



Western Heritage Christian Academy is a private middle school and high school located in Riverton, Wyoming serving Fremont County by providing a classical education with a Christian worldview based on the trivium of grammar, logic and rhetoric.

Mission Statement

Our mission is to provide a comprehensive Christ-centered education for all students enrolled by following Classical Education Methods and Curriculum in a safe environment utilizing a professional staff and administrators who have a nurturing love for students which fosters and rewards high academic achievement and mutual respect and self-worth, thereby equipping them for a life of discipleship.

Statement of Purpose

The purpose of Western Heritage Christian Academy is to offer students an educational program of academic excellence in a disciplined learning environment, emphasizing the classical tools of learning, the traditional canon, and the Christian world-view, thus enabling students to develop and grow in their relationship with Christ Jesus, their God and Savior.

Goals & Objectives

Know God – moral and spiritual

Know Your Self – intellectual and emotional

Know God's World – social, vocational, and physical

Spiritual Life

Western Heritage Christian Academy centers its campus life and educational program around the nurture of the Christian faith and life of its students and staff. Therefore, the Word of God is integrated into all courses and activities of the school.

The Philosophy of Western Heritage Christian Academy

I. Western Heritage Christian Academy confesses and incorporates a commitment to the Gospel of our Lord Jesus Christ in all aspects of its education mission as it is taught and confessed in the inspired sacred Scriptures.

A. This faith commitment shapes – and is reflected in – the school’s faculty, staff instructional program, education philosophy, and worship life.

1. Faculty and staff confess and reflect in their personal faith, worship life, and professional service to the school the belief that “God so loved the world that He gave his one and only Son, that whoever believes in him shall not perish but have eternal life.” John 3:16

2. A Christian world-view shapes, integrates and unites the instructional programs of the school – its courses of study, education resources, and priorities.

3. Teaching of the faith with confession and prayer – is central in the instructional life of the school on all grade levels in accord with the schools commitment to christianity. We believe that our school is an extension of the home, existing to supplement the parents, not to take the place of them; to aid, not to oppose them; and to strengthen parent/child ties, not to weaken or destroy them.

4. The worship life at Western Heritage Christian Academy uses and teaches the historic forms of christian worship as they express and convey the gifts of the pure Gospel in Word and Sacrament.

B. Regular evaluative strategy is in place to continually evaluate the school’s performance in light of its confessional commitments with established ways and means to implement improvement. The School Board of Education is responsible for such evaluation.

II. The School demonstrates a commitment to a classical approach to curriculum and instruction within the framework of its Christian character.

A. The school’s curriculum and instruction is shaped on all levels by a manner of teaching that nurtures the basic language skills – grammar, logic, rhetoric – to progressively equip learners to carry out, successfully, their own inquiries.

1. These skills are taught and exemplified by instructional strategies that are informed and shaped by levels of student intellectual maturity and aptitude

– grammar in the lower grades; logic and rhetoric added at learning-appropriate higher-grade levels.

2. All faculty and staff are committed to the classical approach in education and exhibit enthusiastic willingness to grow in their understanding, skill, and appreciation of this approach to pedagogy.

3. Each member of the faculty demonstrates being an enthusiastic ongoing learner in his/her assigned teaching areas of responsibility in and out of the classroom.

4. The school's governance possesses and implements ways and means for the continuing education of the staff in the classical approach appropriate to the levels of the school's education program.

B. The scope and sequence of the school's curricular and co-curricular programs are shaped by the goal to raise up a virtuous, educated person for responsible earthly and heavenly citizenship.

1. The course of study to be mastered by students are shaped by the significant fund of information to be passed on to the next generation for responsible citizenship in the Church and world.

2. The basic subject areas of English language skills, Latin, mathematics, history, science, geography, literature, music, art, physical education, and theology form the primary courses of study.

3. The higher language skills of dialectical thinking and analysis, and rhetorical uses of language (written and oral) are exemplified by instructors on all levels and are integrated into strategies for student mastery.

III. The Western Heritage Christian Academy and its School Board of Education establishes and expresses clearly articulated rules, regulations and responsibilities that are in harmony with God's revealed orders of creation – for students, parents, and school staff.

A. Children are to be loved and respected and their limitations clearly recognized. Children must also learn to respect the Lord, parents, other adults and one another. Jesus said, "Permit the children to come unto Me; do not hinder them; for the kingdom of God belongs to them." Mark 10:14

B. Children have responsibilities to God for their words and their actions. "It is by his deeds that a lad distinguishes himself, if his conduct is pure and right." Prov. 20:11

C. Children are born with a sinful nature, and are sinful, by nature and by personal choice. Therefore they need correction early in life. Although man is created in the

image of God, his sin prevents him from realizing his full potential. “For whom the Lord loves, He reprove, even as a father reprove the son in whom he delights.” Prov 3:12

D. The school has written faculty, parent, and student policy manuals and has secured appropriate commitments.

E. Staff, parents, and students give ample evidence to their knowledge and compliance of the school’s policies for conduct and responsibilities.

IV. With regards to the principles of staffing, all who are involved in the educational process must:

A. Be a Christian. Without Christ, the teacher is impotent in his ability to teach in a Christ-centered manner due to the absence of the Holy Spirit from his life.

“However, you are not in the flesh but in the spirit, if indeed the Spirit of God dwells in you. But if anyone does not have the Spirit of Christ, he does not belong to Him.” Rom. 8:9

B. The faculty must be members of a Christian congregation and/or attend church services regularly.

C. Live a lifestyle in word and deed that is in accordance with the Word of God. Eph. 4:1-3 “I, therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.”

