

Corporate Partner Handbook

2025-2026

222 Piedmont Ave. NE, Atlanta, GA 30308

CONTACT INFORMATION

Corporate Work Study Program (CWSP) Team

Najgee Gatson

Director of Corporate Work Study Program

President, CRAJ Staff Leasing

Direct: 404-637-2879

Email: <mailto:ngatson@crystoreyatlanta.org>

Michael Johnson

Relationship Manager

Direct: 404-637-2816

Email: mjohnson@crystoreyatlanta.org

Rahel Kaltiso

Relationship Manager

Direct: 404-637-2835

Email: rkaltiso@crystoreyatlanta.org

Allecia Lowery

Relationship Manager

Direct: 404-637-2840

Email: alowery@crystoreyatlanta.org

Carrol-Ann Montgomery

Relationship Manager

Direct: 404- 637-2875

Email: cmontgomery@crystoreyatlanta.org

Yamileth Yescas

Operations Manager

Direct: 404- 637-2872

Email: yyescas@crystoreyatlanta.org

TABLE OF CONTENTS

MISSION OF CRISTO REY ATLANTA JESUIT HIGH SCHOOL	4
CORPORATE WORK STUDY PROGRAM OVERVIEW	5
BUILDING THE PERFECT INTERNAL SUPPORT STRUCTURE	6
SUPERVISOR EXPECTATIONS	8
IDEAS FOR STUDENT ENGAGEMENT	9
IDEAS FOR STUDENT JOBS	13
POLICIES AND PROCEDURES	25
PARTNER ONBOARDING CHECKLIST FOR STUDENTS	28
STUDENT WORK SCHEDULES	30
TRANSPORTATION	32
SYLLABUS & GRADING POLICY	34
PROGRAM POLICIES	37
DRESS CODE	40
JOB PLACEMENT REQUIREMENTS FOR STUDENTS	42
HOLIDAYS	43
SUMMER WORK REQUEST	44
UNSATISFACTORY JOB PERFORMANCE	45
SEXUAL HARASSMENT & NON-DISCRIMINATION STATEMENT	46

MISSION OF CRISTO REY ATLANTA JESUIT HIGH SCHOOL



Our 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.

Root Beliefs

Our school community believes that:

- The human person is created to praise, revere, and serve God
- Cura personalis, or care of the individual person, is essential
- Quality education should be accessible to all, regardless of economic means
- All our students are capable of success
- Our faith promotes justice
- Excellence is intentional

Core Values

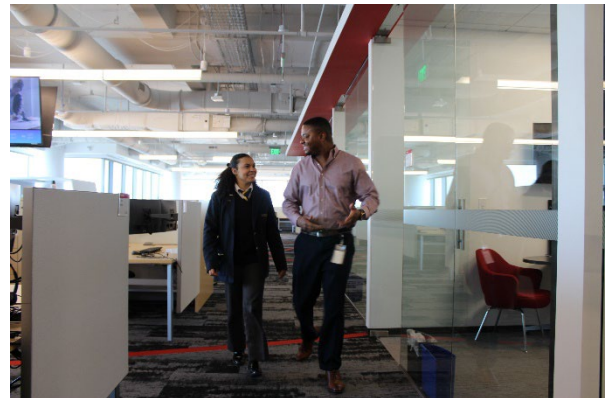
- Helping make Catholic education accessible to all
- Forming students of competence, conscience, courage, and compassion
- Human excellence and life-long learning
- Creating a safe and healthy school environment for all
- The care of all creation
- Being global citizens in dialogue with other religions and worldviews
- Being an active part of a global network at the service of the Society of Jesus
- Justice and Interculturality

CORPORATE WORK STUDY PROGRAM OVERVIEW

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. Through the CWSP, students 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 associates 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. Please contact your Relationship Manager if you have any question.

BUILDING THE PERFECT INTERNAL SUPPORT STRUCTURE

The ideal Corporate Work Study support structure consists of:

- Decision Maker
- Point of Contact/Champion
- Supervisors
- Mentorship Program

Role of the Decision Maker

This person is most often the Head of the Company and is the one to approve the funding for the CWSP. Support from this person is key to the success of the program, as this sets the tone from the top of the organization that partnering with Cristo Rey Atlanta Jesuit is an important function for the company. At the end of each school year, the students on each job team create a final project called Project CEO. We ask that the Decision Maker and other members of the company's executive team make every effort to attend this presentation.

