



# SAINT MARTIN DE PORRES

## CLEVELAND'S CRISTO REY HIGH SCHOOL

27 January 2023

Dear Class of 2023 and Families of Members of the Class of 2023,

Congratulations! You have made it to your final semester of high school. Continue to put in the hard work and perseverance to finish your Saint Martin career strong. Life and circumstance has continued to present us with significant challenges in these past 2 years, and we are grateful for your understanding, flexibility, and care through it all. We are so proud of you!

As we continue to navigate through this COVID-19 pandemic, we continue to work hard to plan meaningful events with the health and safety of our students, families and staff as our number one priority. In the documents included in this letter we hope to provide an outline of senior requirements and events for this second semester and we will do our best to update you regularly if changes need to be made.

Attached is an outline of the coming months as well as our requirements for our graduates. We will be speaking with the members of the Class of 2023 for the next few months about the requirements for participation in senior end-of-year events. Participation in Senior Retreat, Prom, Baccalaureate, and Graduation requires successful completion of:

- **Students should still be compliant of all SMDP rules, uniforms protocols, and other regulations**
- **All academic coursework**
- **A Capstone Project**
- **All financial obligations**
- **All Corporate Work Study & College Counseling Program Commitments**
- **The Return of School Materials/Property (textbooks, Chromebooks, etc.)**

It is very important that we are clear on the expectations now, so that there will not be any distress or misunderstandings as commencement day approaches. **Students who do not meet these expectations will not be permitted to participate in any end-of-year events.**

Additionally, the privilege of participating in end-of-year events is earned through "Being Saint Martin" daily in word and in action. **Our expectation is that every member of the Class of 2023 will conduct themselves as models of mature, thoughtful, and faithful men and women.**

Finally, seniors and families, the school community would like to thank you for the privilege of walking alongside these members of the class of 2023 for these last four years. We are honored to work to cultivate young minds and spirits. Together, and because of your love and support, we will soon be sending a group of young women and men into the world to Work, Study, Serve, Lead, and Pray.

**Go with God, God Goes with you.**

Sincerely,

The Saint Martin de Porres High School Faculty & Staff

# CALENDAR OF EVENTS

DATE	EVENT	NOTES
Tuesday, January 17	Capstone Final Research Paper Due	GRADUATION & Prom Requirement.
Friday, February 3	Partner Appreciation Luncheon	Students will either attend Breakfast or Lunch with their supervisors here at Saint Martin
Monday, March 6	Capstone Community Engagement Project Due	GRADUATION & Prom Requirement.
Wednesday, March 8	Capstone Exhibition Night 5:00-7:00pm	MANDATORY. GRADUATION & Prom Requirement.
Thursday, March 16	QTR 3 Ends - Gradebook Closes	
Monday, March 20	QTR 4 Begins	
Tuesday, April 4th & Wednesday, April 5th	Capstone Panel Presentations (afternoon)	NO CLASSES. Students will be expected to show up for their presentation at the assigned date and time.
Friday, April 7 - Sunday, April 16	Spring Break	NO CLASSES/NO CWSP. ***This is a great time to complete CWSP Make up time.***
Friday, April 21	QTR 4 Mid-Quarter	Mid-quarter Gradebooks close on Friday 4/21. Grades sent home Monday 4/24.
Monday, May 1	College Decision Day	
Saturday, May 13	Senior Prom	Red Space Events (Gallery)
Thursday, May 18	Last day of Senior Class	
Friday, May 19	CWSP Presentation Day	Schedule to follow. NO CLASSES. GRADUATION & Prom requirement.
Monday, May 22 - Tuesday, May 23	Senior Exams	Makeup for exams will be Wednesday, May 24
Thursday, May 25	Last day of CWSP	
Friday, May 26	Senior Retreat (ALL DAY)	MANDATORY.
Wednesday, May 31	Graduation/Baccalaureate Practice & Senior Celebration	MANDATORY.
Thursday, June 1	Baccalaureate & Senior Awards 6:30PM @ St. Vitus Church	MANDATORY.
Sunday, June 4	Graduation	Slovenian National Home. Time 3:00PM.

## **ACADEMIC EXPECTATIONS & GRADUATION REQUIREMENTS**

### **Senior Coursework:**

All requirements of all senior courses must be successfully met to participate in the Prom, Baccalaureate Mass and Commencement ceremonies. This includes Senior Capstone. Failure to complete CAPSTONE on time and successfully may keep a student from attending prom as well as graduating with his/her class.

