



Job Partner Handbook

2018 – 2019

222 Piedmont Ave, NE, Atlanta, Ga 30308

IMPORTANT INFORMATION

Corporate Work Study Program (CWSP) Team

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MISSION

Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Our Beliefs:

We work to challenge students with rigorous academics.

We work to provide invaluable corporate employment experience.

We work to create a safe and supportive environment rooted in faith-based values.

We work exclusively with Atlanta's economically disadvantaged students of all faiths, by opening the door to excellence in higher education, the workforce, community citizenship and Jesuit values.

We are the school that works in the heart of Atlanta.

Our Vision:

Cristo Rey Atlanta Jesuit is an apostolate of the Society of Jesus and one of 61 Jesuit high schools across the United States. Since 1548, Jesuit schools have formed students to become people of conscience, competence and compassion. The hallmark of a Jesuit education is academic and personal excellence.

Students will graduate from Cristo Rey Atlanta Jesuit prepared to embark upon a journey of personal accountability, service to others, and lifelong learning.

This school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students for college. All students enrolled in the school participate in a unique Corporate Work Study Program through which they develop important skills and earn the majority of the cost of their education. The Cristo Rey Atlanta Jesuit Corporate Work Study Program provides students the opportunity to build core skills that will help them succeed in college and the modern workplace.

Cristo Rey Atlanta Jesuit High School is based on a proven model of success and is a member of a network of 35 Cristo Rey schools across the country that empower young students to achieve their full potential. Cristo Rey schools offer a unique curriculum that combines academics, extracurricular programs, and professional work experience to prepare students for success in college and beyond.

This model works; 100% of Cristo Rey graduates are accepted into a four-year college each year.

Non-Discrimination Statement:

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, nationality or ethnic origin, age, religion, disability or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.

CORPORATE WORK STUDY PROGRAM

Program Philosophy

The objective of the Corporate Work Study Program (CWSP) of Cristo Rey Atlanta Jesuit High School is to help students envision a future that includes a college degree and a successful professional 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.

Students are employees of the CWSP, and not direct employees of Job Partners. Students are not eligible for Job Partner employee benefits. However, the CWSP asks its Job Partners to treat the student interns as they would any other worker with respect to the company's stated workplace rules, regulations, policies, and procedures during their day-to-day work activities. To ensure that each member of the student team receives the same introduction and initial training, students will attend an employee orientation meeting at their host company before they officially begin their job.

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, professional skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students. When students reach their junior and senior year, we envision that jobs will substantially increase in responsibility, with a focus toward professional work interests and skills, as the job placement begins to mirror a college-level internship experience.

The CWSP attempts to make participation as simple as possible for its Supervisors. For this reason, our policies and procedures follow, as much as possible, standard business practices and customs. Cristo Rey Atlanta Jesuit High School reserves the right to change or alter this handbook at any time. Changes or modifications to this handbook are made in writing and communicated to Job Partners. Requests for clarification of any part of this handbook should be addressed to aacevedo@cristoreyatlanta.org

Expectations of Students

All students are required to work at their assigned job in order to continue enrollment at the school. Daily on-time attendance is extremely important for both the student's success and for the success of the school's CWSP. Students are expected to conduct themselves in a mature manner consistent with the expectations of the Job Partners' workplace, as well as Cristo Rey Atlanta Jesuit High School's Code of Conduct. If a Job Partner finds that a student's performance does not meet expectations, then the Job Partner is encouraged to reach out to their assigned Relationship Manager to help resolve the issue.

Specific requirements:

- Students must complete a minimum of 290 (minus holidays) work hours each school year. Students must make up missed work hours.
- Students must attend work on their assigned day in order to continue enrollment at the school.
- Students are provided with breakfast and lunch at Cristo Rey and will bring their lunch to work.
- Students must be on time for transportation to and from work.
- Students must abide by Cristo Rey Atlanta Jesuit High School's Code of Conduct and Dress Code at all times, including wearing school uniforms to the workplace.
- Students must abide by the specific rules and regulations of the company where the student works.
- Students are expected to demonstrate motivation, an interest in learning, and a positive approach to work, through their behavior and performance.

