

West Florida Christian School



Parent-Student Handbook

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School**

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Introduction

Welcome to West Florida Christian School! Thank you for choosing our school. We desire to help you in the education of your child. Experience has shown that the very best education occurs when the home, the school, and the church work together for the betterment of the child. The Word of God says, "Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6).

We seek to give your child a well-rounded education which includes the mind, the heart, and the soul. West Florida Christian School strives for high academic standards as well as high moral and ethical standards. It is our desire to strengthen our community and our nation by giving young people a quality education that is well-rounded. This education includes teaching them to honor and obey God, respect authority, exhibit good values, work hard, and to care about others.

You and your child will benefit in many ways from the Christian education he will receive at West Florida Christian School. *This parent-student guide will help you understand your responsibilities.* Your cooperation is not only needed but it is necessary for your child to get the most out of West Florida Christian School. Again, let me welcome you and your child to our, and now, *your* school family!

Sincerely,

Pastor Rick McGowan
Administrator/ President

School History

West Florida Christian School was founded in 1968 as a ministry of Temple Baptist Church. In the early years, W.F.C.S. consisted of only a kindergarten and elementary school. Grades were added until 1976, when the first graduate completed high school. Fifteen levels (three-year old kindergarten through grade twelve) have been offered since 1976.

The original campus was composed of one building and four and a half acres of property. Campus size has grown twice since 1968 and now encompasses about ten acres of property. Eight separate building projects have been added including: a gymnasium, locker rooms, a band room, a science lab, a new school office, classrooms, and a maintenance facility.

Since the early 1980's, the school has been accredited by the Florida Association of Christian Colleges and Schools.

Statement of Faith

We believe that whatever the Bible says is true - which means that we believe in the inspiration of both the Old and New Testaments. We believe that man was created by the direct act of God and in the image of God. We believe that Adam and Eve in yielding to the temptation of Satan became fallen creatures. We believe in the incarnation, the Virgin Birth, and the Deity of our Lord and Savior Jesus Christ. We believe in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the Cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the new birth, and that this new birth is through the regeneration by the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior Jesus Christ. We believe that this creed is a sufficient basis for Christian fellowship, and that all born again men and women who sincerely accept this creed can, and should, live together in peace, and that it is their Christian duty to promote harmony among the members of the body of Christ, and also to work

together to get the Gospel to as many people as possible in the shortest time possible.

Statement of Philosophy

1. We believe that children are “an heritage of the Lord” (Psalm 127:3).
2. We believe that parents have the responsibility to “train up a child in the way he should go” (Proverbs 22:6).
3. We believe that this responsibility can never be fully delegated to another person and that the parent must “bring them up in the nurture and admonition of the Lord” (Ephesians 6:4).
4. We believe that Christ has given the church a teaching ministry (Matthew 28:20).
5. We believe that it is proper for the home and church to work together to bring children to the Lord and prepare them for life (Mark 10:14).
6. We believe that a Christian education differs from a secular education in the following ways:
 - a. A Christian education leads to wisdom (Psalm 119:99).
 - b. A Christian education involves a total, comprehensive, and consistent view of life and the world (Deuteronomy 11:19).
 - c. A Christian education is concerned with development of the “whole man” (Luke 2:52).
7. We believe that there are forces, both personal and impersonal, which work to thwart the goals of Christian education (I Peter 5:8). In order to combat these forces, the following are necessary:
 - a. Teachers and parents who demonstrate love and self-control (Ephesians 6:9)
 - b. Teachers and parents who recognize their God-given authority and insist on the maintenance of certain standards and values in the home and school (Proverbs 19:18)
 - c. Teachers and parents who protect children from the evil influences of the world (Psalm 1:1,2)
 - d. Involvement in a sound Bible-preaching church (Hebrews 10:25)

Mission Statement

Our mission is twofold: First, to provide a Christ-centered education to Christian families in an effort to build and develop character which is God-honoring. Second, as an extension of Temple Baptist Church, our goal is to offer to the families of our community an education for their children and to be a witness to those families through our evangelistic outreach ministry.

Accreditation

West Florida Christian School is accredited by the Florida Association of Christian Colleges and Schools (FACCS). FACCS is a member association of the Florida Association of Academic Non-Public Schools (FAANS). FACCS is listed in the Department of Education (DOE) Directory as an accrediting association of the State of Florida for the transfer of high school credits.

FACCS is one of the accrediting associations nationally recognized by the National Council for Private School Accreditation (NCPSA). Credits from FACCS schools are accepted by colleges throughout the nation. W.F.C.S. teachers are certified by FACCS which is the largest independent accreditation and certification agency in Florida.

Admissions

Admissions Policy

West Florida Christian School accepts students regardless of gender, disability, race, color, or national origin and accords all students and their parents the same rights and privileges. As a church ministry, it is expected that parents and students will understand that the school has a spiritual as well as an academic mission. All students must reside with their parents or legal guardians.

West Florida Christian School, as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, tuition, fees for services, and scholarships. The school maintains the right to refuse admittance to anyone who violates the school's standards as set forth in the *Parent-Student Handbook* or as defined by the school administration. The administration also reserves the right to not define the criteria or reasons why applications are not accepted. Each student and family is expected to make an unreserved commitment to fully comply with W.F.C.S. policies and standards.

Enrollment Procedures

Parents wishing to enroll their child in West Florida Christian School should call for an appointment for an interview. Both parents should accompany the student for the interview. Students wishing to enroll in seventh through twelfth grade are requested to attend this interview before the enrollment process can continue. These are the steps to follow:

1. Submit registration form.
2. Have interview - parents and student together. (Preschool & Elementary will receive a phone interview.)
3. Be tested (K-5 - 12th grade).
4. Wait for decision to be made by Admissions Committee.

At the interview, parents will be informed about the programs and expectations of the school. Parents will be given an opportunity to

express their needs and desires. The parents and students will be asked to familiarize themselves with the *Parent-Student Handbook*. Parents and students will be asked to sign a statement of cooperation which will be included with the registration packet.