### **Capstone:**

Capstone is a graduation requirement for all of our senior students. Please make note of following due dates for the required capstone components:

- Tuesday, January 17 - Final Research Paper was Due
- Monday, March 6 - Community Engagement Project Due
- **Wednesday, March 8 - Capstone Exhibition Night - 5:00-7:00pm @ Saint Martin**
  - Families & community members are invited to attend
- Tuesday, April 4 & Wednesday, April 5 - Capstone Panels
- Wednesday, April 13 - Capstone Panel Make-Up Day

### **Senior Exams:**

Senior Exams will take place Monday, May 22 & Tuesday, May 23. Make-up exams will take place on Wednesday, May 24. Exemptions: Seniors are exempt from their final semester exams if they have met all Capstone deadlines AND they have an "A" in a given course for the semester.

### **Semester Failures:**

Any senior who fails a course during the first semester MUST coordinate the recovery of those classes in order to receive a diploma.

Students who still owe more than 1 credit (2 classes) at the year's end will be unable to participate in Baccalaureate and Commencement.

All credits, Ohio State Test Requirements and Capstone requirements must be met in order to receive a diploma from Saint Martin de Porres High School.

### **CORPORATE WORK STUDY PROGRAM INFORMATION & REQUIREMENTS**

In order to participate in year-end Senior events, students must complete ALL outstanding make-up time AND CWSP Presentation Day project.

- FINAL MAKE-UP WORKDAY & last opportunity for CWSP Presentation 2 Days BEFORE PROM WILL BE Thursday, May 11, 2023.
- FINAL MAKE-UP WORKDAY and last opportunity for CWSP Presentation Day BEFORE GRADUATION WILL BE Thursday, June 1, 2023.

Students with outstanding make-up time and/or missing CWSP Presentation Day projects will not be permitted to participate in Prom or Graduation activities. Seniors should be attentive to making up missed time starting NOW in order to avoid finding themselves in difficult situations at the end of the school year. Make-up time requests must be approved by your CWSP supervisor. Failure to proactively request make-up time will not be excused.

Students or families with questions about CWSP make-up time should contact Ms. Brickman in CWSP at 216.881.1689 ext. 235 or nbrickman@stmdphs.org.

Seniors in good CWSP standing may be eligible to work for pay at their CWSP partner site over the summer through August 31st. See Ms. Brickman for details.

## **COLLEGE COUNSELING INFORMATION & REQUIREMENTS**

### **FAFSA:**

All students **MUST** complete the FAFSA. It's both a graduation and prom requirement.

### **College Notification, Scholarships & Financial Aid Letters:**

All students must bring in notification letters and financial aid awards to the college counseling office. College counseling will make a copy of these forms for the student's file. Students will keep originals.

### **College Deposits:**

Deposits for your student's college of choice are due on May 1 to confirm your place at the institution. Please make sure to plan accordingly.

### **Transcripts:**

Please be advised that no final transcripts will be released to colleges if there is an outstanding balance on your account. Final transcripts are required for financial aid processing so please clear any outstanding balances before graduation. We will not send immunization records or physical forms to colleges. Please contact your child's doctor to have this information sent directly to the college.

## **SCHOOL FEES & TUITION**

Thank you in advance for making sure all of your tuition is paid to date. All tuition payments, book fees, and any other dues must be made by Saturday, April 22nd to the BUSINESS OFFICE to be eligible to participate in any senior events including prom and commencement ceremonies. Students will not receive a diploma if these financial obligations are not met.

## **SENIOR EVENTS**

### **Senior Retreat:**

*Date:* Wednesday, May 26th

- ❖ A day long retreat experience, **NOT** overnight
- ❖ Depart school at 8am, return by 6pm

*Location:* Beulah Beach Retreat Center (6101 W. Lake Road Vermilion, OH)

Participation in Senior Retreat is an expectation. All seniors will participate in a retreat experience on Wednesday, May 24th. Students should report to school at the normal time. The retreat will be a day-long experience, NOT an overnight experience. Closer to the retreat, more information will be sent home in the mail.

The Senior Retreat is a special time for the seniors. It is a time for the seniors to look back over this year and all four years at Saint Martin. It is a time to see where they have come from with God's

help and the help of one another, and it is a time to look toward their future. It is a time to reinforce bonds of friendship with their classmates and to prepare mentally and spiritually for the next steps in their lives.