STATEMENT OF FAITH

I. The Word of God – We believe that the Bible is the ONLY written Word of God, fully inspired and written without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has the final authority in all matters of faith and conduct. I Cor. 2:13; II Time. 3:16,17; II Peter 1:20,21.

II. The Trinity – We believe that there is one Living and true God, eternally existing in three persons, the Father, Son and Holy Spirit. Matt. 28:19; II Cor. 13:14; John 14: 16-31; I John 5:7; John 10:30.

III. God the Father – We believe in God, the Father Almighty, Maker of heaven and earth.

What does this mean? I believe that God has made me and all creatures; that He has given me my body and soul, eyes, ears, and all my members, my reason and all my senses, and still takes care of them. He also gives me clothing and shoes, food and drink, house and home, wife and children, animals, and all I have. He richly and daily provides me with all that I need to support this body and life. He defends me against all danger and guards and protects me from all evil. All this He does only out of fatherly, divine goodness and mercy, without any merit or worthiness in me. For all this it is my duty to thank and praise, serve and obey Him. This is most certainly true. 1st Article of the Apostles' Creed and Explanation from Luther's Small Catechism

IV. Jesus Christ – We believe in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits at the right hand of God, the Father Almighty. From thence He will come to judge the living and the dead.

What does this mean? I believe that Jesus Christ, true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary, is my Lord, who has redeemed me, a lost and condemned person, purchased and won me from all sins, from death, and from the power of the devil; not with gold or silver, but with His holy, precious blood and with His innocent suffering and death, that I may be His own and live under Him in His kingdom and serve Him in everlasting righteousness, innocence, and blessedness, just as He is risen from the dead, lives, and reigns to all eternity. This is most certainly true. 2nd Article of the Apostles' Creed and Explanation from Luther's Small Catechism

V. Holy Spirit – We believe in the Holy Spirit, the holy Christian church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the everlasting life. Amen.

What does this mean? I believe that I cannot by my own reason or strength believe in Jesus Christ, my Lord, or come to Him; but the Holy Spirit has called me by the Gospel, enlightened me with His gifts, sanctified and kept me in the true faith. In the same way He calls, gathers, enlightens, and sanctifies the whole Christian church on earth, and keeps it with Jesus Christ in the one true faith. In this Christian church He will raise me and all the dead, and give eternal life to me and all believers in Christ. This is most certainly true.

3rd Article of the Apostles Creed and Explanation from Luther's Small Catechism

VI. Salvation – The Bible teaches that people cannot be justified before God by their own strength, merits, or works. People are freely justified for Christ's sake through faith, when they believe they are received into favor and that their sins are forgiven for Christ's sake. By His death, Christ made satisfaction for our sins. God counts this faith for righteousness in His sight (Romans 3:21-26; 4:5). Article IV of the Augsburg Confession from Concordia: The Lutheran Confessions "A Reader's Edition of the Book of Concord", CPH, St Louis, MO. 2005.

VII. Satan and Hell - We believe that Satan is real and does exist and is the adversary of every believer. We believe that hell is a place of eternal punishment of all unbelievers. Job 1:6-7; Matt. 25:46; Rev. 20:14; I Pet. 5:8

VIII. Church - The bible teaches that the one holy Church is to remain forever. The church is the congregation of saints (Psalm 149:) in which the Gospel is purely taught and the Sacraments are correctly administered.

IX. Christian Conduct - the bible teaches that this faith is bound to bring forth good fruit (Galatians 5:22-23). It is necessary to do good works commanded by God (Ephesians 2:10) because of God's will. We should not rely on those works to merit justification before God. The forgiveness of sins and justification is received through faith. The voice of Christ testifies, "So you also, when you have done all that you were commanded say, 'We are unworthy servants: We have only done what was our duty'" (Luke 17:10).

X. Resurrection - We believe in the resurrection of the saved unto life and the resurrection of the lost unto damnation. John 5:24-29

XI. Spiritual Unity - We believe in the spiritual unity of believers in our Lord Jesus Christ, and that we should live together in peace, and that it is our Christian duty to promote harmony among the members of the Body of Christ. Ps. 133:1; Phil 2:1-5; Eph. 4:3.

POLICY OF NON-DISCRIMINATION

Western Heritage Christian Academy reaffirms its policy to admit or enroll students of any race, color, or national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs.

ADMISSION

Preference in admission is given first to currently enrolled students on a first-come, first-serve basis.

New students are required to meet Latin and Logic curriculum requirements. If Latin or Logic have not been taken, a summer home study course may be required to ensure proper placement.

Any outstanding fees (tuition, lunch, library fines) must be paid in full by June 10th of the current school term, or a student will forfeit their registration status for the upcoming school year. The office will hold a student's progress reports and records until all fees are paid.

All new students enter Western Heritage Christian Academy under a 6-week probation period. This period allows the teacher(s) and administration adequate time to determine if Western Heritage Christian Academy is able to meet the educational need of the student. Because of our parochial/private school status, there may arise incidence of a child with either learning or behavioral problems for which Western Heritage Christian Academy is unable to provide adequate services.

A meeting with parents, teacher(s), and administrator shall be requested at any time during this 6-week period if removal from Western Heritage Christian Academy is being considered. This meeting will be used to discuss teacher observations and concerns, and recommendations will be given to parents concerning their child.

Western Heritage Christian Academy reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student.

