



Corporate Work Study
Supervisor Handbook



General Contact Information

Mailing Address

ICA Cristo Rey Academy
3625 24th Street
San Francisco, CA 94110

Phone Number

Main School Telephone: 415-824-2052
to contact CWS team directly, press 2

If the matter is urgent and/or you are unable to reach a team member by their phone extension, please call the main school telephone at 415-824-2052. Our Front Office will ensure your message is promptly relayed to the appropriate team member.

Email

Felienne Dante

Partnerships Manager
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Additional Contacts:

CWS General Inquiries: workstudy@icacademy.org

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Program Overview

ICA Cristo Rey Academy provides students from underrepresented communities in the region with a rigorous college prep education and a unique **Corporate Work Study Program (CWS)** in which students work in over 80 companies in the San Francisco-Bay Area. Program fees paid by these companies offset the cost of tuition for our students and enable our school community to serve families that would not typically be able to afford a private high school education.

Participation in the Corporate Work Study Program (CWS) is a required component for all students enrolled at ICA Cristo Rey Academy (“ICA”).

To formalize this participation, a written agreement is established between the student associate, their parent or guardian, and the ICA San Francisco Work Study Inc (“ICAWS”), a California not-for-profit corporation. This agreement outlines the terms, expectations, and responsibilities related to the student’s involvement in the Program, which is an integral part of enrollment at ICA. Copies of the signed agreement are retained by both ICAWS and the sponsoring partner organization where the student is placed.

ICAWS serves as the official employer for all student job placements through the ICA Cristo Rey Academy Corporate Work Study Program.

As the employer, ICAWS manages all I-9 employment verification requirements before students begin work at their assigned job sites. If a sponsoring organization requires additional onboarding steps - such as health screenings, or non-disclosure agreements (NDAs) - these must be communicated directly to the CWS staff. Our team will coordinate with students and sponsors to ensure that all onboarding requirements are completed efficiently and on time.

2025-2026 School Holidays

The students begin work August 18, 2025 and conclude May 21, 2026. The program asks that Sponsors allow the student workers to have the following scheduled school holidays off from work:

1. Labor Day - Monday, September 1, 2025
2. Indigenous Peoples Day - Monday, October 13, 2025
3. National Testing Day - TBD
4. Veteran’s Day - Tuesday, November 11, 2025
5. Thanksgiving Break - Wednesday, November 26 to Friday, November 28
6. Christmas Break - Monday, December 22 to Friday, January 2
7. Martin Luther King Jr. Day - Monday, January 19, 2026
8. President’s Day - Monday, February 16, 2026
9. Cesar Chavez Day - Tuesday, March 31, 2026
10. Easter Break - Monday, March 30 to Monday, April 6
11. Memorial Day - Monday, May 25, 2026

Sponsor Holidays

If a Sponsor has a business holiday or special meeting day when a student's services are not required, the Sponsor should call or email the CWS team with as much lead time as possible. The student will remain at school to complete their work day. Students will not be asked to make up the work day with the Sponsor.

Job Placements

CWS oversees all placement assignments for student associates. Assignments are determined based on the student's abilities, attitude, interests, and the availability of suitable placements. The goal is to create placements that are mutually beneficial to both the student and the Sponsor.

Sponsor preferences will be taken into consideration when possible; however, CWS retains the right to make changes to student placements as necessary. Any changes will be made only after consultation with the Sponsor.

Performance Concerns and Student Removal

If a Sponsor is dissatisfied with a student's performance, they are encouraged to document this issue through the student's daily time card rating and promptly communicate their concerns to CWS.

In collaboration with the CWS, sponsors may identify areas for student growth, leading to the development of a formal Improvement Plan. This plan, created by the CWS, will be reviewed with the student, and written acknowledgment from a parent or guardian will be required.

If it is determined that the student is not a suitable match for the placement, or if the objectives of the Improvement Plan are not achieved within the specified timeframe, the student may be removed from their placement. Following removal, CWS will assess the situation and determine appropriate next steps for the student. This may include reassignment to a new placement, additional training or additional support and review before a new assignment is made. Further information regarding **Performance Evaluation and Student Development** can be found on page 9.

CWS will make every effort to provide a replacement within 10 business days.

Daily Work Logistics

Typical Team Rotation Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Freshman	Sophomore	Junior	Senior	No CWS; all students attending classes

Note: Work day schedules may be adjusted due to mandatory student retreats and AP Testing in May. Advance notice will be given once the AP Testing dates are confirmed.

Daily Work Schedule

Depending on their transportation schedule, students will arrive at work somewhere between 8:30 a.m. and 9:30 a.m. and will be picked up/dismitted between 3:15 p.m. and 5:00 p.m. Each student will be notified of their transportation schedule when the student receives their job assignment. Depending on the distance of their job site from ICA, students working at more distant locations may be dismissed earlier to allow for a reasonable arrival time to ICA.