**Prom:**

Date: Saturday May 13th

Location: Red Space Events- Gallery Room, 2400 E Superior Ave, Cleveland, OH 44114

Time: 7:00-11:00PM

Price: \$80/ticket

Parking: included in ticket

**Tickets must be paid for in cash or credit card. We WILL NOT accept personal checks. Dates to purchase are April 12th-May 1st during lunch, or from 3:30—4:00 PM. No tickets can be purchased after May 1st!**

- Seniors who have not met financial obligations, completed their CWSP work requirements (including successful completion of Presentation Day), or met their academic obligations, including successful completion of CAPSTONE, will not be able to attend the Senior Prom.

Senior Prom is a very special night for the students, faculty, staff, and parents of Saint Martin. It is important to remember that no extreme clothing ensembles will be considered appropriate for the evening. Please call the Dean of Students for more information.

According to the Parent-Student Handbook, students are responsible for their behavior at all school sponsored events. The rules of the school apply to all students and their guests. Students who have consumed alcohol or have used an illegal substance will not be admitted to the Prom. Ticket costs will not be refunded.

Prom will be a closed event. Once students arrive at the prom, they will not be able to go back to their cars.

*Guest Policy:*

- NO DATES OLDER THAN 21 YEARS OF AGE WILL BE PERMITTED TO ESCORT A SAINT MARTIN STUDENT TO THE PROM.
- GUESTS 21 YEARS OF AGE: Students who are planning to bring a date to the Prom who is 21 years of age need to meet with the Dean of Students along with the student's parent. The date must be known to the parent. All dates who are 21 must abide by the Student Code of Conduct. Though he/she may be of legal age, he/she may not drink before, during or after the Saint Martin Prom. If an adult guest is suspected of drinking they will not be permitted to enter the Prom. The adult guest may also not buy alcohol for a Saint Martin student. It must be remembered this is a HIGH SCHOOL PROM. Adult guests are required to complete the Adult Guest Registration Form for Prom which may be obtained from the Main Office. A copy of his/her driver's license or state ID is also required.
- GUESTS UNDER 21: If a guest is enrolled in a high school or college and is under 21 years of age, he/she may use the existing Guest Registration Form for Dances. These forms can be found at the Office of Student Success or Ms. Sayre's office in the gym. If a potential guest

is currently not enrolled in a school, he/she must have his/her employer complete the Adult Guest Registration Form for Prom.

### **Prom Line-Up:**

Information about prom line-up will come closer to the date.

### **After Prom:**

We as a school do not sponsor an After-Prom immediately following prom. If parents would like to organize an After-Prom for the students immediately following the dance, they are welcome to do so. This is a non-school sponsored event, but we are happy to help in discussing possibilities or hosting planning meetings. If you have questions or concerns please call or email both Ms. Mary Sayre at (216) 881-1689 ext.318, (216) 978-4525 or [msayre@stmdphs.org](mailto:msayre@stmdphs.org) and Ms. Erin Haislah (216) 881-1689 ext 267, (216) 703-9317 or [ehaislah@stmdphs.org](mailto:ehaislah@stmdphs.org)

### **Baccalaureate Prayer Service & Awards Ceremony:**

MANDATORY. Please be sure not to schedule work or day-long activities on this day.

*Date:* **Thursday, June 1st** beginning at 6:30pm

*Location:* Saint Vitus Church, 6009 Lausche Avenue, Cleveland, OH 44103

This ceremony celebrates all who have contributed to the accomplishments of the graduating Class of 2023: students, parents, faculty, staff, administration, board members and benefactors. Just as we all gathered together in August of 2018 at the Mass of the Holy Spirit to welcome all to our community, we gather now to give a spiritual thanks for all that we have been given as the Class of 2023 begins a new chapter of their lives.

A great deal of preparation has gone into making this day a special occasion for all of us involved with Saint Martin de Porres High School community. Your child has worked diligently to get to this point. Please help us celebrate both him/her and the accomplishments of the school in a dignified manner.

#### *Schedule of Event:*

- 5:45PM Arrival for seniors. Students will gather in the school building.
- 6:15 PM All guests should arrive and be seated.
- 6:30 PM Celebration begins followed by Senior Awards
- A dessert reception will follow immediately after service.

#### *Attire:*

All students will be in their graduation gowns and should be wearing proper church attire underneath.

### **Baccalaureate Practice and Commencement Practice:**

#### **MANDATORY -- Wednesday, May 31st**

- 9:30 A.M. Report to St. Clair Building, 1st Floor Commons then we will proceed to St. Vitus for Baccalaureate Practice
- 10:00 A.M. Commencement Practice
- 12:00 P.M. Annual Senior BBQ and Luau at the St. Clair Building Side Yard Backyard

## **Graduation:**

*Date:* Sunday, June 4th

*Location:* Slovenian National Home, 6417 St. Clair Avenue, Cleveland, OH 44103

*Time:* 3:00PM. Doors will open at 2:00PM.