REGISTRATION

Registration Steps:

1. Complete an **ENROLLMENT FORM** for each child and submit required documents.
2. Turn in the Enrollment Form with the **required REGISTRATION and BOOK FEES** for each child. These fees are normally non-refundable. (They can be refunded if your family moves. Please contact the school office in case of any other emergency.)
3. All parents of new students shall meet with the head teacher. This meeting is to discuss the philosophy of Western Heritage Christian Academy and reasons for enrolling your child.

FEES FOR THE 2025/2026 SCHOOL YEAR

GRADES 6-12 FEES:

REGISTRATION FEE – \$100 per student -Paid at Registration

BOOK FEE - \$200 per student – Paid at Registration

MONTHLY HIGH SCHOOL TUITION – AUGUST - MAY (10 months)

Single student family \$475 per month

Multi-student family \$450 per each additional student per month

MONTHLY MIDDLE SCHOOL TUITION – AUGUST - MAY (10 months)

Single student family \$475 per month

Multi-student family \$450 per each additional student per month

TUITION PAYMENTS

Tuition payments are on a 10 month payment rate, beginning in August. The first payment is to be made at final registration in August.

All tuition payments are due during the first school week of each month and are past due after the Tuesday of the following week. Checks should be made payable to Western Heritage Christian Academy and mailed to P.O. Box 2080, Riverton, WY 82501, or turned in to the tuition payment drop box located in the classroom. If financial concerns arise regarding tuition payments, please contact the school office. Information on pictures and other optional expenses will be sent as it becomes available.

TUITION ASSISTANCE

Families who need help are encouraged to meet privately with the school office to discuss their needs and to make arrangements for tuition assistance. Any information shared is confidential. Parents of students receiving this assistance are required to help at the school in exchange for this financial assistance. They will indicate on their assistance application the hours and days they are available to help at the school.

The academy stresses that your child's tuition payment should be viewed as an investment, not an expenditure. Further, a parent's investment of time to their child's Education is just as valuable as the dollars put forth. Parents are reminded that tuition payments are to be above their regular tithes and offerings to their church.

POLICY REGARDING TUITION

It is the Board of Education's responsibility to carry out this policy through the school office. The procedure for carrying out this policy is as follows:

1. The school office will seek payment of tuition for the first month after tuition due date.
2. Student(s) will be suspended from school if two cumulative months of tuition have not been paid, unless arrangements are made to the satisfaction of Western Heritage Christian Academy.
3. Should late payments be made, the student(s) is (are) reinstated without prejudice.
4. All records, etc., shall be transferred in accordance with the laws of the State of Wyoming.

REPORT CARDS/GRADING SYSTEM

Each student is responsible to God for his studies. The school's marking system represents the teacher's professional evaluation of the progress of the student and is done considering the child's ability, effort, daily work, punctuality, and test scores. All of these have some effect on the child's grade.

Report cards are issued every nine school weeks. Parents will receive the first progress report at the Parent/Student/Teacher Conferences following the fall mid-semester marking period. They will be sent home following the remaining marking periods. Please return report cards promptly after you have examined and signed them. Only the semester grades will appear on the students permanent record. Additional progress reports may be sent to parents at their request or at the discretion of the instructor in the event of unsatisfactory performance of the student. The instructor will evaluate the academic performance of students on a weekly basis, as needed.

By law, parents can have access to their child's permanent record. At their request, the Head Teacher will share the record with any parent. The permanent records are not to be taken from the school office.

Parent-Teacher Conferences are made by appointment at the end of the first quarter. Other conferences may be requested by either parents or teachers.

GRADING SCALE

Grading at WHLA is based on a 4-point scale. It is common practice for admission Officers to recalculate a grade point average after deleting all pluses and minuses from reported grades. Therefore, WHLA follows this practice when calculating grade point averages for its students. A student's grade point average (GPA) is based on semester grades. Grades indicate the following levels of mastery of course material:

%	Grade	Grade Point	Level of Mastery
100-94	A	4	EXCELLENT
93-90	A-	4	
89-87	B+	3	SUPERIOR
86-84	B	3	
83-80	B-	3	ADEQUATE
79-77	C+	2	
76-74	C	2	
73-70	C-	2	MARGINAL
69-60	D	1	
59-0	F	0	

ELIGIBILITY POLICY

In order for students of Western Heritage Christian Academy to participate in athletic activities, they must maintain a grade average of “C” or better in each subject area.

Teachers will determine eligibility at the end of the school day on Thursday and that eligibility will affect activities beginning the following Sunday through Saturday. Practice for a sport during ineligibility will be left up to the discretion of the coach and teacher. They cannot participate in any games/meets.

Eligibility for other activities including non-academic class/school outings and or “fun days” will be at the teacher’s discretion.

The intent of the policy is to teach the students the value of work ethics and the proper perspective for class work vs extracurricular activities. It is also the intent to be fair and give every opportunity for the students to participate in all activities they desire.

MINIMUM ACADEMIC STANDARDS

Students shall maintain a minimum cumulative GPA of 2.0 (on a 4.0 scale) to be considered in good academic standing. Students placed on academic probation for two semesters in a row may have their student status terminated by action of the Headmaster upon recommendation of the faculty. A student will automatically be terminated for failure to achieve a cumulative 2.0 GPA after three semesters in a **row unless extenuating circumstances allow for an exception to this policy.**

Students must also maintain a cumulative GPA of 2.0 to continue receiving any WHLA financial needs scholarship.