Business Training Institute

The Business Training Institute (BTI) is a program that prepares students to be successful in school and in the workplace. The Business Training Institute is designed to introduce all students to workplace skills, including, but not limited to, Communication Skills, Financial Literacy, Microsoft Word, PowerPoint, Excel and Office Skills such as handling confidential documents, business ethics, filing, copying and taking notes. Additionally, all incoming freshman will participate in two weeks of job training prior to the start of school.

Student Work Assignment Process

Through specific BTI courses, students' interests and skill sets are assessed. While the CWSP will take Job Partner criteria and student's preference into account, the assignment of a job is the sole discretion of the CWSP.

Job Orientation

At the end of BTI, students will be matched with Job Partners and the entire student team will visit their new workplace, receive a general orientation, meet co-workers, and have an actual "test drive" of their new job. Students will be accompanied by a chaperone from Cristo Rey to their job site. Because all job orientations will take place on one day, chaperones may be members of the school's faculty or community volunteers. All chaperones will ensure students arrive to/from orientation safely and will help resolve questions or concerns regarding job assignments. This year's Job Orientation will occur on Monday, September 10, 2018.

Work Permits

The CWSP and students must comply with all State and Federal Department of Labor Laws, including mandatory completion of the Federal I-9 Form on the first day of work. Proof of Employment Eligibility is required to be presented by each student to the CWSP Office on the first day of work, as instructed by the CWSP Office.

All Cristo Rey Atlanta Jesuit High School students employed by the CWSP must be at least fourteen years old. Students under the age of 16 are required by state law to obtain a Georgia Department of Labor Work Permit.

The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families and the CWSP sign a "Student / Parent Work Agreement" explaining and acknowledging terms and conditions of the CWSP prior to a student beginning work.

Corporate Work Study Program Staff Member Site Visits

Each year, Cristo Rey Atlanta Jesuit High School representatives (CWSP staff members and/or assigned designees) must conduct regularly scheduled site visits for all locations in which the school has student workers. These site visits are necessary to ensure students are meeting expectations, to respond to any Job Partner issues or concerns and to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act (FLSA). The CWSP representative must complete a Site Visit Documentation Form that certifies that he or she saw the site and believes that it complies with safe environment and child labor laws. Most often, these visits will be conducted by your assigned Relationship Manager.

Student Work Schedules

The work year begins on Tuesday, September 11, 2018 and ends on Friday, May 17, 2019.

Weekly Work Schedules

Four students share one job and make up a Job Team. Each student works at least one day per week. On the fifth day of the week the students rotate, such that every four weeks all students work five total days. A typical monthly work schedule may look as follows:

Student A = Tuesday Worker
Student B = Wednesday Worker
Student C = Thursday Worker
Student D = Friday Worker

Week/ Day	Monday	Tuesday	Wednesday	Thursday	Friday
1	D	A	B	C	D
2	C	A	B	C	D
3	B	A	B	C	D
4	A	A	B	C	D

Please be aware, however, that due to days off and other anomalies, there will be times when the schedule will shift, particularly on Mondays, in order to balance the work/ school day responsibilities of each student. Monday work assignments, which rotate through the four-person team, are noted on the School Calendar.

Daily Work Schedules

All students are required to be prompt. Unexcused absences from work are very serious and will carry penalties - point deductions for lateness, unexcused absences and fines for failure to complete a make-up day. Parents or Guardians will also be notified. A pattern of absence or lateness is cause for termination of the student from the job. Student workers are expected to work a full day, approximately 6 to 7 hours, on the respective day of the week to which they are assigned to work.