West Florida Christian School operates a kindergarten program for three-year-olds, four-year-olds, and five-year-olds. A K-5 student should turn five, and K-4 student turn four before September 1, to enroll in the K-5 and K-4 programs respectively. Children may enter the K-3 program through the school year when they are three years old and potty trained.

The following items are needed to complete registration:

- The results of a physical exam within the previous twelve months.
- A photocopy of the child's birth certificate.
- A photocopy of the child's social security card.
- A medical release form.
- Blue HRS-680 Form for shot records.
- Students entering K-5 must have a second MMR.
- Students entering seventh grade are required to obtain a Hepatitis B series of shots. Because requirements may change each year pertaining to vaccinations, please contact the school office regarding the requirements that apply to your child.
- A completed registration packet with registration fee. (A place will not be held for a student until all items necessary for enrollment are completed and returned to the office with the registration fee.)
- A financial and cooperation agreement (signed by parents).
- A financial reference from the previous school may be requested.
- Parents with students entering elementary or secondary classes should request school records, including report cards, medical records, and achievement test scores from their previous schools to be sent to the secretary of West Florida Christian School.
- All new students in K-5 to 12th grade will be tested in math, English, and reading.

West Florida Christian School usually accepts students at the grade placement recommended by their previous school. From time to time,

it is suggested that an academically weak student be retained in the same grade as the previous year.

Re-enrollment

West Florida Christian School reserves the right to refuse re-enrollment to a student or family deemed unsupportive of the school's philosophy. If a family is current in meeting their financial obligations, re-enrollment can be accomplished by filling out all necessary registration forms, updating health records, and paying the registration fee. If a family is not current, enrollment will be temporarily denied until all accounts are made current. W.F.C.S. cannot guarantee a reserved place will be held for a non-current family. A discounted fee is offered for a limited time period in the spring for re-enrollments. A place will not be held for the returning student until the completed registration packet and registration fees are recorded in the office.

When a class reaches its capacity, students will be placed on a waiting list in the order that their enrollment forms are received in the office.

Transfer Students

W.F.C.S. accepts grades earned at face value when transferring credits from previous schools. Home schooled students transferring to W.F.C.S. must also meet the 24 credit graduation requirement. In order to enroll a home schooled student into W.F.C.S., parents should be able to produce evidence of the courses which have been taken with semester grades earned and course titles. These should be listed in a letter or transcript from an accredited institution and include the year of completion. Home schooled students transferring in their senior year are not eligible for Valedictorian or Salutatorian.

School Supplies

A copy of the complete list of school supplies for each grade level is available in the student office should you misplace the list from your

registration packet. Students should have the typical school supplies, such as notebook, paper, pen and pencil. In addition, all students in first through twelfth grade are required to have a King James Version Bible. Bibles can be purchased at religious book stores or in the student office.

Withdrawal Procedure

If a parent wishes to withdraw a student, the school office must be contacted. A withdrawal slip must be filled out and returned to the school office and accounts cleared before a student can be considered withdrawn. (Informing the teacher or extended care is not considered informing the office of withdrawal.) All tuition fees will continue until the withdrawal procedure is completed in the office. If a student is withdrawn during a monthly tuition period, no rebate in fees will be offered for that month. An early withdrawal fee will be required to cover updating of all records and transcripts. The office will prepare a transcript containing up-to-date grade averages and forward it to the school of the student's choice. Report cards and records will not be released until all accounts are paid and all textbooks and library books are returned.

Dismissal

A student may be dismissed from school if at any time the student is found to be out of harmony with the rules and policies of the school.

Finances

General Information

A current schedule of tuition rates is available in the office. Tuition payments may be paid on a monthly or bi-monthly plan. Discounts are given for semester or year payments. Payments may be made by check or money order payable to West Florida Christian School or by major credit card. Payments may be made directly in the office or mailed to:

West Florida Christian School
4311 Wilkinson Road
Sarasota, Florida 34233

Children should not be responsible for the handling of tuition money. For parent's convenience, payments may be dropped off at the school office between the hours of 8:00 a.m. and 4:30 p.m. or in the extended care facility between the hours of 7:00 a.m. and 6:00 p.m. Payments of cash should be delivered directly to the school office so that a cash receipt can be made. Remittances made in the form of a personal check or money order are not acknowledged, except through the canceled check or money order receipt.

The major source of school income is tuition. All tuition, regardless of payment plan, must be paid in advance. The monthly tuition payments are due the first of each month, beginning August 1, and ending May 1 (ten monthly payments). Unpaid accounts become delinquent on the tenth of the month, at which time a service charge will be added. Until arrangements can be made to clear the account, accounts becoming thirty days in arrears will necessitate withdrawal of the student. Accounts that become three months in arrears will be sent to a collection agency. School transcripts and records will be held until the account is cleared. No report card will be issued until the account is settled in the school office.

Tuition

Tuition is paid directly to the school and provides the primary source of funds for the teachers' salaries and operating expenses. The school receives no subsidies from any other source.

Registration Fee

The school registration fee covers the cost of clerical work and secondary student insurance. The registration fee is non-refundable. Registration fees are discounted for early re-enrollments.

Insurance

All students enrolled at West Florida Christian School are covered by a secondary insurance policy for accidents occurring on the property. If a student is injured, the claim would first be made with the parent's insurance company. Expenses not covered by the parent's company will then be picked up by the school's policy.

Book and Supply Fees

Most middle school and high school textbooks used by students at West Florida Christian School are loaned. The textbooks remain the property of the school. Any book that is used as a workbook may be retained by the student at the end of the year.

Expendable classroom supplies such as chalk, paper, and art supplies are covered by the supply fee.

Senior Graduation Fee

All graduating seniors will be charged a \$100.00 fee to cover the cost of graduation expenses. This fee must be paid to the office no later than the beginning of the fourth quarter.

General Information

Guests

In order to maintain a normal classroom atmosphere, guests are limited to those students who are registered for the following school year or are considering attending W.F.C.S. Students desiring to do this must secure permission from the office at least one day in advance. Guests are expected to conform to the West Florida Christian School dress code and standard of conduct.

Lost And Found

Lost and found items are displayed from time to time throughout the school year. Any items not claimed by the end of each quarter are donated to charity. Please check in the school office for any lost items.

