



CRISTO REY JESUIT

CORPORATE WORK STUDY PROGRAM

Student Handbook

2023-2024

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CORPORATE WORK STUDY PROGRAM (CWSP)

OVERVIEW

This section of the Student Handbook outlines the philosophy, general policies, procedures and expectations for students as they participate in the Corporate Work Study Program (CWSP). The CWSP provides student workers with real-world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Jesuit High School (CRJHS) and results in academic credit required for graduation each year. The companies that provide work study jobs are known as “Corporate Partners.”

While CWSP provides training for the student workers to be successful, students must take personal responsibility to ensure their own individual success by projecting a positive attitude and behaving in a mature, work-appropriate manner while participating in the program. Student workers are assigned to work at Corporate Partners on their specific workdays and will not miss any instructional time. Student workers gain valuable exposure to a variety of work environments and learn to interact with adults in a professional atmosphere. Student workers will be held to high standards of honesty and integrity.

Students are employees of CWSP. Students are not direct employees of Corporate Partners. Students are not eligible for Corporate Partner employee benefits. However, CWSP asks its Corporate Partners to treat the student workers as they would any other worker, with respect to the company’s stated workplace rules, code of conduct regulations, policies, and procedures during their day-to-day work activities. This applies to transportation on the CRJ van or CRJHS-contracted transportation to and from work, and while at the workplace. Student workers can be terminated from their jobs only once in their four years at CRJHS. The second termination will result in dismissal from CRJHS. The CRJHS Student Code of Conduct applies on the CWSP transportation to and from the worksite and at the Corporate Partner worksite.

Students may not take backpacks, school bags, iPads, or Chromebooks to their designated partner worksite. Personal technology (including but not limited to cell phones, smart watches, AirPods, etc.) may be used only during the 30-minute lunch break unless the Corporate Partner has its own specific personal technology policy. All student workers and parents or guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with CWSP. Because CWSP is the legal employer of the students, parents or guardians may not contact Partners directly. All questions and concerns can be directed to the CWSP office at (414) 436-4600.

PROGRAM PHILOSOPHY

The objective of CWSP is to help students envision a future that includes a college degree and a successful career and to equip themselves with the knowledge and skills needed to realize that

vision. This is accomplished through a deliberate plan of on-the-job learning that increases in responsibility and accomplishment as students progress through high school.

As freshmen, student workers are introduced to the basic skills needed to participate in entry-level, corporate, office-style jobs. Students will then increase their understanding of the general office culture, career skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students. When students reach their junior and senior years, we envision that jobs will increase a student's learning curve substantially, with a focus on career interests and skills. Moreover, as students move into their junior and senior years, CWSP encourages Corporate Partners to assign tasks that will allow the development of job skills and work knowledge that will be valuable to students as they graduate from college four years down the road. As they progress through the program, students may be increasingly exposed to continuing education opportunities, in-house training, business meetings, and personal presentations.

EXPECTATIONS OF STUDENTS

In accepting admission to CRJHS each student also has accepted a tremendous responsibility: the responsibility to represent not only themselves and their families, but also the school, CWSP, the people who comprise the school family, the surrounding community, and the Corporate Partners. To guide students in the effort to make the most of this great and challenging opportunity, and to live up to the responsibility of caring for the school, CWSP, and all the people who comprise the school community, the following high expectations have been set:

As a CRJHS student in the Corporate Work Study Program, I am a hardworking and motivated employee, therefore; I:

- Greet people by name;
- Demonstrate motivation, an interest in learning, and a positive approach to work through my behavior and performance;
- Adhere to the Cristo Rey uniform and code of conduct at all times, including wearing school uniforms to the workplace and while being transported in the school vans;
- Am aware that I must make up any missed workdays;
- Am on time and prepared in all CWSP situations;
- Conduct myself in a mature manner consistent with the expectations (specific rules and regulations) of my Corporate Partner's work site;
- Demonstrate integrity by respecting the time and property of my Corporate Partner and my co-workers;
- Power off my cell phone (and any other personal technology) and only keep it in my possession in case of emergency;
- Use all company-issued electronics for work purposes only;
- Attend work in order to continue enrollment at the school;

- Am conscious of my body language and know the messages it conveys;
- Use complete sentences, proper grammar, and appropriate language in conversations and electronic messaging;
- Follow the CWSP transportation rules (e.g. always coming to school before work on time, following safety procedures on the vans and/or buses);
- Take initiative by asking for more work when I complete a project;
- Take responsibility for my actions and let someone know when I have made a mistake.