Lunch Time and Breaks

Per the Department and Labor and State of California, students are allowed to take lunchtime and breaks according to the Sponsor's preference and schedule. **Thirty minutes for lunch is recommended with two fifteen-minute breaks throughout the day.** Sponsors are encouraged to instruct the students about the schedule. If a student abuses the schedule to the dissatisfaction of the Sponsor, the Sponsor is requested to notify CWS as soon as possible.

Travel/Transportation

Morning Transportation

CWS provides morning transportation for students to travel to their job sites (via public transportation or van route). It is the student's responsibility to arrive on time to ICA for morning check-out to ensure their late arrival does not delay the departure of their commute group.

Morning Direct Commute to work is available to 10th through 12th graders only. With the approval of their parent/guardian, students who opt in for Morning Direct Commute are responsible for their own transportation to their job site without the supervision or assistance of ICA Cristo Rey Academy and ICA San Francisco Work Study, Inc. They are required to report and confirm their attendance via email

with CWS by 9 a.m. (see further details in the [Attendance](#) section). **Morning Direct Commute is a privilege and can be revoked at any time.**

Afternoon Transportation

CWS provides afternoon transportation for students returning to ICA (via public transportation or a van route). We kindly ask sponsors to be mindful of students' need to leave work on time to ensure they can make their scheduled afternoon pickup, which typically occurs between 3:15 p.m. and 4:30 p.m.

Afternoon Direct Commute is available to all 10th through 12th grade students at the beginning of the school year and becomes available to 9th grade students starting in the second quarter (mid-October). With the approval of their parent/guardian, students who opt in for Afternoon Direct Commute may leave their job site on their own without the supervision or assistance of ICA Cristo Rey Academy and ICA San Francisco Work Study, Inc. Students with this privilege are still required to work until the end of their scheduled work day and should not leave or be dismissed early. **Afternoon Direct Commute is a privilege and may be revoked at any time.**

Off-Site Travel Guidelines

Sponsors are discouraged from transporting students in personal vehicles, as this may create liability for both the Sponsor and CWS. In cases where off-site travel is necessary for a work event, Sponsors may request permission to transport a student in a personal or company vehicle, or via public transportation. If transport by car is requested, it is required that two adults be present in the vehicle. Please submit such requests at least two days in advance when possible. Students must obtain written approval from both CWS and their parent/guardian before being transported off-site.

Attendance

Each student is expected to attend work on every work day. CWS will inform the Sponsor of any student absences as soon as possible, which may occur as late as the morning of the student's scheduled work day. **If a student does not arrive on a scheduled work day and the Sponsor has not heard from CWS, the Sponsor should notify the CWS office immediately.**

Arrival to Work - with ICA Supervision

Student arrival times should be relatively consistent after the first few work days. However, it is important to note that students may have fluctuating arrival times due to delays on BART or traffic on the van route. If a student has not arrived by a significantly later time than usual, the Sponsor is asked to notify CWS by documenting the occurrence and contacting CWS directly.

10th through 12th Grade Optional: Arrival to Work - Direct Commute (without ICA supervision)

Students may opt to go to work directly on their own without the supervision or assistance of ICA Cristo Rey Academy and ICA San Francisco Work Study, Inc. Students are able to opt in for this only if they submit the *Direct Commute Permission Form 2025-26* and meet the established criteria for good standing in CWS. Supervisors will be notified in advance if their student has opted in. Should they opt in, students are required to follow our **CWS Arrival to Work Protocol** to confirm their attendance for the day. *CWS Arrival to Work Protocol* includes emailing CWS staff and supervisors upon 9:00 am arrival to job site. **This privilege may be revoked at any time.** Further details can be found in [Appendix A](#).

Tardies

Students that report to ICA in the mornings are marked tardy if they arrive after 7:45 a.m. Students that do not report to ICA and opt in for Morning Direct Commute (select 10th through 12th graders) are marked tardy if they do not confirm their attendance (via email) with CWS by 9:00 a.m. Tardies will be reflected in the student's daily performance rating grade.

Work Absences & Make Up Days

The CWS has strict rules and procedures for students who miss work. Absences will only be excused in the case of a family funeral. If a student is absent for any other reason, they are required to make up the time with their Sponsor. Following an absence, the students are responsible for scheduling the make up day with their supervisors and informing a CWS staff member to ensure they receive credit/a time card for that make up day. **Students are expected to make up any missed days in a semester prior to the end of the same semester.** The only available time for make-up days is during the school holidays or on weekends. A list of available holidays will be outlined on the make-up day email from the CWS staff member.