Telephone/Cell Phone Use

The position of the school is to discourage the use of personal phones or pagers in the classroom setting. Students whose parents prefer them to carry a cell phone or pager must leave such items in their car, locker, or backpack with the item turned off. Students are not to use them in the classroom. A violation of these rules could result in the loss of a cell phone or pager for an indefinite period of time. Parents wishing to contact their children during the school day should use the school office number. Students do have permission to use a student phone in the school office to contact their parents.

Library

Library books may be checked out for two weeks at a time. After a one-day grace period, a late fee of five cents per day is charged up to fifteen school days. If the book is not returned by the fifteenth day, it

is considered lost and a \$10 book replacement fee (or more if the market value of the book exceeds \$10) is posted on the student's school bill.

Supply Store

School supplies, such as physical education uniforms for sixth through ninth grades, paper, pencils, pens, and erasers are available for sale in the school office. Other items, such as bumper stickers, school logo polo shirts, spirit t-shirts, sweat shirts, jackets, baseball caps and other school promotional items are also be available for purchase.

Cancellation of School

West Florida Christian School abides by the decision of the public school system regarding the cancellation of school due to bad weather. The decision announced over local radio and television stations by the public school system to close the public schools will also pertain to our school. When W.F.C.S. closes for reasons other than those decided by the public school system, it will be broadcast over WSMR (89.1 FM), WKZM (104.3 FM), WJOY (88.1 FM), and WWSB (TV 40).

Fire Drills

Monthly fire drills are conducted at W.F.C.S. Each classroom has a map of exit routes and teachers familiarize their students with evacuation procedures. Students are to remain in lines during a fire drill and are not permitted to talk. No one will return to the school building until the principal announces "all clear."

Lockers

Students in grades six through twelve are assigned lockers, and will receive a lock from the school office. At the end of the school year the

lock is to be turned in to the office. In the event that it is lost, the student will be charged \$5.00 to replace the lock. To prevent loss of valuables, students are expected to keep their lockers locked at all times. W.F.C.S. is not responsible for items missing from unlocked lockers.

School Clinic

A student is admitted to the school office when he is not feeling well, running a fever, in danger of vomiting, or injured. Parents are called and expected to immediately pick up the child and take him home if he is running a fever, feels too ill to return to class, or needs further medical attention. The student is placed in a designated area. The child may return to school after a twelve hour period of normal temperature readings. (See Health and Sanitation)

Parents are requested not to send a sick child or a child with a contagious disease to school.

Students are not allowed to possess prescriptions, over-the-counter medicines, or vitamins. All medicines will be kept by the student office. A medication form must be filled out by the parent before medication will be dispensed. Students are not allowed to self-administer medication. Over-the-counter medication and prescription medication may be administered to students by trained school personnel if a medication authorization form has been filled out and signed by both the parent and physician. These forms are available in the student office and at the desk in the extended care facility.

When a child is injured, the parents will be notified immediately through the emergency phone numbers provided on the registration form. An attempt to reach the parent will be made before any medical treatment, except first aid, is provided. A signed medical release, kept in the school office, will be sent with a child requiring medical attention. Parents should note the importance of informing the office of changes in home, work, and cell phone numbers.

Communicable Diseases

Parents are not to send a child to school that may have any communicable disease. The school wishes to maintain an environment in which exposure to communicable diseases is minimized.

Parents and/or teachers should notify the principal if a student is suspected of having any of the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Chicken Pox, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaires' Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Severe Acute Respiratory Syndrome (SARS), Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (Acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, West Nile Virus, or Yellow Fever.

Any student with a communicable disease shall be temporarily excluded from school during recognized periods of communicability, if immunization for the particular disease is available as required by law. If immunization is not available for the particular disease, the student shall be excluded from school while he is ill. The school may require an independent doctor's examination of the student to verify the diagnosis of the communicable disease. The school staff reserves the right to make all decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Health And Sanitation

A child who is sick should not be brought to school. Specifically, this would include children who are coughing, running a fever, have a runny nose, or have any contagious disease. A child should not return to school until the fever has subsided for at least twelve hours.

If a child is found to have head lice, the child will be isolated immediately and the parents called to take the child home. The child should then be treated for lice and kept home until the parent is sure the lice have been killed and all eggs (nits) removed. Upon arrival back to school, the child will be checked by the office staff before returning to class.

Mats for K-3 and K-4 Nappers

Each child sleeps on his or her own mat at nap time. Mats are labeled and are provided by the parents. All bedding must be taken home by the end of the week to be cleaned.

Attendance

Absences

Regular attendance at school is important for academic achievement. A student who misses a class can never receive the full benefit of the instruction that was offered. Students should, therefore, only be absent during times of illness or death in the family. Absences for other reasons are excused if arrangements are made in advance with the principal.

When returning from an absence, students are required to bring a note from home to the attendance desk stating the reason for the absence.

Absences will fall into one of the following two areas:

- **EXCUSED:** This involves illness, medical and dental appointments or other serious reasons. Excused absences will also be given for pre-arranged absences such as family vacations and youth

activities commensurate with the school objectives. Daily work needs to be made up; no penalty is received for such work. All work must be made up within a day for each day missed. It is the student's responsibility in grades 7 through 12 to make arrangements with their teachers the first day upon returning. The elementary teacher will make arrangements with the student as soon as possible upon his or her return.

- **UNEXCUSED:** This involves absences for personal pleasure or activities not outlined above. Work missed will be counted as a zero. Make up work will not be counted.

For pre-approved absences, a written request from the parents is required at least one school day prior to leaving for each day requested up to a maximum of five (5) days. Failure to submit a request in advance will result in the student not being able to complete assignments.

Missing more than twenty (20) days in a school year may result in repeating a grade.

A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up exams missed.

Tardiness

Being tardy to school or to any class is looked upon as a serious infraction in training for a well-disciplined life. School begins at 8:30 a.m. Elementary students should be in their seats at that time. Secondary students should be in their home rooms by 8:25 a.m. in order to be counted on time. Any elementary or secondary student arriving after 8:30 should go to the attendance desk to receive a pass to class. Three unexcused tardies will be counted as one day absent.