ACADEMIC PROBATION

Students who receive an F semester grade in a course or attain a semester GPA of 1.8 or below shall be placed on academic probation. Academic probation is removed by passing all courses and obtaining a GPA of at least 2.0 for the next semester.

HONOR ROLL

To be eligible for the Honor Roll, a student must carry a minimum of four one-credit classes and have a grade point average of 3.5 or better per semester provided that they also have Excellent or Satisfactory marks in all effort categories. Any Needs Improvement or Unsatisfactory marks in effort automatically excludes a student from the Honor Roll.

Students who achieve a GPA of 3.25 to 3.49 shall receive Honorable Mention provided that they also have E's or S's in all effort categories.

GRADUATION/PROMOTION REQUIREMENTS

The classroom teacher is to make the final decision concerning a student's promotion. Any student who fails any academic class should not expect to be promoted. If a student is in danger of failing any class in a grading period, the teacher will meet with the student and parents at that time or not later than the mid-term of the final semester.

SENIOR HIGH GRADUATION REQUIREMENTS

A minimum of 25.5 semester credits, with the course work indicated below required for graduation at WHLA.

English/Literature 4

Mathematics 3

Science 3

Social Studies 3 - U.S. History, Civics, European History, and Ancient/Classical History

Foreign Language 2

Rhetoric 2

Health/PE 1

Religion 2

Fine/Performing Arts 2

Electives 3.5 (these can be career and technical classes, or degree specific classes taken at CWC or different electives offered at WHLA)

To participate in Baccalaureate and Commencement, and to receive a diploma, the student must meet all academic requirements, pay all tuition and fees, and complete all other obligations to WHLA. It is school policy that each graduate participate in both Baccalaureate and Commencement.

TRANSCRIPTS

Copies of a student's school record for other high schools, colleges, institutions, scholarships, or prospective employers, are available through the school office upon the student's or parent's written request. Ordinarily, transcripts are released directly to those agencies. Each student is entitled to 2 transcripts without charge (exclusive of those for scholarships and employment purposes). After that number, \$1.00 will be charged per copy. Students, or parents, if the student is under 18, may request a copy of the student's official record.

TEXTBOOKS

Textbooks and other re-usable materials will be loaned to students for their use in courses taken. Students are responsible for taking care of them. Students will be assessed replacement costs for any books or materials that are abused or damaged beyond normal and reasonable wear.

ATTENDANCE AND TARDY GUIDELINES

Regular and punctual attendance is absolutely necessary for the benefit of your child. Sickness, accident, or death in the family, are excused absences from school. A total of 10 or more absences in one semester may be cause for the student to repeat a semester. Parents of such students will need to meet with both the head teacher and their classroom teacher. Students reporting after 11:00 AM will be counted as a ½ day absent. We recognize the orthodontic appointments must be scheduled during the school day, and we will consider this an excused absence. Appointments with doctors and dentists should be made so as not to interfere with attendance at school except in emergencies.

In the event of an absence from school, parents are asked to notify their child's teacher **before** school. A written explanation of the absence **must** accompany the student on his/her return to school. When parents know of an absence ahead of time, they should notify the teacher as soon as possible before the absence so that arrangements can be made regarding homework and tests.

A student is considered tardy if they are not in class by 8:00 AM or return from lunch by 12:45 PM. After 3 tardies in a 9-week period, the school will contact the parents to inquire into reasons for such tardiness. Five accumulated tardies in a 9 week period will equal 1 day of absence, which will be reflected on the report card. Parents will be notified by the teacher to discuss their child's tardiness problem.

Students who take outside classes/electives will be required to return to WHLA promptly. Return times will be agreed upon between student/parent/head teacher, if a student is late in returning to WHLA the tardy policy outlined above applies.

Teachers or the school office may not release students during school hours unless there is a written request from a parent or a parent personally makes such a request. When students are released early from class or arrive late to class, a parent or guardian must check in at the office to sign a student in or out of school. Students are released only to persons authorized to pick them up as identified on the enrollment form. A person picking up a student may be requested to show a driver's license or other picture identification before being permitted to take a student.

RESPECT

Respect is a key word in the Christian life. Respect for pastors, teachers, and one another is vital to proper and positive thinking in the Christian life. We, therefore, expect complete respect and consideration from our students and parents and will seek to make this reciprocal. When people lose respect for one another it breaks down communication and hinders confidence.

When we respect one another we will be able to discuss problems rationally and constructively rather than resorting to harsh conversations and upsetting scenes caused by over-reacting to any party involved.

Respect for property which does not belong to us is also extremely important. We would like each parent to stress with their child the need for taking care of equipment and refraining from marring or in any way being destructive to walls, chairs, doors, tables or anything belonging to the school or other students. Students will be expected to take part in the daily chores of cleaning and maintenance under the supervision of the staff.

DISCIPLINE

The subject of discipline is often a touchy one, and yet it is extremely vital to proper operation of any well run educational system. Western Heritage Christian Academy is not a corrective institution. We ask that you not enroll your child merely with the idea that we will reform him or her. Our aim is to help your child achieve a high level of learning and training while under the school's authority and this can be accomplished only when good discipline is maintained.

All students are expected to address their teachers and staff respectfully as: "Miss _____", "Mrs. _____", "Mr. _____", "Pastor _____", "Mom", "Dad", "Aunt _____" are also acceptable in appropriate situations. All students will be expected to follow classroom and school rules.