Work Study Check-In

Students will report to school each day, in proper dress code, at the normal school starting time (7:25 a.m.). At approximately 7:40 a.m., those going to work will begin departing for Job Partner locations. In special situations, and with approval from CWSP staff, students may drive or be transported by parents to/from work.

Prior to students' departure for work, attendance will be taken, and uniforms will be checked. Points will be deducted for non-compliance with school dress code. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be kept at school and will be considered absent from work that day. If a student is not present when the transportation departs for work, the student will be kept at school and will be considered absent from work that day.

From time to time, Job Partners may require students to wear a company uniform, which must be approved in advance by the CWSP Office. Students will change into their uniform upon arrival to work. The CWSP does not allow students to participate in Company "Dress-Down" days.

Transportation Guidelines

CWSP is responsible for transporting students to and from the workplace. The CWSP is an educational internship program that is part of a student's Cristo Rey curriculum. Students must comply with school policy during their participation in the CWSP. Accordingly, if from time to time students require alternate transportation, written communication from a parent or guardian is required. For safety and communication purposes, students are required to provide current cell phone numbers to the CWSP Office.

Daily Transportation to Work

Transportation to work will depart from school according to the transportation schedule, which will be established by the CWSP and may be adjusted from time to time. Depending on job location, students will depart via school bus, MARTA, or by foot. Students heading out to job assignments accessible to public transportation, will be provided with a "MARTA pass," which they will use exclusively for workday transportation. On orientation day, student workers will be accompanied to and from school by an adult chaperone to become familiar with their route.

Work Arrival and Departure

Student workers are responsible for monitoring their own time. Students are required to abide by the Code of Conduct throughout daily Work Study transportation. Depending on the transportation schedule, arrival/departure will vary as follows:

Bus Routes

- o Student drop off to the workplace will occur between 8:00 am and 9:00 am and pick up between approximately 3:00 pm and 4:00 pm.
- o Students are responsible for getting to the Job Partner's office from the transportation drop-off location and for returning there for pick-up each workday.
- o Students are required to arrive at school on time for departure on their designated bus route.
- o Students have the option of returning home at the end of the work day following bus drop off at a MARTA station approved by the CWSP office.

MARTA/Walkers

- o Students must depart from Cristo Rey Atlanta Jesuit and commute together in their designated transportation groups.
- o Students are required to arrive to the workplace by 9:00 am and depart at 4:00 pm.
- o Students arriving late to work due to reasons other than MARTA train delays will receive disciplinary action and grade point deductions.
- o Students experiencing train delays, must contact the school to inform CWSP staff. Supervisors will be contacted regarding any delays.

- o Students have the option of returning home directly from the job site at the end of the work day. Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.
- o Students are required to abide by all rules and regulations posted by the MARTA Authority at all times.

Car Riders

- o Students driving to work or being transported by parents will sign a contract and will not have to report to school for check in.
- o Students are required to arrive to the workplace by 9:00 am and depart at 4:00 pm.
- o Students arriving late to work due to reasons other than unexpected delays (e.g. excessive traffic, accidents etc.) will receive disciplinary action and grade point deductions.
- o Students driving to work are not allowed to leave the job site for lunch breaks unless accompanied by their supervisors.
- o Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.

Timecards/Evaluations

Students are required to complete an electronic timecard at the end of each work day. Timecards should include hours worked and a detailed description of activities for the workday. Supervisors are requested to approve the student worker's timecard. Supervisors should rate student performance and 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.

A student's failure to submit the electronic timecard by the end of the work day will result in grade point deductions and in losing the opportunity to return home directly from the job site. Please email epowers@crstoreyatlanta.org or call 404-637-2818, with any questions or concerns regarding timecards.

Student Performance Evaluations

Corporate Work Study is an important component of each student's education. Students will receive academic credit for work study, making them better candidates for college. In December and May, CWSP will work with supervisors to complete a brief student performance evaluation form. CWSP will send a link to the evaluation via email and ask that supervisors complete an evaluation on each student. Every student will be provided with a copy of the evaluation. Job Partners should feel empowered to share feedback directly with their student.