An unexcused absence will be given when a student is marked with an unexcused tardy three days in any grading period, and that student may be asked to make up work.

Tardies because of traffic will be counted as "traffic tardies". An unexcused tardy will be given when a student accumulates three or more traffic tardies in any grading period.

Leaving Campus During the School Day

Parents wishing to have their child released during the school day must come to the school office to sign a registry (grades one through twelve). Parents wishing to have their child dismissed early from preschool or kindergarten would do so by scanning their security card in the extended care facility and showing the teacher a note from an extended care worker before their child will be released. Students will not be released to any adult other than their parents unless the parent has notified the school in advance.

Doctor appointments should be scheduled after school. If an appointment must be scheduled during the school hours, a written note must be turned in to the student office one day in advance of the appointment. Students in seventh through twelfth grades should inform teachers of the appointment by showing a copy of the note.

Senior Privilege

Twelfth grade students are allowed with written permission from their parents to leave campus for lunch and return in time for their next period. The senior must sign out in the student reception office noting the time of departure and destination, and sign in upon returning. Seniors may also be asked to leave campus to pick up items for their class. The same procedure for signing in and out must be followed. A form with the parent's signature giving permission for either campus leave must be filed with the principal prior to leaving. This privilege is only for seniors and not for underclassmen who have forgotten their lunches.

Before and After School

Parents are encouraged to pick up their elementary students from school at 3:00 p.m. Any student still on the property at 3:15 p.m. will automatically be taken to extended care. Elementary students are to wait on the sidewalk in front of the office between 3:00-3:15 p.m. for parent pick-up. Students in seventh through twelfth grades who are not

involved in sports practice must wait for their parents by sitting or standing on the sidewalk area in front of the 200 building. Students who are not in sports or picked up by 3:30 p.m. will go to the science lab (103) to wait for their parents. An hourly fee will be charged for supervision in the science lab. Students are not permitted to walk off campus unless walking home. A letter of permission from a parent is required for students to be allowed to walk or ride personal transportation to or from school. Students should not be dropped off at school before 8:00 a.m. unless going to extended care. At 8:00 a.m. the gymnasium is opened for students in grades one through twelve. A teacher is present and will release secondary students at 8:15 a.m. and elementary students at 8:20 a.m. to go to their classrooms.

Pick-ups

The school office must be notified with a note or phone call if a child is to be picked up by anyone except his parents or persons who hold a security card. This should only happen in the case of an emergency, and the person will be asked to show proof of identity.

On days that school is dismissed at 1:00 p.m., any student staying after will be placed into a supervised study hall and will be charged an hourly extended care fee.

Home/School Communication

Parent Orientation

All parents must attend an orientation session offered one evening the week before school starts in the fall. Parents who have re-enrolled or new parents who enrolled before July 1st will receive a letter in July which contains information about the fall semester, orientation dates, and a supply list. Parents enrolling students after July 1st will have this information attached to the registration packet.

Parent Visits

Parents are welcome at West Florida Christian School. A child's academic performance often improves when a parent takes an active interest in school work and activities.

In order to maintain teacher efficiency, parents are requested to come to the school office first before visiting a classroom for any reason. Parents should not go directly to a classroom. Lunches, homework, books, etc. may be left in the school office to be delivered. If parents need to pick up a child early from school, they will need to sign their child out at the office. The office will then send for the child. This applies to children in first through twelfth grades. Preschool and kindergarten students are checked out in the extended care room by scanning the security card. Extended care then will issue a note to the teacher regarding early dismissal.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled following the 1st and 3rd Quarters of each school year. Please refer to the school calendar for dates. To initiate a conference at other times, parents should contact the school office to make arrangements. Please do not detain a teacher before or after school. Teachers will be notified of a parent's desire for a conference and parents will be contacted by the teacher to set a time for the conference. The West Florida Christian School office does not give out staff members' telephone numbers. Teachers are normally in their classrooms daily until 3:30 p.m. on school days and are very happy to schedule conferences for mutually convenient dates and times.

School Calendar

A copy of the school calendar is available in the office. The calendar is similar to the Sarasota County public schools. Two weeks for vacation are planned each year for Christmas. One week is planned each Spring as well. Teachers attend the FACCS convention for two days in the fall.

School Newsletter

A school newsletter is published monthly to our web site and is available to be picked up in the school office. *The Reporter* has important announcements and reminders as well as occasional student entries. *The Reporter* is our primary means of general communication with school parents. *The Reporter* can also be received via email. For more information go to www.tbcsarasota.org/wfcs.

School Lunch Menu

A lunch menu is available in the school office. Students may bring their lunch or order a lunch on any given day. Students order lunch with their home room teacher. Lunches may also be ordered in advance online using your web site online account. It will automatically be charged to your bill. Lunches must be ordered before 9:00 a.m.

Transportation

Student Vehicles

Students driving to school must park in the designated student parking area which is located on the McIntosh drive. Students must abide by school regulations and traffic safety rules. The privilege of driving to school can be revoked by the school administration. Proof of insurance must be on file in the student office.

Any student wishing to ride in a car driven by another student must obtain a note from his parents that will be filed in the office. A note from the parents of the student driver will also be kept on file. Students who drive to school may not remain in their vehicles in the parking lot during school hours.

Bus Rules

West Florida Christian School does not provide bus transportation from the home to the school, at this time. We do use bus transportation for field trips and away games. As in the classroom, the teacher maintains complete authority on a bus. In the absence of a teacher, the bus driver has complete authority. Students may be allowed to talk quietly on the bus, unless instructed otherwise by the driver or supervisor. At no time, however, is a student to get up from his seat without permission. All talking stops at railroad crossings, and the passengers remain quiet while the driver opens and closes the door to check for an oncoming train.

Academics

Grading Scale for K-5 Through Twelfth Grade

Grade	Percent	Description
A+	98-100	Work of superior quality - Superior
A	92-97	
A-	90-91	
B+	88-89	Work is above average - Excellent
B	82-87	
B-	80-81	
C+	78-79	Work is average quality - Average
C	72-77	
C-	70-71	
D+	68-69	Work is below average - Below Average
D	62-67	
D-	60-61	
F	0-59	Work is failing - Unsatisfactory
I	-	Incomplete - until completion of assignment
WP		Withdrawal with a passing grade
WF		Withdrawal with a failing grade

K-3/K-4 Grading

K3 and K4 students receive a progress report four times per year when the upper grades receive report cards. The following grading criteria appear on the progress report: Above Average Progress, Satisfactory Progress, and More Progress Needed.