Students must at all times conduct themselves in a manner becoming a Christian. Gripping cannot be tolerated because of its deteriorating effects. If your child comes home complaining about a policy or discipline, please follow the following procedures:

1. Give Western Heritage Christian Academy the benefit of the doubt.
2. Remain objective!
3. Realize that there are good reasons for all our rules, and that they are enforced equally and without favor to any individuals.
4. Support the school staff and call for the facts. If a question still remains, arrange for a parent-teacher conference.

Man's highest aim is to follow the Lord and be always in His ways, Ps. 1:1-2 and Ps. 18:44. God blesses those who respect and obey rules that are in accordance with God's Word.

The teachers at Western Heritage Christian Academy want your child to be able to follow the rules and to be happy and content here. Therefore, following is a list of rules and consequences that will be implemented at Western Heritage Christian Academy.

We will honor our school by the following rules:

Listen the first time.

Obey right away.

Respect others and property.

Do your best.

Keep a place for everything and everything in its place.

There are five basic behaviors that automatically necessitate discipline from the principal/headmaster/school board (versus the teacher), which minimally will

include a mandatory after-hours detention. Those behaviors are:

1. Disrespect shown to any staff member. The staff member is the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, re: Outright disobedience in response to instructions.
4. Fighting, re: Striking in anger with the intention to harm other student(s).
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

USE OF TOBACCO – Possession and/or use of tobacco, including e-cigarettes, in any form is not allowed at any time while a student is on the school/church grounds or while attending school functions. If this rule is broken, the student's parents will be contacted. The student will be assigned detention and face possible suspension and/or expulsion.

USE OF ALCOHOL/DRUGS – Students found in the possession of, under the influence of, or in the use of alcohol/illicit drugs, narcotic devices, or any material sold or represented as illicit drugs while on school property, or while attending school functions shall immediately be referred to the Headmaster for disciplinary action. Both the parents and the police will be immediately contacted. The student will be suspended and face possible expulsion. Although the school must take appropriate disciplinary action, it is committed to doing all it can to help a student who has problems with alcohol or other chemical misuse. The school will provide information, resources and/or counseling to student and family.

MEDICATIONS – All medications for students (prescription or over-the-counter) are to be kept and administered by designated school staff during school hours and require the written permission of a parent. Medications may not be in the possession of students at school and will be confiscated by staff.

WEAPONS - Guns, knives, and other instruments normally considered as weapons are not permitted on school/church property at any time. Violation of this rule will result in the weapon being confiscated and the student being subject to suspension and possible expulsion. In addition, if the weapon is illegal, the police will be notified.

FIRE – Lighters, matches and other potential fire starting devices are not allowed at school unless they are being used as part of a school class/project. Violation of this rule will result in confiscation of the device and possible suspension or expulsion.

PUBLIC DISPLAYS OF PHYSICAL AFFECTION - are not allowed. We believe that limiting public, physical affection contributes to a healthy practice and attitude of appropriate social decorum. Students who violate this guideline will be referred to the Headmaster for appropriate counseling and/or discipline.

TEASING AND UNWANTED PHYSICAL CONTACT - are not allowed at any time. Students who engage in these activities will be assigned detention and will face possible suspension and/or expulsion.

HARASSMENT - WHLA will not tolerate harassment of any person by any staff member or student relating to the person's sex, race, color, religion, age, or handicap. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or handicap.

It is also the policy of WHLA that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment, since such conduct creates an intimidating, hostile, or offensive school environment, and has no place at WHLA. Those individuals who believe that they have been a victim of harassment or discrimination should immediately report the conduct to any member of the school staff. Following an investigation of the incident, appropriate action will be taken.

Harassment of any nature is a serious offense and is strictly prohibited. Retaliation against any individual who makes charges of harassment is likewise prohibited. Those guilty of harassment or retaliation will meet with appropriate sanctions which may include expulsion or termination.

It shall be the responsibility of all members of the WHLA family (teachers, students, staff) to respect the God-given dignity of others in the spirit of Christian love.

CHEATING/PLAGIARISM - Cheating and all forms of plagiarism are serious violations of the Seventh Commandment. Cheating or plagiarism will result in no credit for the work. Moreover, a guilty student may be disqualified from consideration or membership in the National Honor Society.

Plagiarism occurs when one takes ideas and/or wording from a source and uses them as one's own (regardless of whether or not the act was intentional). This will usually occur in written work. This is not only unfair and unethical but in some cases, where copyright infringement is involved, it is also illegal. Plagiarism (even if accidental) will not be tolerated.

DISCIPLINE AT SCHOOL-SPONSORED ACTIVITIES

Students who participate in games, practice, or other school-sponsored activities are under the supervision of the school until the time the activity is ended. Students are expected to stay with the supervisor until they are picked up by their parents or returned home. It cannot be stressed enough the importance for a parent to pick up their child promptly at the end of such activities. Students whose activity may be completed (i.e., junior varsity players waiting during a varsity game) will remain at the activity and visible to the supervisor. Non-involved WHLA students must have permission from both their parents and the school in order to attend activities without their parents in attendance.

All field trips are school-sponsored activities, and all who attend are under the supervision and authority of Western Heritage Christian Academy. The school is legally responsible for all persons involved, including those providing transportation.

As faculty cannot directly supervise students if drivers make unscheduled stops while transporting students, all drivers will stay with the group and follow the itinerary specified by the teachers.

SUSPENSION/EXPULSION GUIDELINES

1. Head teacher notifies the WHLA school board of the infraction. (If it is not the head teacher involved, notify her first).
2. Parents of students involved are notified.
3. School board determines disciplinary action.

