

# DOCUMENTS COVER SHEET

## Enrolled Student(s)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Parents are to **initial** that you have received, read, and understand the following documents.

Asbestos Report                       Financial Obligation                       Photo/Videotape Release

Student Email & Computer Policy                       Parents' Pledge                       Student Pledge

Please **initial** the following. Please write the word "No" if you do not want your child's photograph used in the manner outlined on the Photo/Videotape Release Form.

I/we hereby grant Heritage Academy permission to use my child's photograph and/or videotaped image for all of the purposes mentioned in the photo/videotape release.

I understand and agree that Heritage Academy may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school administration in writing.

## Student(s) in grades 5-12, please sign confirming that you have read, understand, and agree to the Student Pledge.

Student Signature: \_\_\_\_\_

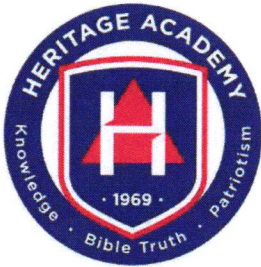
Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Return this page only. The information packet is for you to keep for future reference. \*\***



# Heritage Academy

12215 Walnut Point West ♦ Hagerstown, MD 21740  
(301) 582-2600 www.heritage-academy.net

## Yearly Asbestos Report (K4 – 12<sup>th</sup> grade)

As required by law, on March 19, 1988, the buildings of Heritage Academy, Inc. were inspected for the purpose of detecting and/or locating asbestos in building components – ceilings, walk, floors, heating, cooling, etc. This inspection is repeated every three years. The building inspectors were accompanied throughout the latest inspection by Mrs. Kerry Clark, who made necessary information and drawings available.

Samples of possible asbestos-bearing materials were taken and subsequently submitted to a laboratory for analysis and evaluation. A complete report on that activity and its results is on file with the school office. Anyone desiring to review the inspection report and the management plan may do so at the convenience of the school. By law, if requested, anyone may obtain a copy of the reports after allowing due time following the request for such documents. The law allows the school to make a charge for such services, the amount of which is not fixed by law.

The only asbestos detected in our building was found in the floor tile of several classrooms, restrooms, lounges, and offices. This floor tile is not friable and does not pose a threat to human health when managed according to the program outlined in the management plan. The locations of this safely sealed, asbestos-containing, floor tile are as follows:

### Classrooms

104  
105  
107  
108  
110  
111  
112  
113  
115  
123

### Break Room/Storage

Staff Breakroom – 106D  
Storage – 106C  
Storage Closet -123

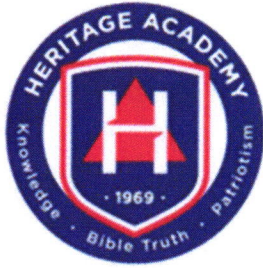
### Restrooms

All 2<sup>nd</sup> Floor Restrooms

### Offices/Hallways

Main Office - 100  
Office - 106B  
Office – 106A  
A.D. Office-117  
Office-221  
Hallway – 106 Wing  
Hallway – Main Elementary  
Hallway to Chapel

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.



# Heritage Academy

12215 Walnut Point West ♦ Hagerstown, MD 21740  
(301) 582-2600 [www.heritage-academy.net](http://www.heritage-academy.net)

## FINANCIAL OBLIGATION

In keeping with the standard of God's Word, which commands that we "be not slothful in business" and do all things "decently and in order", it is our desire to meet our obligation to you as parents in being properly prepared to provide excellence for your children, and also to responsibly meet the obligations we must assume to personnel and suppliers in accordance with enrollment.

Therefore, it is of necessity that the following minimal financial obligation and refund policy be in effect.

- Administrative acceptance of the student into Heritage Academy and parent signature on Documents Cover Sheet Form constitute enrollment.
- Accounts not kept current may result in student suspension from school until the account is brought up to date. All accounts must be enrolled with FACTS Tuition Management.
- There will be a \$30 service charge on returned checks.
- If your child/children withdraw from school after enrolling, except in the case of the family moving from the area, you will be obligated for a \$150 withdrawal fee. If you have paid in advance, you will receive a refund of your payments, less \$150 of the school year's bill. Application and registration fees are nonrefundable.
- If your child attends school for any part of a month, you may be obligated for the entire month and any previous month in which payment is still due.
- Assessments will be made to cover damage to school property, including textbooks.
- Records will not be released until all monies and /or material owed to the school and /or to any of its related organizations (e.g., fundraisers, class dues, etc.) are received, and the check has cleared the school's bank.

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.