Proficiency Testing

All students K-5 through eleventh grade take the Stanford Achievement Test and the OLSAT test. Tenth and eleventh grade students take the PSAT. Though not offered on our campus, seniors are encouraged to take the ACT or SAT before graduation.

Requirements for Graduation

College Prep. Diploma

Subject	Credits
Bible.....	4
English.....	4
Math.....	4
(Algebra I, Geometry, Algebra II & one other)	
Science (2 with lab components).....	3
Social Studies.....	3
Fine Arts.....	1
Physical Education/Health.....	1
Foreign Language.....	2
Electives.....	2
Total Credits.....	24

College Prep. With Distinction Diploma

Subject	Credits
Bible.....	4
English.....	4

Math.....	4
(Algebra I, Geometry, Algebra II & a Higher Math)	
Science.....	4
(2 with lab components)(Biology, Chemistry, Physics & one other)	
Social Studies.....	3
Fine Arts.....	1
Physical Education/Health.....	1
Foreign Language.....	2
Electives.....	1
Total Credits.....	24

Transfer credits from other schools are accepted by W.F.C.S. at face value. Students transferring to the senior high school (grades 9 - 12) will not be responsible for the Bible requirements missed. However, the 24 credit requirement must still be satisfied for graduation.

Examples of elective courses are; Drama, Foreign language, Choir, Speech, etc.

A complete list of courses offered is included in the Academic Manual located in the school office and on our web site.

Students who complete 24 credits are eligible for graduation. Credits are based upon 150 hours of instruction which include fifty minutes per class per school year. All students who are planning on attending college must take all of the required courses, as well as four math and four science courses.

Academic Honors

Academic honors are determined based upon the Grade Point Average (GPA) earned for all courses taken in high school as calculated through May 1st of the Senior year.

The Valedictorian must have a minimum of a 3.50 GPA, an outstanding Christian Testimony and must be approved by the school board. The Valedictorian must also take advanced college prep courses.

The Salutatorian must have a minimum of a 3.00 GPA, an outstanding Christian Testimony and be approved by the school board as well.

Class Status Guidelines

Freshman - Completion of 8th grade

Sophomore - Attain 6 credits, including a math and English credit

Junior- Attain 12 credits, including 2 English and 2 math credits

Senior - Attain 18 credits

Report Cards

Report cards are issued every nine weeks (four times each year). Report cards will not be given to students who have an outstanding unpaid bill.

Students grades are available on-line throughout the school year. Parents may receive an account access through the school office.

Students must maintain a “C” average with no failing grades in order to participate in sports.

Progress Reports

Students in grades one through twelve are issued progress reports at three-week intervals (two times between each report card).

Honors

W.F.C.S. believes that those students who achieve academic excellence should be recognized. Therefore, three honor rolls have been established.

The following applies for grades 1 through 12:

1. Principal's Honor Roll - All A's
2. “A” Honor Roll - A Average and nothing less than a B
3. Honor Roll - B average and nothing less than a C

At the end of the year, students earning honors are given awards.

Student Recognition

Students who make the Principal's List, Distinguished Honor Roll and the Honor Roll will be recognized by having their names published in *The Reporter*.

Elementary and high school students will receive recognition for outstanding achievement at the Awards Assembly.

Honor Society

We are a local chapter of the National Junior Honor Society, grades 7-9, and the National Honor Society, grades 10-12. Students must prove themselves in their seventh and tenth grades in order to be inducted into the Society. The criteria for membership includes:

1. Scholarship - Students must maintain a 90% GPA
2. Leadership - Students must demonstrate academic initiative and have few tardies.
3. Character - Students must maintain an attitude of good conduct in the school and community. A student receiving 20 demerits will not be permitted to be a member of the National Honor Society.
4. Service - Students are encouraged to be active in the community and their church.

Failure to maintain scholastic standards will result in a probation period to improve their cumulative average. If the cumulative standard is not raised, the student will be dismissed from the society. They will not be permitted to rejoin at a later time. A student who becomes involved in a serious moral/discipline problem shall be dismissed after proper investigation verifies the charge of misbehavior.

* A student receiving 20 demerits or a suspension in any quarter will be removed from the National Honor Society.

Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the student in his studies. Each student is expected to complete all homework assignments. Homework is given for:

1. Drill and practice. Students benefit from meaningful drill to master material essential for academic progress. Homework is given to reinforce classroom instruction.
2. Remedial performance. As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to help overcome difficulties.
3. Special projects. Book reports, compositions, research assignments and projects are some of the activities subject to assignment by a teacher.

Promotion Policies

Students in first through eighth grade will be promoted to the next grade level if they pass all of their subjects. Students may be required to repeat their grade if they fail Math and English. Students who fail three subjects can expect to repeat their grade.

High school students are promoted to the next grade level based on credits (See Requirements for Graduation).

Discipline

General Philosophy and Policies

Children at West Florida Christian School are taught in structured, well-disciplined classes. This keeps discipline problems to a minimum. Students are expected to follow instructions, stay in their seats during the instructional time, and raise their hands if they want permission to speak. Any student who continues to be a disruptive influence in the classroom will not be allowed to continue in enrollment.

Such disciplinary measures as are considered reasonable by the teacher or principal will be meted out to the offending student. This will include the issuing of assignments, detention, suspension and/or expulsion. West Florida Christian School does not use corporal punishment (paddling) as a disciplinary tool.

Respect for Authority/ Classroom Order

The teachers at West Florida Christian School recognize that they have a responsibility before God to instill a sense of respect for authority in their students. The following are included under the subject of authority:

1. Students are not to talk in the classroom without permission.
2. Students are to show respect when others are speaking.
3. Students are not to leave their seats in the classroom without permission.
4. Students are not to mimic, mock, or contradict teachers.
5. Students are not to show facial or other non-verbal forms of disrespect.
6. Students are not to mumble when addressing a teacher.
7. Students are not to write or pass personal notes during class.
8. Students are not to study any subject other than the one currently being taught in class.
9. Students are to use polite forms of speech when addressing a teacher.