Illness at Work

If a student becomes ill at work, the Sponsor is asked to call the CWS office. CWS will notify the parent/guardian of the student. Once parent/guardian have been contacted, CWS will connect with the Sponsor to confirm whether or not the student is allowed to leave their job site on their own or if a parent/guardian is able to pick up the student from their job site. If a student leaves before 12 noon, it will be considered a full make up day. If the student leaves after 12 noon, it will be considered a half make up day.

School Activities & Sports

School activities and sporting events should not interrupt a student's work schedule. In the event that any school activities or sporting events conflict with a student's work schedule, the student's first responsibility is their work day. A student may not miss work in order to participate in

extracurricular activities. Sponsors should only be aware of this to the extent that **students are never given approval to miss work for any school activities unless a request is made directly by CWS.**

Site Visits

Per the Department of Labor, CWS performs two site visits a year. The goal of site visits is to connect with supervisors and see firsthand what the students are doing in the workplace. The visit is a great time for CWS to gain insight on the student(s)' work performance. Sponsors are **encouraged to complete all outstanding time cards prior to this site visit** as feedback noted on the time cards will be discussed between the CWS and supervisor during the visit. CWS will reach out to supervisors personally to schedule a time for the visit.

Performance Evaluation and Student Development

Grading

The Corporate Work Study Program is part of ICA Cristo Rey students' coursework and is graded on the academic scale. Students' grades are based on **attendance, work performance, and completion of curriculum assignments** focused on areas of personal and professional development. We ask Sponsors to rate students on their daily performance at work as well as complete two performance reviews per work year. **Completing daily time cards and performance reviews are a requirement per the Department of Labor and continued partnership with ICA San Francisco Work Study, Inc.** These items of evaluation account for approximately 50% of the students' final grade in CWS. In addition, CWS curriculum assignments will involve Sponsor participation at various points during the school year.

Daily Performance Ratings

Daily performance ratings are based on a students' punctuality, initiative, efficiency, accuracy, and attitude in the workplace. The rating is based on a five-point scale with a score of (1) signifying that a student performed unsatisfactory and a score of (5) signifying that a student had an exceptional performance.

It is the responsibility of the student to check in with their supervisor when they arrive in the morning and check out at the end of the day, along with submitting their time card for supervisor approval. We ask supervisors to do their best to fairly evaluate the student worker on their performance for the day. If a student does not meet expectations, it is important that it is indicated on the time card so we can address the issue with the student directly. If you find that mistakes were made in the students' work the following day, please note this on the time card and reach out to CWS. We will speak with the student immediately and identify next steps for success. An explanation of the time card submission process can be found in [Appendix B](#).

Student Associate Performance Reviews (SAPR)

Student Associate Performance Reviews (SAPR) take place twice a year. CWS will email supervisors and provide a link to complete the performance review online. The first SAPR will be requested in early December and will affect the first semester grade for each student. The second SAPR, sent out in late April, serves as the student's final review for the year and will affect their second semester grade in CWS.

Sponsors are asked to make honest and forthright evaluations of student performance. Students will receive their performance reviews with their semester report cards.

Student Curriculum Assignments

CWS aims to enrich the students' work experience through assignments that challenge students to better understand expectations, set goals, ask for feedback, self-reflect, and develop their professional character.

While the majority of the curriculum is designed for independent completion and/or during designated CWS Curriculum Days, there will be an assignment or two during the year that require the participation of the Sponsor (e.g. Getting to Know Your Workplace). It is the students' responsibility to connect with their Sponsor regarding course work and schedule meeting times that work best for their Sponsor.

Program Policies

Student Incidents

CWS has a vested interest in both the continued satisfaction of its Sponsors and the continued success of its students in their work experience. The program will act as mediator in difficult situations between the Sponsor and the student. If parents/guardians reach out to a Sponsor with questions or concerns, the Sponsor should direct them to the CWS team. Parents/guardians are informed ahead of time that all communication should go through the CWS team - not Sponsor.

Sponsors should be aware that any student behavioral problems occurring at work will be dealt with on an individual basis. CWS expects students to conduct themselves in a mature and professional manner. When necessary, the program may collaborate with Academic or Personal Counseling for additional support and guidance.

Since a student's actions and demeanor not only reflect on them personally but also reflect on the CWS and ICA Cristo Rey Academy, incidents of misbehavior by students in the workplace are treated very seriously. CWS may choose to remove a student from the workplace and will coordinate with the Sponsor to send a replacement.

Sponsors are requested to notify CWS as soon as possible of any incident of misconduct involving a student. Students are held to high standards of honesty and integrity by the program. The program

has instructed them that use of a Sponsor's telephone, office equipment, office services (such as Internet access or other services) or office materials without a supervisor's approval will not be tolerated.

Sexual Harassment

CWS requests and expects that all Sponsors treat its students with respect. For the safety of its students, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture, or religious beliefs and reserves the right to remove students if necessary. If a student reports any incident, CWS will contact the Sponsor to evaluate and discuss the situation. Whenever possible, CWS will try to cooperate with the Sponsor's Human Resources area to resolve the situation according to the organization's guidelines.

