



JASON P. DANDURAND, Ed. S.  
PRINCIPAL  
618.254.7550

ROXANA COMMUNITY UNIT SCHOOL DISTRICT 1  
401 NORTH CHAFFER | ROXANA | ILLINOIS 62084  
"Achieving Excellence with Passion, Pride, & Partnership"

[jdandurand@roxanaschools.org](mailto:jdandurand@roxanaschools.org)  
[@DandurandJason](https://www.facebook.com/DandurandJason)

[www.roxanaschools.org](http://www.roxanaschools.org) | FAX: 618.254.7580  
Facebook: Roxana Shells

@RHS\_Shells

To: 2019 Graduates and Parents  
From: Jason Dandurand, Principal  
Subject: Information and Instructions for Graduation Procedures  
Date: Friday, May 8, 2019

**Parents, please review this information with your child:**

1. Graduation will be held on **Sunday, May 19, 2019 at 2:00 p.m. on Charles Raich Field at Roxana High School**. In case of inclement weather, the graduation exercise will be moved indoors to the large gym. Tickets for the indoor graduation will be provided to graduates when they turn in their obligation form in the main office.
2. **Please arrive early. Doors will open at 12:30 p.m. The graduates will be escorted onto the field at 2:00 p.m.**
3. **All outstanding fees, library fines, and technology & cafeteria charges must be paid in order to participate in the graduation ceremony.** Please check your accounts online or contact our main office.
4. Graduates must report to the small gym at Roxana High School no later than 1:30 p.m. on the day of graduation. Graduates are to enter through the high school main entrance and enter the small gym to get lined up alphabetically.
5. Pictures should be taken at home in advance of graduation. **No one other than the participants in the Graduation exercise will be permitted on the field to take photos.** We will have a professional photographer taking pictures as graduates receive their diploma and walk off stage. Riverbender.com will also be providing a live stream of the ceremony on the internet to view. A link will be located on our high & district webpage.
6. Although it will probably be warm, it is still necessary that graduates dress appropriately. Boys are encouraged to wear neat garments consisting of a collared shirt, tie, dress slacks, and dress shoes. Girls are encouraged to wear neat garments such as dresses, skirt/blouse, dress slacks, skorts, and dress shoes. No casual wear such as jeans, shorts, sneakers, flip flops, etc.
7. Upon arrival to the small gym, graduates will be arranged in alphabetical order and be given instructions on how to proceed to the field.
8. When the graduation exercise is over, the audience will be asked to remain seated so that the graduates may exit quickly and orderly. Graduates are to return to the small gym to pick up their diploma and graduation information.
9. At the **graduation practice on Wednesday, May 15<sup>th</sup> at 2:40 p.m.**, you will receive an instruction sheet for specifics relating to the actual graduation exercise.
10. **In order to conclude the school year on a positive note, all graduating seniors are expected to abide by our school-wide rules, expectations, policies, and procedures. Graduating seniors who are disruptive or defiant to the ongoing learning environment are subject to school discipline and may lose the privilege of participating in the Graduation Ceremony.**

Congratulations to our 2019 graduates on this important milestone. On behalf the faculty and staff of Roxana High School, we wish you the best of luck in your future endeavors. Please know that even after graduation, our school and staff are willing to assist you in any way possible.

Yours in Education,

*Jason P. Dandurand*, Ed. S.  
Principal | Roxana Senior High School