

1420 EAST 68<sup>TH</sup> STREET  
BROOKLYN, NY 11234

TEL: (718) 763-4701  
FAX: (718) 251-3439  
[www.RoyHMANN.com](http://www.RoyHMANN.com)



**ANTHONY CUSUMANO**  
**PRINCIPAL**

**ASSISTANT PRINCIPALS**  
MICHAEL DIESA  
ANGELO NICOLETTA

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**THE SCHOOL OF ARCHITECTURAL DESIGN & INNOVATIVE TECHNOLOGY**

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September 7, 2018

Dear Parents/Guardians and Class of 2019:

Welcome back! This is your last year at Roy H. Mann and there is so much to look forward to! In an effort to provide the biggest and best celebrations during this very important year and to cover the cost of some of these exciting events, we ask every family to contribute senior dues. Senior dues for this year are \$125.00. The collection of dues will begin on Monday, September 17, 2018 and will continue through Friday, December 21, 2018. All funds must be in no later than the December deadline. Dues must be paid in full to participate in senior activities.

**Fees for the Senior Formal Dance at El Caribe and the Senior Trip are NOT included in senior dues.**

Furthermore, neither the fees for the Senior Formal (June 5, 2019) nor the senior trip (June 7, 2019) will be accepted before senior dues are paid in full. NO CASH OR CHECK payments can be accepted. **ONLY MONEY ORDERS WILL BE ACCEPTED** as payment for senior dues. **Money orders are to be made payable to ROY H. MANN, I.S. 78** with the student's name and class written on the face of the money order, then placed in a sealed envelope with the student's name and class written on the outside of the envelope.

**All payments will be collected by the Roy H. Mann school treasurer, Ms. Holzer in room 131.**

Advisory (homeroom) teachers will not collect senior dues. Every student is responsible for senior dues.

The dues are nonrefundable and will cover the cost of the following items:

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|---|---|
| 1. Rental of venue for graduation ceremony  | 10. Moving and storage of musical instruments, stands, etc. (commencement performances) |
| 2. Commencement cap, gown and tassel  | 11. Printing of souvenir programs (commencement ceremony and awards night)              |
| 3. Senior class shirt   | 12. Medals, plaques and awards (commencement ceremony and awards night)                 |
| 4. Full color 2019 yearbook   | 13. All other awards night expenses (tickets, programs, etc.)                           |
| 5. Engraved diploma case  |   |
| 6. Parchment diploma and seal   |   |
| 7. Printed event tickets  |   |
| 8. Senior class gifts   |   |
| 9. Floral decorations and balloon sculptures at commencement ceremony and senior awards night |   |

Participation in or invitation to any senior event is a privilege, and contingent upon behavior deemed appropriate per the NYC DOE Discipline Code. Additionally, any student attending senior events must meet Roy H. Mann and NYC DOE promotional requirements. Excessive lateness and/or unexcused absences from school, the presence of three or more N's, two U's or any combination of N's and U's in conduct in ANY class, and/or failures in classes may result in exclusion of a student from the Senior Event(s).

Sincerely,

\_\_\_\_\_  
Mr. Michael Diesa  
Assistant Principal

\_\_\_\_\_  
Ms. Agata Laguna  
Dean of Students

\_\_\_\_\_  
Ms. A. Valentine-Mills  
Senior Advisor

\_\_\_\_\_  
Approved, A. Cusumano  
Principal

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YES, I have enclosed a Senior Dues payment of \$\_\_\_\_ for my child, \_\_\_\_\_ of class \_\_\_\_\_

YES, I understand Senior Dues are nonrefundable and payment does not include the cost of trips or prom.

Parent/Guardian's signature \_\_\_\_\_ Date: \_\_\_\_\_

Please submit to Ms. A. Holzer in room 131.