Minor discipline infractions may result in a 1 day suspension.

Serious offenses will result in 2 to 3 day suspension or even possible expulsion depending on the severity of the incident.

Two 3 day suspensions during a school year may result in expulsion for the remainder of the school year. The student may reapply the next school year.

GRIEVANCE PROCEDURE

With reference to Matthew 18:15-20, parents are requested to use the following procedure.: In order to maintain open and healthy lines of communication, parents should first take to the Lord in prayer any personal conflicts or concerns. Secondly, they should contact the child's teacher. Then, if necessary, they should further speak with the Head Teacher. If further consultation or intervention is needed, it is then appropriate to contact the Chairman of the Board of Education, and, at the parents' request, a parent meeting with the Board of Education will be established.

PHYSICAL EXAMINATIONS

The school suggests annual check-ups, including hearing and/or eye exams. Athletic physicals will be required for all students participating in any sports events at WHLA.

MEDICAL CONCERNS, SICK CHILDREN, ETC.

Children who have the flu, are running a fever, or who have a contagious disease should be kept home. Please use good judgment as many conditions will affect not only the health of your child, but the health of other children and the teachers in school as well.

If your child is sick, please call the office before 7:45 AM. If your child will be out for more than one day, please leave a message as to how long your child will be gone. The teacher can then make arrangements for making up school work.

MEDICATIONS

Students requiring medication during the school day should give the medication to their teacher or leave it with the school secretary along with written instructions indicating amounts and times for taking medication. Specific health problems should be discussed with the teacher. A written permission slip is required.

IMMUNIZATIONS

The State of Wyoming had made it a law that all children be properly immunized within 30 days of enrollment date or student's enrollment will be terminated at the school until immunization requirements are met. Immunization forms may be picked up at the school during final registration in August.

TRANSPORTATION / STUDENT PICK-UP

Bus transportation to WHLA is currently not available. The bus does run to Trinity Christian School a couple blocks away. If enough students request a bus stop at the school it is possible a stop could be added in the future through the Riverton School District.

To insure the safety of our students, persons picking up children at any time of the day should be 21 years or older, if other than a family member. Parents must call the school office if anyone other than family, or a pre-determined individual, will be picking up their child

TELEPHONE

The school phone is a business telephone that can only be used by students in the case of an emergency. Permission must be granted by an adult for the use of the telephone. Please do not use the telephone to make arrangements for a friend to stay at your house, request that your parents bring something to school for use, or announce when you have an after school activity.

It is the student's responsibility to remember needed articles for school and activities, to give notes to parents, and to make prior arrangements for transportation, unless the school makes a last minute change in scheduled activities.

NUISANCE ITEMS

MP3 players, cameras, radios, recorders, headphones, squirt guns, computer program, movies, dvd players, electronic games...and the list could go on and on...and the other types of "nuisance" articles, should not be brought to school unless materials are specifically requested by the classroom teacher for some educational purpose.

Cell phones and smart watches may be brought to class but can only be used during the lunch hour for the first 15 minutes. During the day, if a cell phone and/or smart watch is brought inside the building, it needs to be placed on the teacher's desk.

Nuisance items will be collected by the teacher: offenders will be asked to have these items claimed by their parents before they can be returned. The basic rule is that an item is classified as a nuisance item if it is not normally used in school or after school hours for some positive educational purpose.

COMPUTER USAGE

All students must follow the computer usage guidelines and sign the computer usage agreement form before using school computers.

VISITORS

A student who wishes to bring a visitor to school must receive permission from the Headmaster. Generally, visitors are only allowed for recruitment purposes. Visitors must report to the head teacher (or receptionist) before entering the school building. They are expected to conduct themselves according to all school regulations and policies, including the dress code. The host WHLA student is expected to accompany the visitor at all times.

EMERGENCY PROCEDURES

Students should treat all fire and tornado drills (state mandated) as though they were actual emergencies. Evacuations will be conducted under teacher supervision according to procedures posted in all classrooms. Students are expected to be orderly, silent, and alert for special instructions.

SCHOOL CLOSINGS AND DELAYS

On days when severe weather makes closing or the delay or early release of the opening of school necessary, announcements will be made in the following manner:

The head teacher will consult with board members and try to make a call on a late start, early release or school closure as far in advance as possible.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Regular attendance at church services and Sunday School classes is one expression of Christianity in action. As a part of our educational program of training the whole child, our children are encouraged to attend divine services regularly. The home must set an example, the family should worship together. Christian parents will want to set an example for their children and attend services with them. “Not forsaking the assembling of themselves together, as the manner of some is.” (Hebrews 10:25). Parents with no church affiliation are invited to attend services at Trinity Christian Church.

STUDENT PARTICIPATION IN CHURCH SERVICES

The music curriculum at Western Heritage Christian Academy may include periodic participation in performances at Trinity Christian Church on Sunday morning, Wednesday evening, or other special services. Attendance by ALL STUDENTS at such occasions is a requirement of the Western Heritage Christian Academy music program.

Non-member families are welcome to worship with us at Trinity at any time. In the event of a communion service, we ask that non-members refrain from partaking of the Lord's Supper. Scripture makes clear that in communion a public testimony is being given that the communicant believes the teachings of the Christian Church-Missouri-Synod to be the faithful word of God. We are publicly proclaiming oneness with each other.