(Seniors will parade down St. Clair beginning at 2:45PM.)

### Graduation Tickets:

Each student will receive 6 graduation tickets. If students need more than 6 tickets, they must request additional tickets with Ms. Erin Haislah at [ehaislah@stmdphs.org](mailto:ehaislah@stmdphs.org) by Friday, May 12th. Based on the number of tickets requested, we will then evenly distribute the remaining tickets to those who requested extras. Families will have a confirmed number of tickets by Tuesday, May 16th.

### Graduation Announcements:

Seniors will each receive 5 announcements courtesy of the school. If a family chooses to order more announcements or other graduation materials, you will be able to do so through our Josten's representative, John Armstrong. Browse Josten's website at [jostens.com](http://jostens.com) or contact John Armstrong directly at (330) 722-0131 or by email at [john.armstrong@jostens.com](mailto:john.armstrong@jostens.com).

### Caps and Gowns:

- Caps and gowns have been ordered and paid for by the school. Caps and gowns will be distributed the day of Baccalaureate and again on the day of Graduation. If a student needs their cap or gown for pictures or an event prior to Baccalaureate and Graduation, please make arrangements with Mrs. Sayre.
- Students will be allowed to decorate their cap prior to graduation, but may not wear any other stolls or accessories that are not provided by the school.
- Students may keep their cap, gown and tassel after graduation as a memento of this occasion.

### Graduation Photos:

Each student will be photographed receiving his/her diploma. Photos will be available for purchase online through LifeTouch.

### Graduation Live-streaming & Video:

We plan to livestream the graduation ceremony so that family and friends that are unable to attend can watch from home. The link will be provided closer to the date. The plan is that the video is then available through our YouTube or other social media platforms.

# CONTACTS

MAIN OFFICE PHONE (216) 881-1689

TITLE	NAME	EMAIL	PHONE
President	Chaz Napoli	cnapoli@stmdphs.org	EXT 363
<b>ACADEMICS (Grades, Graduation Requirements, Attendance etc)</b>			
Principal	Adam Trifiro	atrifiro@stmdphs.org	EXT 320
Dean of Curriculum & Instruction	Maria Ramella	mramella@stmdphs.org	EXT 385
Academic Admin Coordinator	Stacy Miller	smiller@stmdphs.org	EXT 281
Senior Lead Teacher	Lindsay Alexander	lalexander@stmdphs.org	
Capstone Advisor	Ariel Bovell	abovell@stmdphs.org	
<b>CORPORATE WORK STUDY PROGRAM (Presentation Day, Make-Up time, etc)</b>			
VP of Corporate Work Study	Shameka Jones Taylor	sjonestaylor@stmdphs.org	EXT 288
CWSP Director of Operations & Communications	Anne Holko	aholko@stmdphs.org	EXT 279
<b>OFFICE OF STUDENT SUCCESS (Handbook, technology)</b>			
Assistant Principal of Culture	Terricita Thomas	tthomas@stmdphs.org	EXT 233
Dean of Students	Marcus Prewitt	mprewitt@stmdphs.org	EXT 211
Assistant Principal of Academics	Gina Eaton	geaton@stmdphs.org	EXT 268
<b>COLLEGE COUNSELING (FAFSA, College Acceptance, etc)</b>			
College Counselor	Elizabeth Poston	eposton@stmdphs.org	EXT 276
College Counselor	Monica Logar	mlogar@stmdphs.org	EXT 286
<b>CAMPUS MINISTRY (Senior Retreat, Baccalaureate Prayer Service)</b>			
Director of Campus Ministry	Vickey McBride	vmcbride@stmdphs.org	EXT 303
<b>GRADUATION &amp; PROM (Event questions)</b>			
Director of Student Life	Mary Sayre	msayre@stmdphs.org	EXT 318
Administrative Assistant of Student Life	Erin Haislah	ehaislah@stmdphs.org	EXT 267
<b>COUNSELING DEPARTMENT</b>			
Director of Counseling	James Hurley	jhurley@stmdphs.org	EXT 386
<b>BUSINESS OFFICE (Tuition &amp; Fees)</b>			



Bookkeeper	Merlyn Santiago	msantiago@stmdphs.org	EXT 329
CFO	Martha Solarz	msolarz@stmdphs.org	EXT 365