All Mid-Year and Final Evaluation grades originate from the Student Performance Review completed by the student's direct supervisor and CWSP staff. The grade the student achieves in the Corporate Work Study Program will be applied to their GPA and will count as a 3-credit hour elective. Grades are cumulative.

Students are evaluated on the following 10 Professional Skills:

- ◆ Judgement - The ability to make decisions
- ◆ Work Efficiency - The ability to complete projects both quickly and accurately
- ◆ Willingness to Learn - The ability to accept constructive feedback and develop new skills
- ◆ Adaptability - The ability to retain previous skills and apply acquired knowledge to new tasks and projects
- ◆ Initiative - Level of self-motivation; Seeks additional work
- ◆ Enthusiasm - Eagerness to succeed; Overall attitude
- ◆ Professionalism - Respect for authority; Appearance
- ◆ Communication - Ability to engage with the supervisor and staff
- ◆ Reliability – The ability to work independently; follows through
- ◆ Teamwork & Collaboration - Willingness to cooperate with others and develop positive working relationships

Technical Skills (Tools & Responsibilities) are also evaluated but do not count towards a student's grade. Technical opportunities vary from company to company.

Technical Skills Tools

- ◆ Calculator, Computer (Mac), Computer (Windows), Copier
- ◆ Fax Machine, Label Maker, Multi-Line Telephone
- ◆ MS Access or other database programs such as MS Excel
- ◆ MS Outlook
- ◆ MS PowerPoint
- ◆ MS Word
- ◆ Postage Meter
- ◆ Printer Scanner

Technical Skills Responsibilities

- ◆ Client Services Conference Room Set Up
- ◆ Data Entry, Document Management, File Management
- ◆ Internet Research, Mail Delivery

- ◆ Note Taking
- ◆ Office Equipment Management
- ◆ Order Processing
- ◆ Patient Care
- ◆ Phone Coverage (Reception)
- ◆ Presentation Development
- ◆ Written Communication (Email)

Final grades are based on the following criteria:

JOB PARTNER - 30% of the final grade:

Mid-Year and End of the Year Performance Evaluation

Rating based on Professional Skills

- 5 - Consistently Exceeds Expectations = 100
- 4 - Occasionally Exceeds Expectations = 93
- 3 - Meets Expectations = 85
- 2 - Occasionally Meets Expectations = 75
- 1 - Rarely Meets Expectations = 70

CORPORATE WORK STUDY - 70% of the final grade

Timecard - 15%

Students start with a score of 100. Points are deducted for violations such as tardy check-in, late work arrival, early departures and failure to submit timecards with work details.

Projects - 30%

Students can earn a maximum of 100 points for monthly projects and written and oral assignments implemented during Business Literacy courses (e.g. resume, cover letter, Toastmasters etc.) Points will also be awarded for the Project CEO PowerPoint and final end of year presentation at their Job Partner.

Professionalism - 25%

Students start with a score of 100. Points are deducted for behavioral infractions - i.e. dress code violations, truancy, missed make-up work days, unexcused absences etc., or any behavior that substantially disrupts the educational and professional process and includes willful disrespect or defiance of CWSP staff.

GRADE SCALE

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	0-59%

When a student does not meet expectations (i.e. receives a score of "1" or "2" in any area), Corporate Work Study staff responds with a targeted remediation plan to ensure that:

1. the student receives the training/supports he or she needs to succeed at work and
2. the corporate partner's concerns, related to the student's performance, are resolved.

Awards

While Corporate Work Study achievement should be its own reward, students do derive added incentive and satisfaction from the knowledge that their efforts will receive special recognition from Cristo Rey Atlanta Jesuit:

- Corporate Work Study Honors - 94 or higher overall CWSP Average
- Student Employee of the Month - Assigned to a student from each grade level who consistently exceeds expectations during the month, based on timecard ratings, supervisor comments, testimonials and CWSP recommendations.

