

Baja Bible School Handbook

2011-2012



El Castillo ("the castle") – our building that houses lounges and classroom

Daily Student Schedule

*Monday, Tuesday, Thursday, and Friday**

7:45am – 8:15am	kitchen open for breakfast
8:30am – 9:00am	community prayer time
9:00am – 10:30am	1 st class session
10:30am	coffee break
11:00am – 12:30pm	2 nd class session
1:00pm – 2:00pm	lunch
2:30pm –	afternoon activities, classes, or free time
6:00pm – 7:00pm	dinner
10:00pm	quiet hours begin
12:00am	castillo closes

*Wednesdays have a shorter morning class schedule (depending on the week) and the majority of the day is hands-on learning and participation in an outside Tijuana ministry of the student's choice.

Meals

Breakfast, lunch, and dinner are provided on campus Monday–Friday.

Saturday and Sunday the kitchen is open with self-serve breakfast and lunch options. A 60 peso-a-day dinner stipend is given for Saturday and Sunday evenings.

Community Living

All students are asked to participate in kitchen duty on a weekly basis. This involves helping to prepare the meals, doing dishes, and cleaning the kitchen area after meal times. A weekly schedule of kitchen duties will be posted in the student lounge.

BBS Office

The office is open Monday–Friday, 9:00am to 5:00pm.

Mail

Students receive mail in their boxes in the office weekly.

Students can put outgoing mail in the outgoing mailbox in the office – it goes out weekly. Please remember to put your full name and address on outgoing mail, since all students share the same PO box.

Mailing address for students is:

Student Name
PMB 313
374 East H Street #A
Chula Vista, CA 91910

This address will also work for FedEx and UPS deliveries. We ask that you not use this address for magazine subscriptions or give it to mailing lists.

Phones

The U.S. phone number in the school office is (619) 730-2400. Richell will be in the office to answer calls Monday–Friday, 9:00am–5:00pm. There is one phone available in the office for students' use outside of regular office hours. Most U.S. cell phones work fine on our campus.

The Mexican phone number for the school office is 638-69-77, if calling from a Mexico line.

Email

Email computers are available in the student computer lounge. There are also several internet cafes near the Castillo.

Wireless internet is available in the Castillo student lounge.

Laundry

Students use the nearby Laundromats (lavamaticas). The price is about \$1.50 for a small load, \$4 for a large load, and \$0.25 for 8 minutes of dryer use.

Vehicles

Our cross-cultural program requires the use of public transportation. Tijuana has an excellent public transportation system that students use to get around

the city. Trips to and from downtown cost about a dollar and a half in the routed taxis. BBS provides a small weekly allowance for taxis/buses to encourage students' to learn and enjoy the city and get to know local people. Students may not bring their own vehicles.

Visitors are encouraged to come to Tijuana via public transportation. If they do drive, Mexican insurance is required. Parking within the campus gates is not always available and BBS cannot guarantee the security of vehicles parked in front of the school.

Bikes

You are welcome to bring your bike. We have places to store them on campus. It would be a good idea to bring a lock.

Respect for Private Space

We are a small campus. Students and staff have great times of fellowship together and we love to be social. But at the same time, we work to respect others' needs to have alone time. We are healthiest as a community when we are healthy as individuals. Please be considerate of staff days off and respectful of staff residences.

Visitors

- Overnight guests are welcome to visit with permission, as room is available. Arrangements **must** be made one week in advance with the school office manager and permission obtained from the dean.
- Maximum consecutive stay is 3 nights for friends and 5 nights for family.
- Permission must be obtained from a dean to have a local guest stay overnight.
- Before inviting a local guest to a meal, you must get permission from the director.
- If your guests plan on eating meals on campus, there is an \$8.00 charge (per person, per day).
- If room is unavailable on campus, a list of nearby hotels can be found in the office.
- To share in the Baja Bible School experience, guests on campus should plan to attend morning classes.
- Guests are responsible for their own transportation. *Please see the Transportation section for more information.*
- Driving directions and a list of local attractions are available in the office.
- Guests must be willing to abide by the same rules and community standards as our students during their stay on campus.