Role of the Point of Contact/Champion

This person is in frequent contact with their Relationship Manager at Cristo Rey and is the one who manages the day-to-day process of running the CWSP internally. This person is enormously important to the success of the program, as they are typically the liaison between the Decision Maker and the Supervisors. It is very important for this person to ensure that Supervisors are receiving all the information they need from the school and that they encourage Supervisors to attend networking events, training luncheons, etc.

Role of the Supervisors

Ideally, each student will be assigned to a different Supervisor. This prevents the work of managing all four students from falling to one individual. In many successful partnerships, the students work for Supervisors in four different departments – e.g. Finance, HR, Marketing, IT, Sales, Reception, etc. Many companies also rotate the students between departments – some spend the first half of the day with one, and then move to a second department after lunch; and some have students work for a semester in one department and then move to another in January.

Cristo Rey hosts Supervisor Training each year before the start of the program. All Supervisors are invited to attend and share best practices. Additionally, the school hosts monthly “Lunch and Learn” virtual sessions to share announcements and have a Q&A opportunity for Supervisors to share ideas and concerns.

Some of our partner companies have more interested Departments/Supervisors than they have students, so ask interested departments to apply for a student intern. The department must put together a plan of action that includes a description of the projects the students will be asked to

do, sample daily agendas, and the reporting structure for the student while working in that department.

Additionally, many of our Job Partner companies award Supervisor roles to young employees who have no management experience but show great leadership promise for the company. They utilize the CWSP as a way for their up-and-coming employees to get that needed management experience.

Role of the Mentor

In today's work environment, many people want to volunteer but are unable to find the time to leave the office to do so. Having a CWS team of students is a way to help your employees fulfill their desire to give back to the community. By offering them a way to mentor your students, you can provide the students with more adult interaction while providing your employees the ability to volunteer during the day. This helps the students feel more comfortable in the workplace because they get to know more people in the company. The easiest way to do this is to set up a sign-up process internally and ask employees to reserve dates that work for them to have lunch with your students. It is as easy as having them meet the student in the breakroom and just talk over lunch. Our students love this, and you will see morale improve for your employees as well.



SUPERVISOR EXPECTATIONS

- Select a back-up supervisor in case you are out of the office for the student associate to check in with on their workday.
- Complete a digital daily timecard evaluating students' daily performance as required by the US Department of Labor. Provide frequent, constructive feedback to student associates in person as well as through timecards.
- Participate in the two required site visits with the CWS staff in accordance with the US Department of Labor's regulations.
- Attend Draft Day on August 16, 2024, at CRAJHS- where you will first meet your students to celebrate their section to work at your organization.
- Participate in an on-site Supervisor training at CRAJHS on August 29th, 2024.
- Provide a structured daily schedule with work for students to complete in cooperation with CWS staff.
 - **Job description:** What will student associates spend their time on? Please spend time deciding how your students will best contribute to the success of your company and be sure to explain this to your students when they arrive. The more students see how their responsibilities fit in with the organization, the more ownership and pride they take in their job.
 - **Schedule:** Will student associates follow a schedule each day? Will they work with one department or different departments?
- Provide a ½ day orientation at your site on September 5, 2024, with all four student associates for onboarding before their first day of work.
- Intentionally integrate student associates into company culture- invite them to meetings, team lunches, celebratory events, and professional development sessions.
- Participate in supervisor appreciation events, attend CRAJHS CWS sponsored monthly Zoom meetings supervisor tips or questions supervisors may have.

IDEAS FOR STUDENT ENGAGEMENT

Top Ten List for Student Worker Success

1. Maintain regular communication with CWSP staff.

Examples: Provide names and contact information for anyone who should be informed about CWSP happenings, or who has direct supervision of our students. Write specific comments on Timecards. If you are not comfortable or don't have time to comment on the timecard, send us an email. Send us emails or call us to let us know how things are going (good or not). No issue is too small; even if you have addressed the concern with the student, just let us know, so we can stay in the loop. If you were particularly impressed one day, let us know that too!

Benefits: CWSP staff is here to help you in any way we can, so that your experience with our students and program is mutually rewarding. By providing updated contact information, we can be certain that communication is timely and effective. By working together, we can often address and correct concerns before they become big problems. We can also make sure that students get the recognition they deserve for a job well done.