CORPORATE WORK STUDY POLICIES

Attendance Policy

Each student worker is expected to attend work each and every workday they are assigned. Personal appointments should not be scheduled on an assigned work day. The CWSP has strict rules and penalties when student workers miss work. If a student is not present when his or her transportation route departs, the student will not attend work that day and it will be considered a "workday absence." Depending on the situation, the student will receive point deductions and will be required to make-up the day.

If a student worker will miss work, the CWSP Office will send email notification to the Job Partner regarding all student absences. If the email notification has not been received and a student worker is tardy to work, the Job Partner is asked to notify the CWSP Office, and the subject will be addressed with the student worker by the CWSP Office and coordinated with the Job Partner. Patterns of lateness or absence can be cause for termination of a student from the job.

Absence Make-Up Days

Student workers are expected to make-up any missed work days prior to the end of the same semester in which they occurred. Cristo Rey Atlanta Jesuit High School holidays and breaks will be the most likely time when student workers will make-up missed workdays.

Make-up days will be scheduled at the convenience of supervisors and will be coordinated and approved by CWSP staff. The student is responsible for filling out an Absence Make- Up Form with the supervisor and returning it to a member of the CWSP Office for approval.

The student is responsible for obtaining signatures from the supervisor, the parent or guardian, and the CWSP. If a company decides to waive a student make-up , the CWSP office will reschedule a make-up day at school. Extenuating circumstances will be considered.

If a student is absent for a scheduled make-up day, then:

1. points will be deducted.
2. he or she will face disciplinary action at school
3. a charge of \$100.00 will be added to the family's tuition bill.

The student will have another opportunity to make-up the day, as described above. If the student makes-up the missed day within the same semester, the \$100.00 charge will be removed from the family's contribution bill.

ADDITIONAL CORPORATE WORK STUDY PROGRAM POLICIES

Parents / Guardians

The CWSP employs students and leases them to Job Partners on a fee for service basis. Therefore, the CWSP Office is the primary point of contact between students and parent(s) or guardian(s) concerning any job-related concerns. Parent(s) or guardian(s) must not contact Job Partners directly. Job Partners should direct parent concerns to the CWSP office.

Inclement Weather and other Emergencies

CWSP will send out notification if school is affected by weather or other emergencies. Notification will also be added to the school's website – www.cristoreyatlanta.org.

Social Media & Student Images

Job Partners may require student photos for social media, newsletters, PR or marketing purposes. As part of the agreement signed with the CWSP office, parents and students consent to the use of the image, likeness, name and/or work product in whole or in part of the student, in any and all media for purposes of advertising and promoting without additional compensation. Cristo Rey and all Corporate Job Partners are released from any liability or claims arising out of the use of any such materials. For the safety and privacy of the student, we recommend that Job Partners use student first name only when posting to social media sites.

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, such as

Facebook, Twitter, Instagram, Snapchat, etc. except as specifically required in connection with the student's work duties. Only websites approved by the supervisor may be accessed at the workplace.

Job Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by student workers may be cause for termination of the student(s) from the job(s) and should be communicated to the CWS office.

Illness at Work

If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. If the supervisor is not available, the student worker should directly contact the CWSP Office by phone. The supervisor is asked to call CWSP Staff to determine the severity of the ailment. The CWS staff will contact parents or guardians to 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 pick-up plan is confirmed with the CWSP Office. If the parent cannot pick the student worker up, the school will arrange transportation, based on availability.

Medication at Work

Job Partners should not administer medication at work. All medications, (e.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parents or guardians and by the school. Any student requiring emergency rescue medication, such as asthma inhalers or EpiPens, should be allowed immediate access for use. If you have questions, please contact the CWSP Office at 404-637-2875, 404-637-2818, or 404-637-2800.