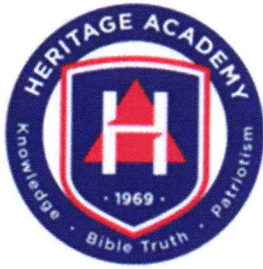
# Heritage Academy

12215 Walnut Point West ♦ Hagerstown, MD 21740  
(301) 582-2600 [www.heritage-academy.net](http://www.heritage-academy.net)

## Photo/Videotape Release Form

There may be times when Heritage Academy yearbook staff, teachers, the media, or other organizations, with the approval of the school administration, may take photographs of students, audiotape/videotape students, or interview students for school-related stories in a way that would individually identify a specific student. These images may appear in school publications; in school video productions; on the school website; in the news media; or in other nonprofit, education-related organizations' publications.

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.



# Heritage Academy

12215 Walnut Point West ◆ Hagerstown, MD 21740  
(301) 582-2600 [www.heritage-academy.net](http://www.heritage-academy.net)

## COMPUTER USE POLICY

Heritage Academy has computer/internet resources available for school-related research/programs/ assignments as directed/supervised by Heritage personnel. Students may use these resources only under the authority of school personnel. Students are not to gain access to internet/wi-fi via personal electronic devices or school computers in any capacity without direct authorization from Heritage personnel. When students have been authorized to utilize the school's IT service/equipment, the student is to access only those sites/information/programs which are directly related to the task at hand and are in accordance with the school's policy in regard to appropriate content.

Unauthorized or inappropriate access or use of the services/equipment available, including perusal of inappropriate websites, will result in consequences which may range from demerits to suspension of usage of the school's IT equipment or alternate/additional consequences as deemed appropriate. In such cases, students will be required to complete assigned tasks outside of school under the normal parameters of the assignment issued. Failure to do so will result in grade penalties reflective of missing/incomplete work.

This policy will remain in effect for the duration of your child's educational time at Heritage Academy. I also give Heritage Academy permission to create an email address for my child.

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.



# Heritage Academy

12215 Walnut Point West ♦ Hagerstown, MD 21740  
(301) 582-2600 [www.heritage-academy.net](http://www.heritage-academy.net)

## PARENTS' PLEDGE

We recognize Heritage Academy as a Christian School which seeks to honor Christ in all aspects of the school's programs and operation. We understand that the school desires to partner with parents in raising children in a manner that is honorable to Christ. We pledge to support the school in its efforts to provide guidance, education, and training consistent with Scriptural principles.

In recognition that there are varying points of emphasis, Scriptural interpretation, and traditions among the various Christian denominations, we pledge our full cooperation in keeping doctrinal controversy and denominationalism out of the school.

We pledge our loyal support to the school through praying for its personnel and programs and fulfilling our financial obligations in the manner and within the time parameters as indicated by the school.

We pledge to uphold, in our home, on social media, and in other public venues, the personnel, policies, and procedures of the school. This includes seeking to resolve problems in accord with Scriptural principles (Matthew 18:15), avoiding gossip and contentiousness (Ephesians 4:31; Proverbs 17:14), to be forgiving (Colossians 3:13), and to follow the proper channel of authority if resolution does not occur at the first level.

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.



# Heritage Academy

12215 Walnut Point West ♦ Hagerstown, MD 21740  
(301) 582-2600 [www.heritage-academy.net](http://www.heritage-academy.net)

## STUDENT PLEDGE

It is my understanding that Heritage Academy is a Christian school and that those responsible for implementation of its programs and providing instruction and oversight to its students seek to honor Christ in every way. I understand that there are guidelines and expectations for students in regard to work ethic, attitude, and conduct. I realize that as a member of the Heritage Academy community, I represent the school both on and off campus.

As a student, I pledge to consistently do my best to abide by the guidelines contained in the Handbook as well as the expectations conveyed to me by school personnel. Expectations for students include guarding my mind against immorality, impurity, rebellion, selfishness, carnality, and violence (principles conveyed in Philippians 4:8-*whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*) and applying this to that which I say, read, watch, attend, hear, promote, and/or approve. This application extends to my actions, such as protecting my body by abstaining from sexual immorality and from the use of alcohol, tobacco, and illegal drugs. In addition, I recognize and am committed to nurturing my spirit by associating with people of high moral character and conduct, cooperating respectfully with those in authority, striving for excellence as a student, using social media appropriately, refraining from gossip, grumbling and complaining, and avoiding the appearance of evil. I understand that should my behaviors on or off the school property violate the Biblical ideas of this pledge; I should be held accountable for my choices, up to and including expulsion.

Students in grades 5<sup>th</sup>-12<sup>th</sup> must sign the Information Packet Cover Sheet to indicate they have discussed and read this pledge with their parents.

**Initial** the coversheet to indicate you have read this information, and keep this document for reference.