BUSINESS TRAINING CAMP

Business Training Camp is a 5-day program during Summer Bridge designed to introduce all new Cristo Rey students to the Corporate Work Study Program and introduce workplace skills such as communication skills, Microsoft Word and Excel, handling confidential documents, business ethics, filing, copying, and taking notes. The policies of the school year will be observed during Business Training Camp.

- Business Training Camp attendance is mandatory.
- The school uniform policy is in effect during Business Training Camp and Summer Bridge.
- Any student who does not successfully complete Business Training Camp will not be eligible for participation in CWSP and therefore cannot be a student at CRJHS.
- All new student workers will be provided with five hours of education regarding Child Labor Laws and safety per the U.S. Department of Labor.

JOB PLACEMENT PROCESS

Based upon Corporate Partner needs and student skill sets, the CWSP matches student work teams to each Corporate Partner. From time to time, CWSP will find it necessary to make changes in student job placements with best efforts toward providing consistent service for the Corporate Partner. Students are expected to accept their job placement and to complete the daily work responsibilities of their job to the best of their ability. Each student will most likely work at more than one Corporate Partner over their high school years.

WEEKLY WORK SCHEDULES

Each student works at least one day per week, without missing any classes. Four students share one job and make up one job team. On Fridays, students rotate, such that every four weeks all students work five total days. A typical monthly work schedule may look as follows:

	Mon	Tues	Wed	Thurs	Fri
Week 1	Diego	Anna	Bridget	Carlos	Diego
Week 2	Diego	Anna	Bridget	Carlos	Anna
Week 3	Diego	Anna	Bridget	Carlos	Bridget
Week 4	Diego	Anna	Bridget	Carlos	Carlos

Diego = Monday worker, Anna = Tuesday worker, Bridget = Wednesday worker, Carlos = Thursday worker, Fridays rotate

2023-24 WORKDAYS

Monday = Senior workday

Tuesday = Sophomore workday

Wednesday = Freshman workday

Thursday = Junior workday

TRANSPORTATION

CWSP will organize transportation for students to and from the workplace. Students are expected to arrive at school by 7:30 a.m. on their scheduled workday for van dismissal before departing for work. If a student is not present when their work van departs for work, the student will be sent home and will be considered absent from work that day. The student will be required to make up that missed workday. Transportation to work will depart from school according to the transportation schedule, which will be established by CWSP and may be adjusted from time to time. Students are never allowed to drive themselves to work. Parents are never allowed to drive students to work, go to the workplace, or pick up students from work.

The CWSP is an educational program that is part of a student's Cristo Rey curriculum. Students are considered to be "at school" during their participation in CWSP transportation and CWSP workdays. The drivers are school staff and have the ability to refer disciplinary issues to a school administrator.

ARRIVAL TO AND DEPARTURE FROM WORK

Student workers are responsible for watching their own time. They are responsible for getting to the Corporate Partner's office from the transportation drop-off location and for returning there for pickup each workday. Students should allow themselves enough time to checkout properly from work (submit the electronic timecard and speak with the supervisor in person) and walk to the appointed pick-up location on time. Depending on their transportation schedule, student workers will be dropped off at their workplace between 8:00 a.m. and 10:00 a.m. and will be picked up between approximately 2:00 p.m. and 4:00 p.m. Families can plan to pick up their child from Cristo Rey around 4:30 p.m. on workdays.

Students are required to verbally check in, in person, with their work supervisor when they arrive at work each day. They are also required to complete their CWSP timecard while at work and to notify supervisors in person when they leave work each day.