We practice "closed communion" wherein we believe that only those persons who are "one" with us in doctrine and practice should attend Holy Communion here, because communion proclaims a unity of faith. This does not imply that those of another faith are not Christian. It does mean that we take doctrine seriously and we should be one before we proclaim that we are one. An additional brochure is available on closed communion.

STUDENT UNIFORM DRESS CODE

It is the belief of Western Heritage Christian Academy that appearance and attire do affect a person's attitude and behavior. All clothing should be modest and in good taste – to the glory of God. Our dress regulations and appearance requirements are set out by the following guidelines. All students will be expected to follow these guidelines. Students will dress according to the dress code. Clothing will be clean and neat at all times, with no holes, or holes repaired neatly.

FEMALES

TOPS: T-shirts, blouses, or sweaters that are solid colors or prints- Only Christian themed writing is allowed.

- No tank-tops or spaghetti strap shirts are allowed.
- Jackets may be worn in class during cold weather at teacher's discretion.
- Solid color sweatshirts/hoodies that are clean and without holes, may be worn in class during cold weather at teacher's discretion
 - o Christian wording/theme is acceptable.
 - o Proper dress code is required under hoodies/sweatshirts!!

BOTTOMS: Modest Jeans without holes or any embellishment (i.e. bedazzled pockets) or dress pants (i.e. khaki pants or solid colored dress pants.)

- No sweatpants allowed.
- No leggings or stretchy material pants unless they are underneath a dress or long tunic.
- Shorts are allowed but must have a 7-inch inseam or longer and cannot be a stretchy, legging material.
- No short skirts or dresses allowed. (Any skirts/dresses must come right above the knee or longer.)

HAIR: Hair is to be clean, neatly combed, and trimmed (out of eyes).

- Unnatural hair color is not allowed.

TATTOOS: Tattoos or any skin drawings are not permitted.

JEWELRY: Earrings are allowed, (no gauges), No other body piercing is allowed.

MALES

TOPS: T-shirts, polos, button-up shirts that are solid colors or prints- Only Christian themed writing is allowed.

- No tank-tops allowed.
- Jackets may be worn in class during cold weather at teacher's discretion.
- Solid color sweatshirts/hoodies that are clean and without holes, may be worn in class during cold weather at teacher's discretion
 - Christian wording/theme is acceptable.
 - Proper dress code is required under hoodies/sweatshirts!!

BOTTOMS: Modest Jeans without holes, stains, or any embellishment (i.e. bedazzled pockets) or dress pants (i.e. khaki pants or solid colored dress pants.)

- No sweatpants
- No Athletic Shorts

HAIR: Hair is to be clean, neatly combed and trimmed (out of eyes).

- Unnatural hair coloring is not allowed.

TATTOOS: Tattoos or any skin drawings are not permitted.

JEWELRY: No piercings or gauges allowed

Code of Conduct

We will honor our school by following the rules:

Listen the first time.

Obey right away.

Respect others and property.

Do your best.

Keep a place for everything and everything in its place.

As members of WHCA, we are role models to the entire student body; therefore, we understand our school rules form the basis of all our behavior. In order to assure all rules are followed, we accept the following as our

Code of Conduct:

Everyone has the right to be able to work and learn. We have a responsibility to be ready to work hard together for the whole day. In particular, this means that:

- We will arrive on time for lessons
- We will bring the right books and equipment to each lesson.
- We will behave in ways that help other people to work effectively.
- We will make sure that all work is completed and handed in on time.
- We will keep our work areas clean and organized.

Everyone has the right to be valued as a person and treated with fairness and respect at all times. We have a responsibility to care about the school community and respect and look after one another. In particular, this means that:

- We will comply with the reasonable requests by all adults and fellow students
- We will use appropriate language in all of our conversations.
- We will respect other people's property.

Everyone has the right to feel safe from physical or verbal threat or attack. In particular this means that:

- We will only use kind and uplifting words.
- We will recognize each other's personal body space and refrain from unwanted touches.
- In school and Church buildings and on the grounds we will behave in a way that keeps people free from danger.

Everyone has the responsibility to keep the buildings and grounds neat, tidy, and litter-free. In particular this means that:

- We will do all we can to prevent the spread of litter.
- We will eat and drink only where permission is given.
- We will write or draw only when and where it is appropriate.

Student Initial _____ Parent Initial _____

Computer Use Policy (HANDBOOK COPY)

Dear Parents and Students,

Please read, sign and return.

COMPUTER USE POLICY SUMMARY

The Western Heritage Christian Academy Computer Use Policy is an evolving work aimed at keeping pace with the rapid growth of the skills and responsibilities our students need in using computers and the Internet as an education tool. The summary of that policy is simple. School computers and access to the Internet that is provided at school must be used responsibly.

Students who choose not to use the computers and the Internet properly will lose their privilege to use them altogether.

ACCEPTABLE USE OF OUR COMPUTERS AND THE INTERNET

*Research for assignments

*E-mail to other schools as part of classroom e-mail

*Software use as provided by the teachers

UNACCEPTABLE USE OF OUR COMPUTERS AND THE INTERNET

- Violating any state or federal laws including copyright
- Accessing inappropriate websites, visiting chat rooms, playing games on the Internet, accessing files not open to the public.
- Opening or changing files or websites that belong to someone else.
- Not respecting the privacy of others by posting personal information or pictures without the person's knowledge.
- Misuse of the equipment
- Inappropriate language or graphics that attack, harass, or embarrass others including posting false or defamatory information.
- Buying or selling things on the Internet or downloading software without teacher permission.
- Using software from outside sources including games from home without teacher permission.