2. Make your expectations clear & hold students accountable.

Examples: Provide time limits on projects. Make certain the student understands instructions. Offer a clear "chain of command" (i.e., If I'm unavailable, talk to Sue. If Sue is unavailable, work on the back-up project). When providing multiple tasks at once, encourage students to prioritize them with you, so everyone knows when something should be completed. Provide an example of a finished project, if possible. When providing constructive criticism or compliments, give specific examples of the mistake or the job well done. "Good job today" does not mean as much as "I really appreciated how quickly you completed the copy job."

Benefits: Clear expectations reduce mistakes and frustration for both the supervisor and the student. Students are more likely to excel when they know what you expect and when you provide specific feedback. An orientation at the beginning of the year ensures that everyone is on the same page from Day 1.

3. Provide regular feedback.

Examples: Make sure you insist on your student checking-in every morning and checking-out every evening; do not let the students start the morning or end the day without making contact with a supervisor. Set regular times to "check-in" with the student to discuss how things are going (i.e. every first workday of the month). Fill out the daily timecard and include comments. Address concerns immediately with the student. Point out mistakes and allow the student an opportunity to correct it. Likewise, offer positive feedback on a job well done. When completing progress reports and official Mid-Year/End of Year Evaluations, review the results with the student. Do not be afraid to correct a student or to provide constructive criticism. If the student did not meet expectations on a certain day, let the student know.

Benefits: Enhances communication between you and the student. Provides an opportunity to reinforce your expectations. Gives the student benchmarks to evaluate and improve his/her own performance. Teaches students the value of constructive criticism, compliments and learning from mistakes. Addressing concerns honestly and quickly can often correct the problem before it becomes a bigger issue. Complimenting students can motivate them to continue to succeed.

4. Provide multiple methods of instruction/explanation.

Examples: When giving verbal instructions, ask the students to re-state, in their words, what you expect. Ask the student to take notes and ask to see notes (particularly with freshmen or other students you have concerns about). If you provide written instructions, ask them to summarize what they understand. It is always a good idea to provide a concrete example of a finished project, or to ask the student to show you an example before they get too far into a project. Do not assume a head nod or “yeah, OK” equates with understanding. Once you are accustomed to the student’s work quality, you can of course modify how you solicit proof of understanding.

Benefits: Promotes communication skills and emphasizes the importance of understanding instructions. Reduces frustration for both student and supervisor by minimizing mistakes and misunderstandings.

5. Keep students busy.

Examples: Always have a back-up project (non-urgent filing; cataloging returned mail; inventory; industry and competitor analysis, database updates, etc.) that the student knows to work on when daily tasks are finished, and the supervisor is not available to give the student more work. Develop periods of routine (if possible) so that the student knows he/she always has a particular task at a certain time (i.e. stocking printers each morning, covering the reception desk at lunch time, mail run every afternoon, etc.). Provide a daily agenda so the student knows what to expect from the day. Make other departments aware that students are available to help.

Benefits: Boredom breeds inaccuracy and laziness, so if students are not bored, they will continue to perform well. Agendas, routine, and established “back-up” projects create clear expectations so students are never curious about what to do next. Agendas also help develop a sense of initiative, as students are more likely to just “dive in” when they know what to do. Finally, occasionally “sharing” the student with other departments provides variety to the day, incorporates the student into more of the organization, and ensures there is always something for him/her to do.

6. Challenge students.

Examples: Provide variety in the students’ tasks whenever possible. Assign them activities that you think might be a bit more complicated and let them rise to the challenge. Provide the big picture/desired outcome of an assignment and encourage the student to identify the best way to complete it or solve a problem. Ask the student what their workplace goals are/what they hope to learn and see if it can be incorporated into their routines (i.e. better phone skills, computer work, learning more about what lawyers do, etc.). Introduce students to different personnel, particularly those in a position in which the student has interest (attorneys, accountants, nurses, engineers,

etc.) Set up times for “coffee chats” on a monthly or quarterly basis. Let students shadow someone for a morning in a different department. Organize a “day in the life” activity in which a student observes, learns about, and even participates in the functions of a department that may be “up or down stream” from her/his normal department.

Benefits: Students will stay engaged at work and will feel motivated to succeed when they are challenged. They will feel appreciated and taken seriously when given greater responsibility. Students will develop a greater understanding of how their work affects others and may also be exposed to long-term career goals.

7. Encourage student ownership of tasks and projects.

Examples: Explain the “big picture” of a task and how it relates to the overall success of a project. Emphasize the importance of even small or mundane activities. Allow students to learn about other departments’ functions and staff, and how everyone’s work interacts, so they understand where the projects start, where they go next, and who uses the projects. Give students specific tasks and projects that are “just theirs” and let them know that the assignment is not “just scanning/copying/mail sorting,” but it is their job and integral to the success of a department/ other staff member, etc.

