementing guidelines such as the two-adult rule in childcare. Policies for child safety and response process also aid accountability.

We believe that the first step in effective prevention is to believe the issue of abuse exists. Staff, students, interns, employees and volunteers are required to read the child safety handbook and complete the online tutorial bi-

annually. The students are refreshed each August on child safety protocols for EBI. Each new staff member, intern, employee and volunteer is also required to go through these protocols.

As part of our response process, if a situation is reported to the Child Safety Team we will immediately assess the safety of the child and then call our Department Head of Child Safety in Sanford, FL. We will also follow the state guidelines for reporting abuse. If a credible accusation is made against an Ethnos360 member, this member will be placed on administrative leave and/or Ethnos360's inquiry process.

Our policies for EBI Child Safety are:

1. No children 16 years old (including the age of 16) and under are allowed in dorms or single intern apartments at any time unless accompanied by a parent.
2. Parents may come into dorm areas with a child provided that child is with the parent at all times.
3. No siblings or friends in dorms or single intern apartments unless 17 or older and this needs to go through the permission of respective dean or intern coordinator. The only exception would be perspective students weekend, and this will be organized by our Mobilization team and the youngest someone would be allowed to come would be the age of 16.
4. No babysitting children in dorms or single intern apartment areas. This would need to be done in the home of the child, on ground or first floor or outside of building.
5. No children 6 years old (including the age of 6) and under permitted alone in public bathrooms within our building. They must be accompanied by a parent.
6. No one is to walk down our childcare corridor or by the stairs near childcare during class hours as this is very distracting to the children.
7. Children should not be climbing on top of our park equipment at any time.

Our goal is to be a safe environment for all children here at EBI and we endeavor to ensure that through our policies and procedures and accountability.