Supervisors are requested to approve the student worker's timecard, provide electronic survey feedback, and (if desired) include comments on the student's work habits on a daily basis. Each

student's work schedule will be verified and documented in order to track the number of hours worked and ongoing, historical, student job performance. Supervisors and students each access the timecard through their email.

STUDENT WORK PERFORMANCE

Student workers are expected to complete their daily assigned tasks and generally contribute to the Corporate Partner's business, growing in skill and responsibility over time. In the event that a student's assigned work cannot be completed by the end of the workday, students should anticipate this outcome and notify their supervisor well in advance of the end of the workday. Giving supervisors enough notice of a potential problem assists him or her in managing workflow and deadlines by possibly adjusting the work approach or to make alternative arrangements to have the work completed, if necessary. Good communication with one's supervisor is a mature worker's responsibility and promotes trust and credibility between worker and supervisor. However, a pattern of not completing work assignments can become a problem and cause for corrective action. If it becomes a problem, the student will be notified in writing. If it remains a problem, it can result in cause for terminating a student from the job.

STUDENT EVALUATIONS & GRADING

Students receive a daily timecard rating from their supervisor between 1 and 5 (Unsatisfactory; Needs Improvement; Met Expectations; Above Expectations; or Exceptional) with 1 being the lowest rating and 5 being the highest rating. Students who receive a work performance rating of Needs Improvement or Unsatisfactory will face disciplinary action. The CWSP team works with students who receive a low timecard rating on a case-by-case basis in expectation of improvement. Receiving multiple low ratings could result in a one-day, in-school CWSP suspension or could lead up to workplace termination.

In addition, CWSP issues grades on a quarterly basis of either "Meets Expectations" or "Does Not Meet Expectations." A "Does Not Meet Expectations" grade can be amended to a "Meets Expectations" grade the next quarter when the criteria is met or the assignment is turned in. All students must finish the school year with a "Meets Expectations" grade to earn their CWSP credit. Successful completion of CWSP credit each year enrolled is a requirement for graduation from CRJHS.

The following criteria factor into CWSP quarterly grades:

- Makeup day completion
- Daily timecard completion
- CWSP assignments (employment forms completion, ex. - Addendum A form, W4, WT4, etc.)
- Department of Labor lessons completion (Grades 9/10 only)
- Good standing with CWSP (students in Retraining will earn "Meets Expectations" upon successful completion of their program)

STUDENT RECOGNITION

CWSP seeks to recognize above-average performance by student workers with the Employee of the Month Award. Corporate Partners can nominate students for Employee of the Month. Other recognition throughout the year might include Locker Shoutouts, MAGIS shoutouts, celebratory calls home, or small prizes.

POLICIES

ATTENDANCE POLICY

Each student worker is expected to attend work each and every assigned workday. CWSP has strict rules if a student worker misses work. Patterns of lateness or absence can be cause for termination of a student from their work placement. CWSP understands that occasionally absences are unavoidable, however, if patterns of absences arise, CWSP will follow our intervention plan on a case-by-case basis:

- 2 absences - CWSP staff may call home to remind families of the attendance policy
- 3 absences - CWSP staff may meet with the student and their family to sign a CWSP attendance contract
- Additional absences - Student worker is terminated for violating CWSP attendance contract

Students/families should never schedule appointments for CWSP workdays.

If a student is not present when their transportation route departs, the student will not attend work that day, will be considered absent, and will accrue a makeup day. If a student worker is tardy to work, the Corporate Partner will notify CWSP, and the subject will be addressed with the student worker by CWSP Staff.

There are no excused absences from a CWSP workday for any reason. CWSP workday absences may factor into the limit of allowed absences set by the Cristo Rey attendance policy. Corporate Partners pay a fee in return for work hours, so an absence from work must be made up to fulfill the CWSP's commitment to Corporate Partners. Student workers are expected to make up any missed workdays at the convenience of the student's supervisor. If a student leaves the work site before 1:00 pm, the workday will be considered an absence and will need to be made up.

If a student worker must miss work, the student worker is required to call the main office (prior to the start of the school day, 7:30am) and notify CWSP.