Benefits: Students will feel their work is important and appreciated, producing better outcomes. Students will appreciate the trust and responsibility of having their own jobs.

8. Provide a variety of resources for student reference.

Examples: A map of the campus or building, with departments/personnel locations annotated; a company directory (if you don’t have one, ask the students to make one); a script for answering and making calls; a handout of Frequently Asked Questions; a manual with examples of common projects, instructions on how to complete certain computer functions, etc.

Benefits: Encourages students to be self-sufficient in seeking answers. Promotes confidence by giving students the tools to complete tasks on their own. Enhances the student’s comfort with the company.

9. Include students in your organization’s culture as much as possible.

Examples: Involve students in meetings. Include them in office newsletters or updates. Share company trinkets (water bottles, key chains, etc.). Introduce them to multiple members of staff, not just immediate supervisors. Let them tour the building, campus, etc. to learn about multiple departments and personnel. Place a name placard or sign at the student’s workstation with the student’s name and “Cristo Rey student” so others know who they are, too.

Benefits: Students feel like they belong and are not “just students.” They develop a greater sense of pride for their work and the organization.

10. Have Fun!!

Examples: Enjoy being with them. Ask them about school, sports, what they do during free time. Include them in company celebrations (if appropriate). Let them know work can be fun, as long as the job gets done!

Benefits: Our students look to you as role models and guides for how to behave in the work world. If they witness their co-workers approaching the day with a positive attitude, they are more likely to do the same. When our students feel like it's OK to have fun, and when they feel that you enjoy their company and contributions, they will likely be more productive and effective. Our students have energy, creative ideas, humor, and a willingness to succeed, in addition to a wealth of individual talents. Tap into these traits to re-energize your workplace and brighten your workday!

Project Tips

Utilize students to monitor the company's social media for content trends - ask students to brainstorm ideas to attract younger audiences.

Assign students to write monthly articles for internal newsletters, even if just for the department.

Require students to present an introductory PowerPoint/ presentation on their interests, hobbies, favorite classes, future goals, etc.

Create a shared posting site for student job tasks.

Assign the students to build a training guide for next year's Corporate Work Study team.

*“At **The Intersect Group**, we have found that having an established morning checklist is key. It's a great way to start the day (for both our students and for us as often we get in at the same time they do but still need to look through emails, check on something, etc. and it's hard to immediately start giving a project). Ours includes prepping interview rooms, tidying the front waiting area, restocking copy items, etc. It's not challenging but it is a duty that must get done each day and this makes the morning much easier for our receptionist. It also helps us get to know the interns as they move about the office.”*

*“At **WestRock**, we have a standing project that all students can go back to if they finish their current task, and their supervisors are not available to give them their next task. We use Salesforce, but not all the client demographic information is populated. We ask the students to go into files and add website URLs, which then auto-populates a lot of information into Salesforce. We use this project as a “go-to” for all our students if they have free time.”*

IDEAS FOR STUDENT JOBS



Our most frequently asked questions from supervisors are, “What can we ask the students to do for our company?” We also hear, “I don’t have enough work to keep a student busy for their entire workday.”

We understand that assigning tasks and training our students to do jobs often reserved for college-level interns may seem daunting at first, but we know our students will rise to the occasion.

Students want meaningful work. They want to feel they are playing a constructive role in the success of your company. If you find yourself with no task left for the students, the following pages of this handbook will include ideas from other companies in your same predicament.

Remember that an important part of assigning work to students is explaining the “why” behind what you have assigned - knowing how their tasks fit into the larger company goals allows the students to take ownership and pride in their work, leading to a more successful work experience.

The following will be organized by the various departments where students currently work.

Customer Service



- Preparing letters and composing emails to clients
- Sorting, distributing, stamping, sealing, filing, and delivering mail to employees
- Answering phones and covering receptionist duties
- Identifying and assessing customers' needs to achieve satisfaction
- Keeping records of customer interactions, processing customer accounts and filing documents
- Scanning and laminating important documents for retention
- Creating letter templates for correspondence to clients
- Creating announcement slides for TV monitors
- Preparing Excel spreadsheets to monitor and track initiatives
- Documenting incident reports into Excel
- Uploading scanned invoices and documents onto CRM
- Organizing and shipping any company required documents
- Transferring information from client business cards to electronic format
- Processing insurance verification claims
- Sorting and categorizing Certificates of Insurance
- Preparing files for new applicants, prospects, and lead accounts for companies seeking insurance
- Maintaining facilities, lighting, conference rooms, and supplies
- Scanning documents and reporting credits, withdrawals, and declined transactions
- Producing receipts for checks and ledgers for account balances
- Documenting, organizing, and updating customer account information and payments
- Preparing gift bags and giveaway baskets for corporate events
- Alphabetizing and organizing personnel files
- Proofreading and mailing enrollment letters to employees and clients
- Sending emails to underwriters for missing documents