10. Students are not to enter a classroom unless a teacher is present. This rule also stands in regard to being in the gymnasium before or after school without a teacher being present.
11. Students are not permitted to write on chalkboards unless directed by a teacher.
12. Students are to show respect to all adult personnel.

Cheating

Any student found cheating will receive zeroes for the work they were cheating on. The student will get a 1 day suspension and receive zeroes for all of his/her classes for that day.

Plagiarism

Any form of plagiarism will be dealt with by the administration.

Demerit System

Students in grades 1 through 12 who receive 0 demerits in a semester will be treated to a special reward.

There are offenses that go beyond the demerit system and will be handled separately. The following list applies: possession or use of illicit drugs, alcoholic beverages, smoking on or off campus, bringing weapons to school, vandalizing or destroying school property, sexual harassment of other students, staff, or faculty, fighting causing another student to be seriously injured, verbal or physical abuse of any staff member, sexual immorality, or civil litigation will be dealt with in its proper context. These offenses will result in dismissal from the school. Weapons are defined as firearms, knives, razors, blackjacks, chukka sticks, BB guns, air guns, acid, brass knuckles, loaded cartridges, explosive devices (pipe guns), wire, chains, broken glass or any object that could be used to harm someone else. Each case will be handled at the discretion of the administration, and may result in immediate expulsion from W.F.C.S.

Demerit Punishments Per Quarter

Every 3 demerits	1 Hour of Detention on Wednesday Afternoon
Total 10 demerits	Letter mailed home from the Principal
Total 20 demerits	Meeting between Principal, Pastor and Parents
Total 30 demerits	Suspended from school for 1 day (zeros will be given on all work that day)*
Total 45 demerits	Meeting with parents to discuss Possible Expulsion

* Any student receiving 3 suspensions in a school year will be expelled from West Florida Christian School

For each detention served there will be a \$5.00 charge assessed to your school account.

Prohibited Items

Items that may distract attention or are hazardous should not be brought to school. If there is any doubt, the classroom teacher should be consulted. Among prohibited items are knives, guns, cigarettes, alcoholic beverages, playing cards, tapes, magazines, radios, cassette players, cd players, headphones, electronic game players, I-pods, MP3 players, laser lights, hazardous chemicals, fireworks, illegal drugs, pornographic materials, tatoos, and all pharmaceutical or over-the-counter drugs. All prescription or over-the-counter drugs must be turned in at the office. All reading material brought to school by students must be approved by either faculty or administration.

Internet Use Policy

Any student operating a web site, blog or my space account which is in public domain will be held responsible for its content. Any content contrary to rules and standards of West Florida Christian School will be dealt with in an appropriate manner by the school administration.

Dress Code

Any student violating the dress code may be sent home at the discretion of the administration.

K-3 and K-4

Shorts to the knees and pants are permitted (Play clothes). Tennis shoes or sneakers are preferred.

The following are *not* permitted:

Short shorts

Halter tops

Earrings (boys)

Attention-getting attire that could disrupt the educational process

Heelies - Sneakers with wheels in the heels

Uniform Dress Code, K-5 – 6th Grade

Girls' and Boys' Shirts - Polo style in any color except white or neon colors

Girls' Skirts, Skorts or Jumpers - Navy or khaki knee-length pleated or A-line in twill or cotton/polyester blend

Boys' Pants - Navy or khaki twill or cotton/polyester blend

Girls - Grades K5 – 6th Grades

- The length of the girls' skirts or dresses needs to be to the knee when walking, sitting, or standing.
- Slits in skirts or dresses also need to be no higher than to the knee.
- Necklines are to be modest in front or back.
- Uniform dress polo shirts in the five approved colors should not be sleeveless, tight-fitting, or made of see-through material.
- Hairstyles must be in good taste. No radical changes in style or color are allowed.
- Jeans or slacks are not allowed.

- Sandals are allowed.
- Uniforms for PE must be purchased in the school office.
- Heelies are not allowed.

Boys - Grades K5 – 6th Grades

- Boys in K-3 -3rd grade may wear uniform shorts.
- Boys must wear long pants in 4th - 6th grade.
- Hair must be off the ears and collar and in good taste. Frosted or dyed hair is not allowed.
- Earrings are not permitted.
- Shirts must be tucked in.
- Belts are to be worn.
- No pictures or words are allowed on the shirts, although shirts may have a small design label on the pocket or sleeve area.
- Socks and shoes must be worn at all times.
- Heelies are not allowed.

Please note: We want our students to look sharp. We believe that well-dressed students tend to do better in school. The school administration reserves the right to disallow any clothing or hairstyle that it believes to be disruptive or incompatible with the school's standards and values even though the article may meet the above criteria.

School Dress Code, 7th – 12th Grades

Girls

- Girls' dresses or skirts are to be to the knee in length. This applies when walking, standing, or sitting.
- Slits in skirts or dresses are to be no higher than the knee while sitting or standing.
- Skirts or dresses are not to be snug or tight-fitting. Proper undergarments are to be worn.

- Shirts, blouses, or sweaters are not be tight-fitting or have necklines that are immodest in front or back.
- Care must be taken that blouses are long enough and skirts are high enough at the waist so that midriffs should not show at any time, sitting or standing.
- No sleeveless clothing will be permitted.
- Hairstyles must be in good taste. No radical changes in style or color are permitted.
- Inappropriate pictures or sayings on clothing will not be allowed.
- Jeans or slacks are not allowed in the classroom.
- Body piercing other than earrings is not permitted.
- No shirts worn inside-out.
- Heelies are not allowed.