CWSP MAKEUP DAY ABSENCES

Makeup days will be scheduled at the convenience of the supervisor and will be coordinated and approved by CWSP staff. Students may not schedule their own makeup days or request supervisors to change makeup days without the permission of CWSP staff.

If a student is absent from one makeup day, disciplinary action will be taken. This may include being placed on a CWSP attendance contract.

If a student misses makeup days two times during the work year, the student may be terminated from work.

School lunches will not be provided on these work makeup days; students must bring their own bag lunch from home.

ILLNESS AT WORK

Students should not attend their workday if they are not feeling well. If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. Student workers should not contact family members about illness at work; CWSP/CRJ staff will handle all communication between the student, family, and supervisor. The student worker's supervisor should call the school's Main Office to speak with CWSP staff. If necessary, CWSP staff will arrange for pick-up of the student worker. Students are not permitted to leave the workplace until the end of the workday unless a special pickup plan is confirmed with CWSP. No other transportation plan may be arranged unless permission is granted by CWSP staff. When a student becomes ill at work and leaves early (before 1:00 pm), that student will be required to make up the full day.

PARENTS AND GUARDIANS

The Corporate Partner signed a contract with CWSP; the Corporate Partner does not directly employ students. Therefore, CWSP is the primary point of contact between students and parents or guardians concerning any job-related concerns. Parents or guardians must contact CWSP staff to address any questions or concerns they may have about a student's job. Parents or guardians may not contact Corporate Partners directly. Parents or guardians (or any other friend or family member) cannot visit the Corporate Partner.

EMPLOYER REQUIREMENTS

Student workers and parent(s) or guardian(s) are expected to cooperate with the signing of any agreements or documents that are required by Corporate Partners in connection with the student's job at the company prior to beginning the work year. CWSP will assist in the completion of such agreements. This may include, but is not limited to:

- Background checks
- Immunization records
- Drug testing
- Tuberculosis testing
- Influenza (flu) vaccine
- COVID vaccine
- Non-disclosure, confidentiality, and intellectual property agreements

UNIFORM

Students will report to school each day in full uniform. Prior to students' departure for work, attendance will be taken and uniforms will be checked. If dress or appearance is deemed

inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be sent home and will be considered absent from work that day and a makeup day will be required.

Students are required to wear their full school uniform (including approved uniform shoes) from the time they arrive at school in the morning until returning to CRJHS at the end of the day. Supervisors will notify CWSP if a student is not dressed appropriately, and CWSP will address the issue with the student. Students are not permitted to change out of their uniform after arrival at work unless expressly allowed by CWSP and workplace supervisor(s) beforehand. Any and each time a company requests a student to wear clothing other than CRJHS-approved uniform, it must be approved in advance by CWSP (e.g. special events, corporate field trips, projects, fundraisers, etc.). CWSP does not allow students to participate in Corporate Partner “dress down” or “casual” days.

LUNCH POLICY

Student workers are allowed to take lunchtime and breaks according to the Corporate Partner’s preference and schedule. Students will bring their lunch to work each day. Corporate Partners are not expected to provide lunch or food to students. Corporate Partners are encouraged to instruct the student workers about the lunch schedule on the first day of work. CWSP expects that most student workers will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Students have no more than 30 minutes for a lunch break. Students may not make arrangements to intentionally miss lunch in order to leave work early. If a student worker abuses the schedule to the dissatisfaction of the Corporate Partner, the Corporate Partner is requested to notify CWSP staff as soon as possible.

Students leaving the workplace or building alone during the lunch break is prohibited. Students may bring a lunch from home or bring a school-provided lunch to work. While at work, students cannot order food to be delivered. Students who do not comply with CWSP Lunch Policy are subject to disciplinary action. Successive violations may result in termination from the work placement.

CWSP recognizes that lunch periods can help build team spirit and generate good dialogue in a relaxed setting with co-workers. CWSP recognizes that co-worker lunches will further foster student learning, improve their communication skills, and build rapport within the Corporate Partner workplace. In instances where there is a group lunch off-site, supervisors should follow the steps in “Offsite Events.”