Lunch Policy

Student workers are allowed to take lunch and other breaks according to the Job Partner's preference and schedule. Cristo Rey provides lunch options at school and students prepare and bring their lunch to work each day. Job Partners are encouraged to instruct the student workers about the lunch schedule on the first day of work. The CWSP Office expects that most student workers will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Generally, students will not expect more than 30 – 60 mins. for a lunch break. Students may not decide to miss lunch intentionally in order to leave work early. If student worker abuses the schedule to the dissatisfaction of the Job Partner, the Job Partner is requested to notify the CWSP Office as soon as possible. A student leaving the workplace or building unsupervised during his or her lunch break is prohibited.

Students who do not comply with CWSP Lunch Policy are subject to disciplinary action at school. Successive violations may result in a student's removal from his or her job and/or suspension.

The CWSP recognizes that lunch periods can help build the team spirit and generate good dialogue in a relaxed setting with co-workers. The CWSP recognizes that departmental lunches will further foster student learning, improve communication skills, and build rapport within the Job Partner workplace. In instances where there are group lunches off-site, please give the CWSP Office advance notice and CWSP Staff can authorize permission for the student worker to

leave the premises for these occasions. Due to safe environment policy, all students must be accompanied by at least two staff members if leaving the premises by car for lunch or to an off-site meeting.

Office Parties and Gifts to Students

Some Job Partners request that student workers participate in office parties or celebrations. The CWSP office will work with individual Job Partners to determine student worker availability, but student workers are not permitted to miss class to attend office parties. Additionally, student workers may not, under any circumstance, attend any office gatherings that include alcoholic beverages. Appreciation for a job well done can be recognized through student evaluations and student worker recognition programs of the CWSP. Some considerations for appropriate holiday or end of year student gifts include backpacks, company branded T-shirts or 'swag,' laptop covers/sleeves, journals, water bottles, movie tickets, moderate gift cards (\$25-\$50 - Kroger, Target, iTunes, Amazon etc.), books, purchase of Cristo Rey spirit wear or school uniforms. Not all Job Partners have the means to be able to provide gifts to the students, so we would appreciate if Partners stay within the guidelines. *Any gifts or special recognition is optional and at the sole discretion of the Job Partner.*

Service Days

Community service hours are considered part of the curriculum at Cristo Rey. We strive to cultivate a level of personal accountability and service to others as part of the formation of men and women for others in the Jesuit tradition. Students are encouraged to participate in one (1) company sponsored service day with their Job Partners. We ask that advance notice of these service days be provided to your Relationship Manager as early as possible to allow for adequate scheduling and securing of parental permission.

CRISTO REY ATLANTA JESUIT HIGH SCHOOL DRESS CODE:

Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, college-preparatory school and with the professional workplace. This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image. The overall dress code requires that all students look professional, neat, and appropriate in order to be a positive representative of Cristo Rey Atlanta Jesuit at all times. Attention should be paid to proper hygiene: showering, using deodorant, brushing teeth, shaving, combing hair, and ironing clothes. Students are expected to follow the same dress code for work as they do for school, regardless of the dress code at the workplace.

Prior to departing from school for work in the morning, CWSP Staff will be responsible for evaluating the students' attire and general compliance with the dress code to ensure a neat and professional appearance. Supervisors are not required to enforce the dress code; however,

Supervisors are asked to notify CWSP if a student arrives for work in clothes, accessories, or in a physical condition that the Supervisor deems unprofessional or inappropriate for the workplace. CWSP will address the issue with the student as a violation of the school's dress code.

Dress Code for MALE Students:

Pants/Belts

Only charcoal gray dress slacks will be worn with black leather or synthetic leather belt at all times. No Dickies, baggy pants, cargo pants, pants with extra pockets, or jean-like fabric pants will be permitted. No large belt buckles are permitted.

Shirts

Only white button-down dress shirts are permitted and must be tucked-in at all times. All buttons must be buttoned at all times, including the top-most and collar buttons. Undershirts should be white with no writing, images, and/or designs.