Cell Phone & Technology Use

While students are on the job site, personal use of cell phones and other electronic devices is not allowed. Cell phones should only be used in case of emergencies. Internet access is strictly for work-related purposes, including during lunch breaks.

Supervisors are authorized to set rules regarding cell phone use at their discretion, including permitting students to listen to music while they work. We strongly recommend setting clear cell phone use policies at the start of the school year. For context, students are expected to turn in their phones at the beginning of each class period, so they should already be familiar with similar expectations.

If cell phone/personal device use becomes a constant distraction at work, please contact your CWS.

Gifts

Sponsors may provide gifts to the students, especially around the holidays, but are not expected or required to do so. If a Sponsor wishes to support a student in a more generous way, please contact CWS.

Appendix A

CWS Arrival to Work Protocol

10th through 12th grade students may opt to go to work directly on their own without the supervision or assistance of ICA Cristo Rey Academy and ICA San Francisco Work Study, Inc. Students are able to opt in for this only if they submit the Direct Commute Permission Form 2025-26 and meet the established criteria for good standing in CWS. Supervisors will be notified in advance if their student has opted in. **This privilege may be revoked at any time.**

All students opting for the Morning Direct Commute are required to report to their job site by 9:00 a.m. unless otherwise instructed by their Sponsor company.

Upon arriving at their job site, the **student must use their work-provided email** to confirm their attendance. If a work email is not available, their ICA student email is acceptable.

Sample:

Subject: Arrival to Work - Day, XX/XX

To: CWS, [Primary Supervisor], [Alternate Supervisor 1], [Alternate Supervisor 2]

Good morning CWS and [Supervisor Name],

I am writing to confirm my attendance for today's work day and am confirming that I am in CWS uniform.

Have a great day!

Best,

[Student Name]

Students must send this email to CWS and their supervisor(s) by 9:00 a.m on their work day. Emails received after 9:00 a.m. will be marked as "Tardy" and will affect the student's Daily Performance Rating for that work day. **If a student consistently fails to follow this protocol, this Morning Direct Commute will be revoked.**

Appendix B

Providing Time Card Feedback

When a student submits their time card, their supervisor for that day (up to three supervisors may be listed) will receive an email requesting a performance rating and feedback. The email will have the subject line: ***Time Card Feedback for [Student Name] on X/XX/20XX.***

Students are to complete their time card at the end of their work day. If a student does not submit their time card on the same day, the designated supervisor will still receive an automated email requesting feedback. Even if the time card shows that the student has not yet completed their section, **supervisors are still encouraged to complete their portion to ensure compliance with Department of Labor requirements.** After selecting a rating, a new window will open with additional feedback options.



Note that we **encourage supervisors to provide honest feedback** on your student's performance for the day, as it will directly impact their overall daily performance grade. By default, **your comments will be shared with the student.** If you prefer that your feedback remain confidential - particularly in cases involving performance concerns - please select "No" and Request a follow up from Cristo Rey, as outlined in the following question. CWS will contact you shortly.

Performance

Unsatisfactory	Needs Some Improvement	Met Expectations	Above Expectations	Exceptional
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating *

Additional Comments

Share comments with student? * **Request a follow up from Cristo Rey? ***

Yes No Yes No

Appendix C

Uniform

Although students complete their work at various Sponsor job sites, they are considered employees of the school's Corporate Work Study Program (CWS). Students are **expected to follow the ICA Cristo Rey CWS uniform policy on their work days**. If a student is not in CWS uniform upon arriving at work, please contact the CWS team.

If a job site necessitates specific attire due to the nature of the work and/or the Sponsor provides their student with Sponsor-approved merchandise, the Sponsor must notify their CWS in advance to ensure the student is not mistakenly marked for being out of uniform.



TOP:

- CWS polo in gray or black
- Branded ICA Quarter Zip Sweaters
- Black blazer with ICA patch (optional)



BOTTOMS:

- Black, charcoal gray, or khaki SLACKS or dress pants
- NO jeans of any color, yoga pants, leggings, or cargo pants

What are dress pants or slacks?
Dress pants or slacks are designed for professional, formal, or semi-formal occasions. They have a more tailored fit and come in many styles such as wide-leg, skinny-leg, or straight leg.



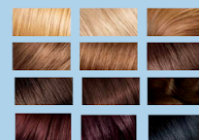
SHOES:

- Must be ALL BLACK closed toe/closed heel dress shoes, flats, ankle boots, or tennis shoes
- Socks/tights must be solid black or white
- NO Uggs (of any kind) and NO Crocs

Hair Scarves & Head Coverings



- Solid, black head coverings, and head scarves
- No beanies or bonnets



Hair Color

- Natural hair color ONLY