Boys

- Shirts must have a collar and the second button must be buttoned.
- All shirts must be tucked in, no exceptions.
- Inappropriate pictures or sayings on clothing will not be allowed.
- Shoes and socks must be worn at all times.
- Heelies are not allowed.
- Tight fitting pants are not to be worn to school. Belts must be worn with trousers that have loops. Blue jeans, shorts or sweat pants are not allowed. Colored jeans are permitted.
- Boys must be clean shaven at all times. Hairstyles must be in good taste. Hair must be off the collar and off the ears. In front the hair must not be touching the eyebrows. Side-burns should not extend below the bottom of the ears and should be neatly trimmed. No beards or mustaches are allowed. Frosted or dyed hair is not permitted.
- Earrings are not permitted.
- Beach shoes or sandals are not allowed.
- Body piercing is not permitted.
- No shirts worn inside-out.
- Heelies are not allowed.

Spectator Dress for School Activities

- It is preferred that girls wear dresses or skirts; however, they may wear slacks. The slacks must be loose fitting and modest.
- Blue jeans may not be worn.
- No shorts, tank tops or shirts with writing or pictures are acceptable; exception: W.F.C.S. T-shirts.
- Students may wear pullover shirts.
- Sport sandals are allowed after games.
- No sleeveless tops permitted.
- Heelies are not allowed.

When attending away games, we will respect their school's standard. In such cases, the above code may not apply.

Attire for Special Events

Teachers may require a dress code which is appropriate for a specific event. All students are to follow the above spectator dress code unless otherwise noted by the administrator or classroom teacher. Students should wear classroom dress to all evening programs.

Please Note: Believing that our outward appearance is a reflection of our hearts and minds, all students are expected to exercise good taste and judgment at all times in their dress. The dress standards of the school are to be observed at all school activities. Through clothing, make-up, and hairstyle, one draws attention either to himself or to the Lord. The administration reserves the right to disallow any clothing or hairstyle that it believes to be disruptive or incompatible with the school's standards and values.

Banquet Dress Code

Boys: Students need to wear a suit, sport coat and dress pants, or tuxedo.

Girls: Formal wear needs to be modest in length, necklines, slits and requires a jacket, sweater, or shawl if it is sleeveless or strapless. All dresses/gowns must be pre-approved by the administration prior to any event.

Extended Care for Non-School Days

- Shorts should be loose-fitting and to the knee. Pants must be neat and loose-fitting.
- Short-sleeve shirts must be without writing or pictures
- Tennis shoes or sneakers are preferred
- Heelies are not allowed.

Campus Decorum

The atmosphere on the campus of W.F.C.S. should be strikingly different from that of other schools. Visitors should be greeted warmly. New students should feel immediately at home. Rowdiness should never be in evidence. Respect for authority should prevail.

The standards and values of the school should be maintained in the classroom and in casual conversation on school grounds and school-sponsored activities. The school dress code should be observed at all school functions. Parents are requested to dress modestly when on the school campus. When on school-sponsored field trips, parents are requested to abide by the school dress code.

Programs and Activities

Kindergarten and Preschool

Children enrolled in the preschool and kindergarten at W.F.C.S. are taught in structured, well-disciplined classes. This keeps discipline problems to a minimum. Students are expected to follow instructions and to stay in their seats during the instructional time. They are instructed to raise their hand if they want permission to speak. Any student who continues to be a disruptive influence in the classroom will not be allowed to continue in enrollment.

The A Beka (Pensacola Christian College) Curriculum is used in the kindergarten. This curriculum is the most widely used curriculum in Christian schools and stresses the phonics approach to reading. Other subjects studied include music, art, math, health, Bible, and writing. The study of science begins in the five-year old kindergarten. The actual instructional day for the kindergarten program is 8:00 a.m. to 12:00 noon. Students may come as early as 7:00 a.m. and stay as late as 6:00 p.m. (See Section - "Extended Care"). A copy of the schedule with a description of the curriculum is available in the school office if a parent misplaces the copy given in the registration packet.

1. Progress reports are sent home four times a year on report card distribution day.
2. Children perform in a Christmas program and a closing graduation program at the end of the school year.
3. Parents are invited to become involved in our Parent-Booster Organization. The school also sponsors several fund-raising activities. Although no one is required to participate in these activities, they do help to keep costs down and parent/student participation is appreciated.
4. School pictures are taken for yearbook purposes and may be purchased if desired.
5. Parents are asked to dress modestly when on campus.
6. K-3 through K-5 students are not permitted to have other children visit the classroom.

Elementary

West Florida Christian School offers elementary grades one through six.

The A Beka (Pensacola Christian College) Curriculum is used in the elementary grades. This curriculum is published for each subject area. Students using the A Beka Curriculum typically score well above their public school counterparts when measured by national testing.

Middle School

West Florida Christian School offers middle school for grades seven and eight. The school day consists of seven fifty-minute periods. Students are likely to have three to four different teachers.

High School

West Florida Christian School offers secondary grades nine through twelve. The school day consists of seven fifty-minute periods. Students are likely to have four to six different teachers.

Summer Day Camp

West Florida Christian School operates a summer program for students from three-years-old through sixth grade. Children may be dropped off and picked up at any time between operating hours.

Educational and recreational activities are planned for summer day camp participants. The educational environment, however, is much less structured than during the regular school year. Additional information is made available to parents in the Spring.

Extended Care

Before and after school supervision is available for children from three-years-old through sixth grade. Morning care opens at 7:00 a.m. Extended Care closes at 6:00 p.m. There is an additional fee for late pick-ups. Extended care is billed on the first of the month and is considered late by the tenth. (Subject to late fees)

An after-school study hall for the 7th through 12th grade students is available for students who are not picked up by 3:30. A fee similar to the one that is charged for elementary extended care students will be charged.

Afternoon care begins at 12:00 for preschool and kindergarten students. In the afternoon, the preschool children nap. There is an hourly charge for afternoon care between 12-6:00 p.m.

Children in first through sixth grades may enter afternoon care at 3:15 p.m. An hourly charge is made for attendance in afternoon care.

Please refer to the school calendar for the days which extended care is closed.

Sports

West Florida Christian School participates in the Florida Christian Conference. The sports program may include the following:

Fall: Varsity boy's soccer, Varsity girl's volleyball

Winter: JV boy's basketball, Varsity boy's and girl's basketball

Spring: Co-ed golf.