Accounting and Finance



- Updating client summary lead sheets for financial automated control testing reports
- Organizing deposit and withdrawal slips; filing bank statement receipts
- Making trial verification deposit balances in client accounts to confirm bank accounts
- Separating and posting checks into CRM database
- Migrating data to new databases; creating Excel sheets detailing bank statements; reviewing customer statement accounts
- Reviewing bank statements and credit reports
- Updating client identification numbers for tax returns
- Creating and updating tax refund spreadsheets
- Digitalizing tax binders
- Updating tax management portfolios
- Distributing and mailing W-9 Taxpayer Identification Number and Certification Forms
- Scanning and indexing transactions and exit tickets
- Conducting research on industry and competitive trends
- Verifying loan numbers
- Activating and deactivating customer accounts
- Separating active from dormant and inactive accounts
- Collecting historical data for compliance records
- Generating CRD (Central Registration Depository) reports
- Running and preparing internal reports
- Reviewing certificate renewals
- Preparing limited practice list into Excel
- Copying documents and materials for board meetings; setting-up conference rooms
- Assisting with administrative duties in Accounts Payable & Receivables

Human Resources



- Researching potential candidates on LinkedIn; sourcing resumes
- Scanning and organizing recruitment documents
- Creating packets and materials for new employee hires and preparing staffing materials
- Reviewing and updating employee policy manuals
- Updating and formatting lists of new hires and terminated employees in Excel
- Verifying and preparing Paid Time Off tracking (PTO) spreadsheets in Excel
- Preparing and sending greeting cards to employees and customers
- Making phone calls to new hires for orientation and registration
- Maintaining schedules for shared meeting spaces and preparing rooms for meetings
- Scheduling calendar events, setting up event spaces, and assisting with event planning and booking reservations
- Assisting with office CPR demonstration and safety training
- Creating and preparing folders and merchandise for network events
- Making, sorting, and distributing personnel keys
- Tracking auto mileage usage for employees
- Creating incidents report files
- Scanning documents and reporting incomplete items
- Filing active and terminated employee reports
- Making phone calls to verify employment and termination dates; properly disposing of terminated employee information
- Shredding sensitive and/or outdated documents and materials
- Collecting, documenting, analyzing pay rates and compensation across given employment fields
- Entering employee name into E-Verify; filing W-4s and direct deposit forms
- Transcribing exit interviews for employees
- Entering, filing, and updating invoices in CRM

Information Technology



- Activating security badges and security lists
- Receiving equipment orders, unboxing, and distributing monitors and equipment
- Setting up computers and troubleshooting for employees
- Using CRM Checkpoint to extension trackers using checkpoints
- Completing year-end update testing on CRM
- Preparing and setting up computers for new hires
- Assisting employees with technical problems, providing technical laptop and monitor support
- Wiping laptops, hard drives, iPhone, computer monitors
- Coding programs with the use of Python and Raspberry Pi
- Verifying proper function and optimal utilization of software
- Ordering equipment and disposing of outdated equipment
- Filing out condition reports for equipment
- Fixing faulty equipment (for example: fax machines)
- Entering serial numbers from devices into Excel spreadsheet
- Updating and uploading corporate websites and social media accounts
- Updating firmware on security switches
- Completing database projects
- Fixing database errors
- Conducting inventory
- Updating summary lead sheet for automated control testing
- Cleaning and storing equipment in empty workspaces with IT
- Performing discovery work using service mapping

Law



- Reviewing docket for updating and filing
- Attending discovery meeting and preparing evidence lists
- Copying, sorting and scanning documents
- Filing documents, interviews, reports, deposits, and invoices
- Sorting and organizing evidence for the preparation of court summaries
- Filing depositions and bench warrants files
- Hand delivering motions and correspondence
- Updating expert database in Excel
- Retrieving and preparing files for trial; labeling exhibits
- Preparing prospective clients case files
- Verifying the status of patent applications
- Delivering files to different departments
- Converting paper files into electronic files
- Assisting with the preparation of the Diversity and Inclusion newsletter
- Preparing synopses for summary reports and verifying accuracy
- Updating client's guideline memos
- Creating invoice tracking sheets in Excel
- Creating social media posts and graphics for firm advertisements
- Preparing trial books for case
- Preparing case reviews for discovery packets
- Redacting privileged data/documents
- Confirming and noting Court Orders