INTERNET POLICY

Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. Social media websites are not to be accessed during the workday except as specifically required in connection with the student’s work duties. Only websites approved by the supervisor may be accessed at the workplace. The policies and procedures of

the school will also be observed during workdays. Corporate Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by a student worker is cause for termination.

ITEMS REQUIRED AT THE WORKPLACE

Corporate Partners may require students to carry a security badge, card, or key with them on their workday. Generally, the Corporate Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost (for any reason) by the student, they shall comply with the Corporate Partner policy for the replacement of such item. If there is a cost associated with replacement, this cost will be added to the student's billing account unless it is paid directly to the Corporate Partner by the student.

Students should always be prepared with a pen, paper, and a positive attitude at the workplace.

MEDICATION AT WORK

Corporate Partners do not and cannot administer medication to students at work. All medications, including over-the-counter medications, (e.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parent(s) or guardian(s) and by the school. Any student requiring emergency rescue medication, such as asthma inhalers or Epi-pens, should be allowed immediate access for use. If you have questions, please contact the school at 414-436-4600.

OFFSITE EVENTS

With CWSP's prior written approval, students may participate in offsite events with their supervisor and/or coworker(s) such as lunches, field trips, offsite projects, activities, celebrations without alcohol, etc. Students are prohibited from leaving the workplace or building unless invited and accompanied by one (if walking) or at least two (if driving) adult coworkers. In order to obtain CWSP's prior written approval for an offsite event, the corporate partner should contact CWSP staff with:

- 1) destination/location of event,
- 2) date and time frame the student will be offsite,
- 3) adult(s) who will be accompanying the student, and
- 4) contact information for at least one adult who will be accompanying the student.

Partners should not take student(s) offsite without prior written approval of the event from CWSP.

OFFICE PARTIES & GIFTS

Corporate Partners may request student workers participate in office parties or celebrations on their workday. Student workers are not permitted to miss class/academic days to attend office parties. Additionally, student workers may not, under any circumstance, attend any office

gatherings that include alcoholic beverages. CWSP has a “no gift policy.” Corporate Partners are discouraged from giving gifts to students. Appreciation for a job well done can be recognized through timecard evaluations and student worker recognition programs of CWSP.

HOLIDAYS: SCHOOL

The CWSP follows the CRJHS calendar during the school year. Students will not report to school or to work on school holidays unless it is on a scheduled makeup day.

HOLIDAYS/CLOSURES: CORPORATE PARTNER

Students will not report to work on Corporate Partner holidays/office closures. Students will report to school and perform job duties in the school on their assigned workday if it is a Corporate Partner holiday and it is not a school holiday and that day falls on the student’s regularly scheduled workday.

TAXES AND EMPLOYABILITY

Student workers earn real income through CWSP, and CWSP and students must comply with all State and Federal Department of Labor laws. The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families, and the CWSP sign a Parent/Student Agreement explaining and acknowledging the terms and conditions of the CWSP prior to a student beginning work. A copy of the Parent/Student Agreement will be delivered to the student and families by CWSP for execution prior to the beginning of school and work, and must be resigned every six months as long as the student is an employee of CWSP (Addendum A form).

In the Parent/Student Agreement, student workers and parents agree to assign CWSP income to CRJHS to help offset the cost of the students’ education. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and a Federal I-9 Form (Employment Eligibility Verification Form) before the first day of work. Student workers must be at least 14 years old to participate in CWSP. Student workers under 16 years of age must complete a Wisconsin work permit in addition to other employment forms. Student workers are required to abide by the work restrictions set forth in the work permit.

HIRING STUDENTS FOR SUMMER (PAID) WORK

Corporate Partners may choose to hire students during the summer break as a result of quality performance at work during the academic year. Students will remain employees of CWSP and be paid an hourly wage. Students complete daily timecards while at their Summer Work placement, and CWSP staff submits hours to CRJ payroll for student paychecks. During Summer Work, students may provide their own transportation to and from work. Student workers are required to follow the behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school’s Code of Conduct. Students are required to wear their CRJHS school uniform.