Dormitory/Student Housing

- No men are allowed on women's dormitory level, and no women are allowed on men's dormitory level.
- Dorms are closed over Christmas Break.
- Kitchen appliances, heating elements (space heaters, electric blankets, etc.), and televisions are not allowed in the dormitories.
- To discourage insects and rodents, keep food in airtight containers.
- Please lock your door and turn off lights when you leave your room.
- Notify the office manager in the BBS office of maintenance issues.
- If you are using a laptop or school-owned equipment to watch movies or television episodes we ask that you watch them in groups of two or more. The group setting provides accountability in what we watch as a community and promotes times of fellowship.

Off Campus

- Students are required to sign out upon leaving campus or when they plan to be gone overnight.
- Students must clear plans in advance with the dean for staying out overnight.
- If students plan to be out after dark, they must bring at least one other student with them; women must have a male with them.
- Women must be in groups of two or more if they leave campus during the day.

Curfew

- Curfew (time to be back on campus) is 11:00pm Sunday - Thursday. The main building will be closed and locked at 12:00am. You are expected to be in the dormitory building after this time; however, you may visit with friends in their dorm rooms. We ask that you do not socialize on the dorm porch areas after midnight.
- Curfew Friday and Saturday nights is 12:00am. On these nights, the Castillo building will be closed and locked at 1:00am.
- Plan ahead (take traffic and public transportation into consideration). If you know you are going to be late, contact the dean in advance.
- Dorm quiet hours begin at 10:00pm. This applies to all campus housing areas.

Classes

- On-time class attendance is expected. Legitimate exceptions are sickness or an excused absence. If you are ill, let a staff member know and make the staff aware of any needs you may have.
- Please dress respectfully for class (no extreme sloppiness, immodesty).
- No eating during class.

Demerit System

The purpose of the demerit system is to support an ideal growing environment and to uphold a few basic rules/principles with fairness. Demerits are issued for violations of those rules and principles. Demerits are issued by any staff member and logged by the office manager (Richell). A warning slip will be placed in the student's mailbox.

Demerit Framework

- Women are not allowed in the men's dorm rooms and men are not allowed in women's dorm rooms. **12 demerits (expulsion)**
- The potential consequences of drug use/possession are extremely severe, affecting not only the individual in violation, but also the institution of Baja Bible School. Using or possessing any illegal drug: **Up to 12 demerits/may be asked to leave at the discretion of the director.**
- Alcohol/tobacco use are not permitted on or off campus. **3 demerits**
- Unexcused absence from class. **1 demerit**
- Being late to class. **1/2 demerit**
- Breaking curfew. **1 demerit**
- Demerits may be issued for blatant disregard for others, BBS rules, BBS staff, or the laws of Mexico.

Demerit Consequences

3 demerits: the student will meet with the appropriate dean to discuss.

6 demerits: the student will meet with a dean and the director and be given an extra work assignment.

9 demerits: the student will be suspended from student life for 5 days. A meeting with the director and dean will take place to define the specific terms of suspension on a case-by-case basis.

12 demerits: the student will be asked to leave BBS

Church Attendance

Students are required to attend a local church as a part of our cross-cultural learning program. There are several within walking distance of campus. More details will be given during orientation.

Tests

All tests must be taken in order to receive a certificate of completion.

If for any reason you are unable to take a test on Monday morning, you must make it up by Friday afternoon of the same week. If tests are not made up by Friday, they will be given Monday morning with 10% taken off of the test grade.

Homework

- Homework is assigned by the instructors by Tuesday and is due on Thursday morning unless otherwise stated.
- Use 8 1/2 by 11 paper and type or neatly write homework.
- Homework is placed in your box after the instructor has checked it.

Basis for End-of-Program Grade

Homework:	30%
Tests:	30%
Practicum/volunteering:	40%

Transcripts of your achievements and participation in our program are kept by BBS and will be available to you if you need them after leaving.