Other misuse of the equipment or the Internet as identified by the teachers and/or the administrator may lead to the loss of use privileges.

I have read and explained the Computer Use Policy Summary above to my child,
_____, whose teacher is _____. We agree to
follow the expectations.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Western Heritage Christian Academy

Closed Campus

To maximize student safety Western Heritage Christian Academy has a closed campus policy. No student shall be permitted to leave school at any time before the regular hour for dismissal except as noted in the closed campus policy stated below..

The head teacher shall not permit a student to leave school in the custody of a person other than the student's legal parent or guardian unless that person has the verified authorization of one of the legal parents or guardian.

Policy Adopted: October 24, 2013

Closed Campus Policy

No student shall be permitted to leave school at any time before the regular hour for dismissal except:

1. in case of emergency.
2. with the approval of the head teacher or her designated representative.
3. Juniors or seniors (11th-12th grade) may leave campus during the existing open campus lunch period contingent on them being in good standing with the school, not being on academic probation, and having a written permission slip on file.
4. Eligible high school students with written parent permission may be permitted by the head teacher to leave campus and arrange for his/her transportation to and from school classes at CWC (or other approved school) to include studying at the Riverton library. Students may ride with another WHLA student or other driver who is licensed to drive said student(s).
5. Privileges may be revoked at any time at the discretion of the school.

WESTERN HERITAGE CHRISTIAN ACADEMY

OFF CAMPUS CLASSES PERMISSION SLIP

Juniors and seniors will be permitted to leave campus to attend approved off campus classes to include study time at the Riverton Library. Prompt arrival back to school is required. Students who do not comply with the rules are subject to having off campus privileges revoked.

RULES:

1. A permission slip signed by parent/guardian must be on file with the school office.
2. Students must have permission to ride with another student to attend off campus classes.
3. Students may not have more than the allotted persons in vehicles with number of seat belts available.

Western Heritage Christian Academy will not be held liable for students leaving campus for off campus classes during school hours.

I have read and understand all rules pertaining to juniors and seniors off campus privileges.

(Please print) Student Name _____

Parent/Guardian Signature _____

Date: _____

WESTERN HERITAGE CHRISTIAN ACADEMY

OFF CAMPUS LUNCH PERMISSION SLIP

Juniors and seniors will be permitted to leave campus during the normal lunch period. Prompt arrival back to school is required. Students who do not comply with the rules are subject to having off campus lunch privileges revoked.

RULES:

4. A permission slip signed by parent/guardian must be on file with the school office.
5. Students must have permission to ride with another student to go out to lunch.
6. Students may not have more than the allotted persons in vehicles with number of seat belts available.

Western Heritage Christian Academy will not be held liable for students leaving campus for lunch during school hours.

I have read and understand all rules pertaining to juniors and seniors off campus privileges.

(Please print) Student Name _____

Parent/Guardian Signature _____

Date: _____

WESTERN HERITAGE CHRISTIAN ACADEMY

WHLA Handbook Parental/Guardian Agreement Form

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have ready the 2026-27 Parent/Student Handbook and discussed its policies with my child(ren). I certify that I consent to and will submit to all governing policies of the school, including applicable policies in this parent/student handbook.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any and all services at any time. I understand this handbook does not contractually bind Western Heritage Christian Academy and is subject to change without notice by decision of WHCA's governing body.

Parent/Legal Guardian

Printed name of child(ren)

Date

Western Heritage Christian Academy Locker Use Agreement

I, _____ (Print Student Name), understand that this locker No. _____ is assigned to me by my principal/head teacher at Western Heritage Christian Academy for use during the school year with the following conditions:

1. I am responsible for the locker that is assigned to me. No one else may use this locker unless another student has been assigned by the school to share the locker.
2. I agree to use only an approved lock on this locker. If I use my personal lock, I will register the combination at the office. I will not divulge my combination to anyone else.
3. I will only use the locker for purposes relating to school and my attendance at school. I understand that I may use the locker to store books, school supplies and equipment, clothing, school sports equipment, lunches and necessary personal items. I understand that nothing else is permitted in my locker unless the principal or viceprincipal has permitted it in writing.
4. Valuable items (money, electronic devices, watches, jewelry, etc.) should not be kept in lockers. The school is not responsible for any items lost or stolen from lockers.
5. No controlled substances, weapons or prohibited or offensive material may be placed in the locker.
6. I understand that the principal or vice-principal and other authorities, such as the police, may search student lockers and desks and their contents (including backpacks) at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules. Such persons have full authority to remove any locks by any means to gain access to the locker. There must be a witness present during locker and desk searches.
7. I agree to keep the locker clean and to remove food items on a regular basis.
8. I understand that I am responsible for cleaning and removing all material from my locker at the end of the year or when I leave the school.

9. Administrators reserve the right to reassign students to another locker as the need arises.

10. Unnecessary damage, vandalism, writing, etc. on lockers are prohibited. Students will be required to pay for the damage.

11. I understand that my permission to use the locker may be terminated if I do not comply with the conditions of use, school policies or rules.

Student acknowledgement and agreement I have read the above statements and agree to the terms and conditions of the Locker Use Agreement. I am aware these conditions are in keeping with Western Heritage Christian Academy's Administrative Procedure Student Interrogations and Searches.

Student Name
(print) _____ Grade: _____

Student Signature _____

Advisory Teacher: _____

Locker # : _____, Lock Combination: _____

List Locker Damage: _____