If a student no longer attends CRJHS (due to graduation, transfer, or loss of academic standing), they may no longer work for any company as a CWSP employee.

HARASSMENT

CWSP requests and expects that all Corporate Partners treat student workers with respect. For the safety of its student workers, and in conjunction with the Corporate Partner's own policies, CWSP is very sensitive to matters involving harassment, sexual harassment, discrimination, or other inequitable treatment of student workers based on gender, race, culture, or religious beliefs and reserves the right to remove student workers if necessary. Student workers should communicate any incidents of inappropriate behavior in the workplace to CWSP Staff/CRJ Administration so that further action can be taken. If a student worker reports any incident, CWSP staff will contact the Corporate Partner to evaluate and discuss the situation.

UNSATISFACTORY JOB PERFORMANCE

This section of the Handbook addresses incidents of unsatisfactory job performance and misconduct by student workers. CWSP has a vested interest in both the continued satisfaction of its Corporate Partners and the continued success of its student workers. CWSP will act as a mediator in difficult situations between the Corporate Partner and the student worker.

MISCONDUCT

Corporate Partners are requested to notify CWSP as soon as possible regarding any incident of misconduct involving a student worker. CWSP expects student workers to conduct themselves in a mature manner. Incidents of misbehavior by student workers in the workplace are treated very seriously. Student behavioral problems occurring at work will be dealt with on an individual basis and may be cause for termination. If a Corporate Partner requires that a student be removed from their work placement due to egregious or continuous misconduct, CWSP will comply with the Corporate Partner's request for termination.

It should be noted that serious behavioral infractions, such as but not limited to: breach of confidential information; sleeping; lying for any reason; theft; removing, destroying, or taking the property of others; or consistent insubordination are reasons for job site termination.

If disciplinary action is needed for any reason, CWSP will document the issue, then schedule a meeting with the student to assist with issue resolution. CWSP will then work with the supervisor and student to discuss a resolution and next steps; in addition, disciplinary action by CRJHS may be deemed appropriate. Parents/guardians will be notified of the situation and an in-person parent conference may be required.

CWSP may choose to remove a student worker from a workplace at any time if CWSP reasonably deems a student unable to satisfactorily fulfill the work required by the Corporate

Partner in its sole discretion. If this occurs, CWSP will coordinate with the Corporate Partner to replace the removed student.

THEFT AT WORK

Theft of money or anything of any value from the workplace is a very serious matter and may result in immediate termination with CWSP.

ITEMS PROHIBITED AT THE WORKPLACE

Student worker use of personal cell phones, smart watches, AirPods, video games, iPods, iPads, CD players, radios, headphones, backpacks, or sunglasses are strictly prohibited at the worksite. Corporate Partners are asked to help to enforce this policy unless they have their own policies for students to follow. Students may use personal cell phones during their 30-minute lunch break only. Student workers are held to high standards of honesty and integrity by the CWSP. The use of a Corporate Partner's telephone, Internet, office equipment, office services or office materials for purposes other than the completion of their specific job duties is strictly prohibited.

RETRAINING POLICY

Being terminated from a Corporate Partner work placement is a serious issue. The first time a student is terminated from their work placement, they will enter into the CWSP Retraining program. Students in this program must successfully complete all requirements within a reasonable amount of time (determined by CWSP staff) to be considered for replacement at another Corporate Partner if a position is available. A student in retraining must complete all retraining assignments by the end of the school year. The second time a student is terminated from their workplace, they will be immediately dismissed from CRJHS.

CONCLUSION

It should be understood that some situations may take place that go beyond those immediately covered in this Handbook. CWSP reserves the right, therefore, to respond appropriately to those situations, especially to any that contradict the philosophy and values held sacred by the program. CWSP reserves the right to dismiss at any time any student whose effort or conduct (even off of school or work site property) is considered to be inconsistent with the ideals and goals of the program. Our students are to represent CWSP in a positive manner at all times. Parents are expected to cooperate with upholding the CWSP policies and expectations explained in this handbook.

CWSP reserves the right to amend or revise this handbook at any time in agreement with the mission and goals of CWSP.