Marketing



- Making name tags and tent cards for meeting, events, and receptions
- Preparing plans in Strata View to plan commercials and advertisements
- Creating PowerPoint presentations
- Tracking backorders, approvals, and denials in Global Strategic Marketing Department
- Researching proposals and press releases
- Drafting summaries for upcoming events
- Creating content for presentations
- Creating and posting blogs and social media post
- Creating informative presentations for employee travel
- Preparing customer mailings and brochures
- Updating sponsors on marketing data
- Entering indicators and data into CRM
- Assisting with the promotion of charity and sponsored events
- Preparing deliverable reports for managers
- Scheduling and preparing monthly social media posts
- Assisting team members with general marketing objectives and projects

Supply Chain Operations



- Verifying and sending purchase orders to suppliers
- Scanning and preparing memos and invoices; filing in online database
- Processing customers feedback
- Filing weight and measure violations
- Preparing and reviewing spreadsheets for supply chain distribution
- Assisting with logistical imports and exports
- Completing hazmat classification reports
- Creating route maps
- Tracing and tracking pickups and deliveries for customers
- Renaming project management sheets
- Updating new information in calendars
- Creating, updating, and processing invoices
- Activating and deactivating meters for future placements
- Organizing and filing service notices
- Transferring basic reclosure data into Excel
- Extracting data to determine cause of product malfunctions and outages
- Utilizing asset suite to find the job type and priority of work orders
- Assisting engineers with building inspections

Sales



- Providing customer service in person and/or over the phone
- Covering receptionist duties and greeting customers/ clients
- Preparing letters and composing emails to current and prospective clients
- Sorting, distributing, stamping, sealing, and filing mail
- Assisting associates with coverage on the sales floor
- Preparing and editing letters for client mailings
- Creating and maintaining client correspondence lists
- Researching competitor markets
- Preparing charts and graphical representations in Excel
- Collecting sales checks and inputting information into Excel
- Assembling and organizing merchandise displays
- Scanning, processing, alphabetizing, managing, and mailing invoices
- Completing purchase orders
- Filing billing information and tracking inventory through CRM
- Stocking and re-stocking, scanning, sorting, roll stock tracking, verifying, and conducting inventory of merchandise
- Processing and inputting data and orders into Salesforce
- Loading USB drives with store information
- Preparing Power Point presentations for community events
- Receiving, sorting, and distributing sweepstakes entries
- Creating new customer/client information packets
- Shadowing and assisting with property tours and inspections
- Contacting prospective tenants through LinkedIn
- Filing work orders in numerical and alphabetical order
- Contacting vendors for status updates on merchandise
- Filing contract certifications
- Editing and converting PDF documents; filing contract certifications

Education



- Preparing letters and composing emails to parents and alumni
- Sorting, distributing, stamping, sealing, and filing mail
- Preparing students for standardized testing
- Grading test and homework; marking attendance
- Engaging with, mentoring, and assisting students
- Supervising recess
- Delivering flyers and information packets; creating reference resources
- Managing report cards, organizing homework, and filing graded assignment
- Assisting with lesson planning, proctoring exams, and program management
- Attending seminars and meetings
- Creating writing submissions and blogs
- Designing and creating posters for Diversity and Inclusion events
- Managing social media campaigns and creating posters and templates for events
- Researching topics related to social work, faculty, and students
- Creating lists of student award nominees
- Managing academic and supervisor calendars
- Making calls to alumni for contributions and check-in
- Tidying, cleaning, and replenishing classrooms with supplies
- Preparing Excel documents with student information
- Assisting with school retail shop