Ties

Uniform tie **MUST** be worn at all times, cinched at the collar, with the top button buttoned.

Socks

Dress socks of an appropriate solid color, such as, black or navy are permitted. Designs/stripes are not permitted.

Shoes

Only black leather or synthetic leather dress shoes are permitted (unless for medical reasons). Sneakers, boots, Vans, (or Van-like shoes), UGG boots/slippers or sandals are not permitted.

Jewelry

Jewelry is limited to an appropriate necklace worn underneath the shirt and a single watch. No earrings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted. Rubber band bracelets and their likeness are not allowed.

Hairstyle

Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Unnatural colors or designs are unacceptable (e.g. no streaks, fluorescent, neon, Mohawks, spikes or designs etc.). Hair should not cover a student's eyes. Extreme hairstyles are not permitted. Netted, or bandanna designed hair bands are not allowed.

Grooming/Facial Hair

Students must be clean, neat and professional in appearance at all times. Students should be clean-shaven at all times. Sideburns must be above the earlobe.

Tattoos

No visible tattoos are permitted.

Blazers

Blazers are required after Columbus Day until May 1st. Students may wear the school sweater or vest under their blazer in cooler weather.

Sweaters/Sweatshirts

Only Cristo Rey Atlanta Jesuit sweaters, cardigans, vests and Cristo Rey Class specific sweatshirts in approved school colors may be worn.

Hats/Sunglasses

Hats, caps, visors, headbands, scarves and sunglasses are not permitted

Dress Code for FEMALE Students:**Skirts**

A gray uniform skirt will be worn. Skirts must be no shorter than the top of the knee when standing.

Shirts

Only a white button-down shirt or blouse is permitted. All buttons must be buttoned at all times. Undershirts should be white with no writing, images, and/or designs.

Undergarments should not be visible.

Tights/Socks

Solid navy, grey, black or white knee-high socks are permitted. Solid tights in navy, gray, black or white may be worn in cold weather. Designs or stripes are not permitted.

Shoes

Only black leather or synthetic leather dress shoes are permitted (unless for medical reasons). No open-toed or high-heeled shoe. Sneakers, boots, Vans (or Van- like shoes), UGG boots/slippers, or sandals are not permitted.

Jewelry

Jewelry is limited to one pair of tasteful earrings worn on the ear lobe, (no larger than a quarter and no name earrings), an appropriate necklace worn underneath the shirt and a single watch or bracelet. Rubber band bracelets and their likeness are not allowed. No nose, tongue, eyebrow, lip or any other facial or multiple ear piercings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted.

Grooming/Make-up/Nails/Perfume

Students must be clean, neat and professional in appearance at all times. Make-up should be appropriate, modest, and tasteful. Excessive make-up is not permitted. No dark or bright colors or designs are permitted. This includes eye shadow and lipstick. Fingernails must be clean, well-manicured and kept at moderate length. If nails interfere with regular typing, they are too long. Fingernails may be polished. Red, pink, and French-nails are generally considered acceptable. Fluorescent, jeweled, pierced or nail art is unacceptable. Minimal or no perfume use is suggested.

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Only Cristo Rey Atlanta Jesuit sweaters, cardigans, vests and Cristo Rey Class specific sweatshirts in approved school colors may be worn.

Hairstyle

Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Unnatural colors or designs are unacceptable (e.g. no streaks, fluorescent, neon, Mohawks, spikes or designs etc.). Hair should not cover a student's eyes. Hair bands, bows or ribbons are permitted. Excessive hair ornaments or extreme hairstyles are not permitted. Netted, or bandanna designed hair bands/bows are not allowed.

Hats/Sunglasses

Hats, caps, visors, scarves and sunglasses are not permitted.

Questions regarding student appearances should be referred to the CWSP Office.

EMPLOYER REQUIREMENTS

Student Background Checks

Sometimes background checks are required on student workers by Job Partners. The student and the student's parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply with internal background checks conducted by the Job Partner. The CWSP Office will assist Job Partners in completion of background checks if required.