Participation in sports is open to all students in grades seven through twelve. Students participating in the sports program must submit a completed sports physical each year. Forms are available in the school office.

No student will be allowed to participate who receives below a "C" average on a Progress report or quarterly report cards. Conduct grades will be included and will be evaluated by the Principal. Student-athletes

who receive below a "C" average may practice but not participate in events starting the following Monday. Student -athletes may not practice or participate if there is an "F" grade on their report card. This ineligibility period will run until the next set of progress reports and/ or report cards are issued and the student-athlete has improved their academic standing.

In order for a sport to be offered, a sufficient number of students must sign up.

Partners-in-Action

This is a charge of \$100.00 per family. Any parent who participates in at least 20 hours (per family) of volunteer services at the school will not be required to pay this fee. Services could include the following: Special Events, Helping at Home Games with Concessions or The Gate, Chaperoning, Maintenance, Fund Raising or Other School Activities. Parents need to log in their hours at the front desk of the school office.

Music Program

W.F.C.S.'s Music Program includes:

- Preschool Theory Class
- Elementary Graded Music Theory Curriculum
- Elementary Choirs (Grades 1-2 and 3-6)
- Choir and Ensemble (Grades 7-12)
- Elementary Band (Grades 4-6)
- Middle and High School Band (Grades 7-12)
- FACCS Fine Arts Competition
- Annual Fall and Spring Concerts
- Annual Christmas Musical

Instruction in most musical instruments is offered through the band program beginning at grade 4. Classes are generally scheduled during the school day. A small annual fee is charged for participation. Piano lessons may be offered on campus by private instructors. Payment for

piano lessons are made directly to the piano instructor. Additional information is available in the office.

School Programs

Musical productions are always highlights of each school year. Relatives and family friends attend by the hundreds. Participation in the programs is considered one of the educational experiences offered by our school. Through their involvement, students are acquainted with music, speech, and drama. A lowered music grade will result from non-participation.

Current programs include two Christmas musicals (Kindergarten and Elementary), and an end of the year Kindergarten program. At this program the three-, four-, and five-year olds demonstrate the skills they have learned during the year, and the five-year olds wear caps and gowns to graduate. The students all work diligently to present outstanding programs.

Summer School

Summer school may be offered. The program is individualized for particular student needs. Summer school begins one week after the end of the school year and runs for four to six weeks.

Parent Booster Organization

All parents are encouraged to become involved with the many activities sponsored by the Parent Booster Organization. The booster club raises funds for projects by collecting gate fees at athletic games, operating the snack bar at home games and various other ways.

Fund Raising

The tuition at West Florida Christian School is kept as low as possible so that Christian education can be available for all families. Improvements to the school are accomplished through donations and fund-raising events. Parents are encouraged to support these important events because they have been a considerable help in school improvements. Students are encouraged to help with fund-raisers by asking parents, relatives, and friends to help sponsor them.

From time to time, other groups in the school, such as the cheerleaders, music department, junior class, and the senior class have fund-raising activities.

Final Words

It is the sincere desire of the administration of West Florida Christian School to see our young people grow up to be fine young men and ladies. The reason for rules and regulations is not to place hardships on students or their parents. If we did not care for our students, we would not find it necessary to have such a “Parent-Student Handbook” as this.

We sincerely hope and pray that each parent will understand our concern and love for our students and will take whatever measures necessary to cooperate. We want our students to be a good testimony in our community and in the eyes of the Lord.

If a problem arises, we ask that parents make an appointment with the teacher through the office. Parents should not discuss problems with other parents. After the teacher has been contacted, the administration is happy to talk to parents and take whatever measures are necessary to bring about a resolution.

Students at W.F.C.S. are expected to maintain high standards and live godly lives. It is a privilege to attend school here and not a right. While constructive criticism is welcomed, griping is not tolerated. Students who do not cooperate will be asked to find another school which they can support and with whose philosophy they are in agreement.

Parent involvement and parent loyalty are extremely important to the successful operation of our school!

After reading this handbook completely with your student, please sign the statement of cooperation in the registration packet. This signature states that you as a parent and your student understand and agree to abide by the rules and regulations set aside by W.F.C.S.

Parent/ Student Agreement Form

I have read the Parent/Student Handbook and will support the rules and guidelines set forth therein.

Parent(s) Signature(s)
(Required For All Parents)

I have read the Parent/Student Handbook and agree to abide by the rules and guidelines set forth therein.

Student's Signature
(Required for 7-12th Grades)

Please cut along dotted line and return signed form to the office by the end of the first week of school.

Teacher Email Addresses for 2009/2010

Teacher	Class	Email
Mrs. Berchen	K3/K4	sberchen@tbcsarasota.org
Mrs. Leiding	K5	kleiding@tbcsarasota.org
Mrs. Scott	1st	kscott@tbcsarasota.org
Mrs. Lamb	2 nd	clamb@tbcsarasota.org
Mrs. Reynolds	3 rd	rreynolds@tbcsarasota.org
Mrs. Osborn	4 th	bosborn@tbcsarasota.org
Mrs. Yoder	5 th	myoder@tbcsarasota.org
Mr. Cason	6 th	tcason@tbcsarasota.org
Miss Leiding	HS	hleiding@tbcsarasota.org
Mr. Smith	MS	tsmith@tbcsarasota.org
Mr. McGowan	HS	mmcgowan@tbcsarasota.org
Mrs. Kerschner	HS	ckerschner@tbcsarasota.org
Mrs. McGowan	HS	lmcgowan@tbcsarasota.org
Mr. Samdahl	HS	lsamdahl@tbcsarasota.org
Mrs. Porter	Office	lporter@tbcsarasota.org
Mrs. Mullenax	Office	smullenax@tbcsarasota.org
Pastor McGowan	Office	tbcpastor@tbcsarasota.org
Mrs. Miller	Office	mmiller@tbcsarasota.org

Mission Statement of West Florida Christian School

Our mission is twofold:

- First, to provide a Christ-centered education to Christian families in an effort to build and develop character which is God-honoring.
- Second, as an extension of Temple Baptist Church, our goal is to offer to the families of our community an education for their children and to be a witness to those families through our evangelistic outreach ministry.