Hospitals, Patient Care, and Laboratories



- Checking-in patients and filing admittance records
- Assisting with patient status checks and discharging patients
- Transporting patients to appointments
- Assisting with general duties within specific medical departments
- Organizing benefits folders and patient data for hospital staff into Excel
- Assisting physicians, nurses, and technicians in the retrieval of tools and equipment
- Helping mothers with breathing exercises during labor
- Making hospital beds and patient bags
- Filing acknowledgement of paternity documents
- Making informative posters and flyers for hospital initiatives
- Calling patients to confirm appointments
- Assisting with the preparation of living wills and power of attorney
- Creating orientation packets for incoming residents; helping set up curriculum for residents and staff
- Organizing lab specimen; delivering laboratory specimens to technicians
- Researching medical conditions for residents and physicians
- Reviewing drug information for patients
- Preparing PowerPoint Presentations
- Scanning documents and invoices
- Labeling and cleaning incubators, surgical instruments, and equipment
- Assisting with opioid compliance requirements and vaccinations
- Completing patient assessments
- Entering patient refund data into CRM
- Assisting with patient physical therapy
- Participating and preparing activities for patients, such as bingo, arts and crafts, and trivia games

Museums



- Greeting and checking-in patrons and visitors
- Assisting with educative, donor, and visitor tours
- Reinforcing and assisting with crowd volume control
- Registering visitors, taking attendance for school groups, and distributing wristband for events
- Handling animals after training
- Feeding mammals and insects
- Upkeeping exhibits
- Cleaning food and changing water in exhibits
- Interactively leading, educating, and guiding attendees through exhibits
- Preparing and distributing informative brochures and learning materials
- Organizing “take your child to work” day activities
- Managing invoicing and billing
- Labeling phone extensions

POLICIES AND PROCEDURES

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 25 workdays each school year. Students must make up missed work hours.
- Students must attend work on their assigned day 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 their transportation to and from work.
- Students must always abide by Cristo Rey Atlanta Jesuit High School's Code of Conduct and Dress Code, 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. BTI is designed to introduce all students to workplace skills, including, but not limited to, Communication Skills, Financial Literacy, Lifelong Learning Behaviors, Microsoft Office, and Office Skills such as handling confidential documents, business ethics, filing, copying, and taking notes. Additionally, all incoming freshmen will participate in Freshman Academy, an additional week job training program held prior to the start of school.

Student Placement Process

Assigning students to job placements is a complex process that must include a student's academic schedule to determine the day of the week they can work. CWS staff and members of the academic leadership team then collaborate to determine student placements. Consideration is given to student skills assessments and/or student preference surveys, past job placements, former supervisor reviews, Corporate Work Study grades, Job Placement requests, and more. Every effort is made to place a student in a job that will be a good fit for both the company and the student.

Job Orientation

On Orientation Day, 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 CWS staff, 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.

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.

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 the terms and conditions of the CWSP prior to a student beginning work.

Morning Check-Out Process

Students will report to school each day in proper uniform, and report to House (homeroom) at the start of the school day (7:30 a.m.). At approximately 7:50 a.m., those going to work will begin departing for Job Partner locations, with those with the longest commute leaving first.

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 kept at school and will be considered absent from work that day and will have to make it up.

Corporate Work Study Program Staff Member Site Visits

Each year, Cristo Rey Atlanta Jesuit High School representatives must conduct site visits for all locations in which the school has student associates. 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 a safe environment and child labor laws. Most often, these visits will be conducted by your assigned Relationship Manager.

PARTNER ONBOARDING CHECKLIST FOR STUDENTS

CWS Partner Onboarding Checklist

Preparing for the Student Work Team:

- Documentation:** Will student workers need to complete anything ahead of the start date - background checks, HIPAA training, proof of age, health screenings, NDAs, etc.?
- HR:** Does HR already know about the student workers? It is always a good idea to get HR on board early in the process!
- Communication:** How does the team or company share the news about the student work team starting? Is there an internal communication that can be distributed across the company or office? Does the CWSP Partner want language about CRAJHS to be included in the email?
- Orientation:** Will student workers participate virtually or in person in any kind of new employee or intern onboarding? Will this be handled by one supervisor, HR, or someone else?
- Work location:** Will students be working in person at the office, remotely or a hybrid model? Work w/ your CWSP Relationship Manager to ensure the preferred model/location is established well ahead of the students' start date.
- Computer hardware/software:** Does the CWSP Partner want to give student workers company hardware, or will the student's use their school's Lenovo computers? Will they need usernames and passwords for any additional programs?
- Supervisors:** Who will be the primary work team supervisor and who will be the back-up supervisor? Is the supervisor or back-up supervisor well placed to approve timecards and complete performance evaluations?
- Job description:** What will student workers spend their time doing?
- Schedule:** To start, will students follow a similar schedule each day? Will they work with one department or different departments?
- Routines:** Are there department routines that the student workers can be integrated into (organizing e-files, weekly projects or reports, staff meetings, etc.)?
- Timecards:** Did the supervisor get information from the CWSP staff for timecard completion?