Student Drug Tests

Some Job Partners may require drug testing of student workers. If the Job Partner Company would like to perform its own testing, students and parent(s) or guardian(s) are expected to cooperate with such a request and sign the proper permission form. The CWSP Office will assist Job Partners in completion drug testing if required.

Non-Disclosure & Confidentiality Agreements

Some Job Partners require student workers to complete standard confidentiality, nondisclosure and intellectual property agreements. Student workers, parent(s) or guardian(s) are expected to cooperate with the signing of any such agreements/documents that are required by Job Partners in connection with student's job at the company prior to beginning the school and work year. The CWSP Office will assist in completion of such agreements.

Items Required at the Workplace

Job Partners may require students to carry a security badge, a card, or a key with them to work on their workday. Generally, the Job Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost by the student, he or she shall comply with the Job Partner's policy for the replacement of such item. If there is a cost associated with replacement, the Job Partner will notify their Relationship Manager to arrange payment.

Items Prohibited at the Workplace

Student worker use of personal cell phones, video games, iPods, CD players, headphones are prohibited at the workplace, unless specifically allowed by the Job Partner. Job Partners are asked to help to enforce this policy. The Job Partner will inform the CWSP Office if student workers use any of the aforementioned items.

Notwithstanding the rule above, with their supervisor's prior approval, students may use personal cell phones during the workday for a job-related task or to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., student illness, etc.). Student workers are held to high standards of honesty and integrity by the CWSP. The CWSP has instructed student workers that the use of a Job 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.

HOLIDAYS

School

The CWSP and Cristo Rey Atlanta Jesuit High School will follow the same calendar of holidays during the school year. Students will not report to school or to work on school holidays unless it is on a pre-approved Work Study Make-Up Day.

Job Partner

Students will not report to work on a Job Partner holiday. Students will report to school and perform job duties in the school on their assigned workday if it is a Job Partner holiday and not a school holiday. Job Partners are asked to inform their Relationship Manager of these dates as early as possible.

SUMMER WORK REQUEST

Many CWS Partners request that one or more of their students continue to work for them during the summer. The only difference will be that the fee paid will be a per diem of \$80.00, the student will be permitted to keep the income earned less taxes and processing fees, and transportation to and from the work site must be provided by the student. 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. Student must be in good academic standing to work during the summer. All summer workers must attend a mandatory orientation at the school that reviews expectations of summer employment.

UNSATISFACTORY JOB PERFORMANCE

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

Misconduct

Job Partners are requested to notify the CWSP Office as soon as possible regarding any incident of misconduct involving a student worker. The CWSP expects student workers to conduct themselves in a mature, professional 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.

Termination

If a Job Partner requires that a student be removed from a job, then the CWSP will comply with the Job Partner's request and promptly remove the student from the job. The CWSP may choose to remove a student worker from the workplace at any time if it reasonably deems a student unable to fulfill the work required by the Job Partner satisfactorily. If a student is removed from a job, CWSP will attempt to replace the student with a new student as soon as possible, ideally within ten business days from the time the removed student last worked.

After a student is removed from their job due to non-performance, they will receive Job Re-Training in preparation for returning to work at an alternative CWSP placement. Should a student be terminated twice from a job during their time at Cristo Rey Atlanta Jesuit, he or she will most likely be asked to leave the school.

SEXUAL HARASSMENT

The CWSP requires and expects that all Job Partners treat student workers with respect. For the safety of its student workers, and in conjunction with the Job Partner's own policies, the program is very sensitive to matters involving 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 have very specific and clear procedures for reporting incidents of inappropriate behavior at the school and at work. If a student worker reports any incident, the CWSP Office will contact the Job Partner to evaluate and discuss the situation. If there is a question of sexual harassment on the part of a student worker, the supervisor should contact the CWSP Office immediately.