



April 15, 2024

Dear Parents,

It's hard to believe graduation is just a few short weeks away. It seems like just yesterday that the school year had begun. God has truly blessed Highland Academy this year and what a privilege we've had in serving you and your children.

Attached to this email is some very important information pertaining to the graduation weekend festivities, student expectations, and school policies. Please review them carefully so that you can make the necessary arrangements and enjoy this special weekend to its fullest.

Also, as a reminder to a prior email, in preparation for graduation weekend and specifically the tribute vespers portion of the weekend, we are putting together a slide show of each graduate to be presented during their tribute. On behalf of the senior class presidents, I'm requesting that you send us 5 or 6 pictures (max) of your child growing up. This could be anything between ages 1 – 14. Preferably, a mix of pictures at varying ages would be ideal.

Please send those images to Diana Drusky at ddrusky@highland-academy.com

Thank you in advance for your support and assistance in helping make graduation weekend a success. If I can be of any assistance, please do not hesitate to let me know. I look forward to celebrating with you the accomplishments of your children and the successful completion of another school year.

Blessings

A handwritten signature in blue ink, appearing to read 'Chadd Watkins', is written over a horizontal line.

Chadd Watkins
Principal

May 2024
Graduation Information
Juniors-Seniors-Parents

Here are a few guidelines you will want to familiarize yourself with regarding Graduation Weekend. We have had an excellent school year and look forward to celebrating this “once-in-a-lifetime” occasion together. Please take special notice of the times of each meeting and any special regulations that are in effect during the weekend. If you have questions or need clarification, please contact me.

1. **STUDENT ON CAMPUS** – Because of the importance of each Senior and Junior being available and on time for all meetings, we respectfully ask that no requests be made to have your dormitory student(s) stay off campus.
2. **EVENT LOCATIONS** – All graduation weekend programs will be held in the Highland Academy Church. Commencement on Sunday will be in the Raphan Ley Auditorium.
3. **ONLINE STREAMING** – All weekend events in the church will be live-streamed. You may connect to these events via this link. <http://highlandadventist.org/livestream>
4. **STUDENT CHECKOUT** – All students need to make satisfactory arrangements with their work supervisor before stopping work and with the dormitory deans upon checking out of the dormitory. **We request that you check out of the dorm before leaving to celebrate. Students must be checked out by 3:00 p.m. on Sunday, May 19. Dorms will be locked at that time until Tuesday, May 21, at 9:00 a.m. Seniors must be checked out and take their check-out sheet to the Dean.**
5. **MEALS** – Sabbath and Sunday meals will be in the cafeteria as scheduled below. The charge will be \$7.50 per meal for those **NOT** of the immediate family of **dorm** students. *(See attached for additional information regarding meals.)*

Sabbath:	Breakfast	8:00 – 8:20 a.m.
	Lunch	Following Baccalaureate
	Supper	5:45 – 6:00 p.m.
Sunday:	Breakfast	7:30 – 8:00 a.m.

The last meal served by the academy will be breakfast on Sunday morning.

6. **DIPLOMAS** – In order to best serve you, diplomas will be mailed to you or available for pick-up after the final account balance has been settled. These are the items to look for on your final statement. Please contact the Vice Principal of Finance if you have any questions.
 - The final payroll will process during the first week of June after commencement.
 - Cafeteria charges/credits
 - Room deposit credit or damage charge
 - Book deposit credit

Neither transcripts nor diplomas will be issued until the student’s account has been settled.

7. **SENIOR/STAFF Breakfast** – This special senior/staff dedicatory meal will take place on Friday the 17th at 8:00 am in the Highland Academy Cafeteria. This event is for the graduates and staff of Highland Academy only. See attached graduation schedule.
8. **GRADUATION REHEARSAL** – Immediately following the senior/staff breakfast, all juniors and seniors are required and expected to meet at the Highland Academy Church at 9:00 am for weekend graduation rehearsal.
9. **SCHEDULE OF EVENTS:**

Friday, May 17	Consecration	7:30 pm	Church
Sabbath, May 18	Sabbath School by the Seniors	9:30 am	Church
	Baccalaureate	10:45 am	Church
	Tribute Vespers	7:00 pm	Church
	<i>Sundown</i>	7:47 pm	
	Senior/Family Reception	After Tribute Vespers	Cafeteria
Sunday, May 19	Commencement	10:00 am	Gym

10. **STUDENT CONDUCT** - All school regulations remain in effect for all students through graduation weekend. All students will be expected to follow regular school policies. Parents’ special cooperation in encouraging their son or daughter to abide by these regulations will be appreciated. A reception for the families of the graduates will follow the Tribute Vespers. All dorm students will be expected to remain on campus both Friday and Sabbath evenings and nights. **Please do not plan to take your son/daughter off campus either night after the programs.**
11. **GRADUATION DRESS** – Church attire is the dress expectation to be worn underneath the graduation regalia. No element of the graduation regalia (cap, gown, cords, tassels or stole) may be decorated, embellished, or ornamented in any way prior to a graduate exiting the venue after the commencement service is completed. Any attire that has been decorated, embellished or ornamented will be confiscated on the spot and the student will not participate in any subsequent part of graduation weekend programs until the modified element(s) are restored to their original condition.

Thank you for your cooperation in making this weekend a success.

Chadd Watkins
Principal

REGARDING MEALS FOR GRADUATION WEEKEND

Meals are served on Saturday, and Sunday morning during graduation weekend. If you plan on eating meals in the cafeteria, please contact Diana Drusky at 615-325-2036 or email at ddrusky@highland-academy.com to make reservations.

IMMEDIATE FAMILY MEMBERS OF DORM STUDENTS EAT FREE

AS IN: *Parents/Stepparents*
 Unmarried Siblings

NOT: *Married Siblings*
 Grandparents
 Aunts & Uncles
 Friends

PARENTS WILLING TO PAY FOR RELATIVES' MEALS:

Meals can be charged to the student's account by the student signing for a charge card in the cafeteria. Any relative or friend can sign on a student's card, and the parent of that student will be responsible for the charges.

RELATIVES/FRIENDS WISHING TO PAY FOR THEIR OWN MEALS:

Those who wish to pay for their own meals may purchase meal tickets at the Business Office on Friday during office hours. After Friday, others wanting meals will need to sign the student's card and reimburse the student's family.

ROOM ACCOMMODATIONS

Rooms are available for Seniors' immediate families first in the women's or men's dormitory, then Juniors families. Please contact either Steve Rogers (901-246-3381) or JP Mathis (423-834-6772), dormitory deans, to reserve rooms. The cut-off date for room reservations is Wednesday, **May 8**. If you prefer a hotel, the cities of Portland, TN, Gallatin, TN, White House, TN, and Franklin, KY are nearest our school.