Once the Student Work Team starts:

- Sharing policies:** Are there any vital company policies around harassment, discrimination, reporting guidelines, confidentiality, etc. that the student worker needs to read and understand and/or complete formal training?
- Confidentiality:** Is there anything that the student workers need to know/understand about confidentiality of information? Are there procedures they need to read and discuss? Do NOT assume a student worker understands confidentiality in the context of your specific work. Better to teach!

- ❑ **Virtual or in-person meetings:** Practice an introduction with the student worker for when they meet coworkers from around the company virtually or in person.
- ❑ **Training:** Is there training that they must complete as an intern/employee of the company? Are there SOPs or instructions they need to read and understand?
- ❑ **Introduction to what the company does/history of the company:** CWSP placements are giving the student workers opportunities to understand corporate and nonprofit worlds. Understanding what a company does and how the company fits into this world will help them do a better job, feel more connected to their team, and help them make better decisions. Consider asking a student to do their own research and meet with their supervisor and prepare to share their notes or some slides on what they discovered.
- ❑ **Department knowledge:** What does the department do where the student workers will be and what is the significance of this department? This may be the first time these student workers have experienced a certain industry/department and they have limited knowledge initially of what the department does or why the department exists.
- ❑ **Office technology and software intro:** What office technology and/or software will students use on a regular basis? Who can they ask for help when they are using various technologies or new platforms?
- ❑ **Questions:** Who does the student worker go to with a question? We want to do EVERYTHING we can to encourage questions from the start!
 - If the primary supervisor is not available, who should the student worker ask?
 - What is the best means of communication for the student worker to ask questions - in person, email, chat, phone, schedule a meeting, etc.?
 - How does the student worker know that person is not available for questions? Many student workers do not like to "interrupt" the supervisor, so how can they be made to feel comfortable doing so?
- ❑ **Names:** How should student workers address adults via email - first name? Ms.? Mr.?
- ❑ **Breaks:** When does the student worker go on breaks and lunch and for how long? Do they need to notify a supervisor or someone else when they go? Legally, students need at least a 30min lunch and two 10 min breaks. Being direct and structured about this to start makes managing schedules easier in the long term.
- ❑ **Email:** Will the student worker use company email or their school email? Is there any particular email etiquette that the student worker needs to be aware of? Are there sample emails or signatures they can be shown?

STUDENT WORK SCHEDULES

The work year usually begins around mid-September and ends around mid-May. Please refer to the current calendar year provided by your Relationship Manager.

Daily Work Schedules

The typical workday begins at 9:00 a.m. and ends at 4:00 p.m., with a 30-minute lunch. Because some job partners are located a long distance from the school, students may have to be picked up or dropped off earlier by the school bus, but no student is to leave their job site before 3:00 p.m.

Weekly Work Schedules

Four students share one job and make up a Job Team. Each student works one day per week. On the fifth day of the week, the students will be at school for academic classes. A typical monthly work schedule may look as follows:

Mondays – Freshmen

Tuesdays – Sophomores

Wednesdays – Juniors

Thursdays – Seniors

Fridays – all grades remain in school for academics



Below is an example of what a student’s schedule can look like on their workday.

	Monday	Tuesday	Wednesday	Thursday
Arrival	Check in with supervisor	Check in with supervisor	Check in with supervisor	Check in with supervisor
9:30	Amortization Schedule Staff Accountant	IT Orientation	IT Orientation	Payroll Preparation and Distribution with payroll
10:00	Job Alphabetizing	Insurance policy Scanning Corporate Comptroller	Matching PAO Checks Staff Accountant	I9 Scanning of Director of HR
11:00	Check Filling AP Clerk	Meeting with COO	Insurance policy Scanning Corporate Comptroller	Meeting with COO
12:00	Lunch	Lunch	Lunch	Lunch
12:30	Check Filling AP Clerk	Job Alphabetizing Accounting Clerk	I9 Scanning Director of HR	IT Orientation
1:30	Front Desk Reception	Front Desk Reception	Front Desk Reception	Front Desk Reception
2:30	Outgoing Mail Processing Payroll Coordinator	Outgoing Mail Processing Payroll Coordinator	Outgoing Mail Processing Payroll Coordinator	Outgoing Mail Processing Payroll Coordinator
3:00	End of Day Check in with Supervisor Complete Timecard	End of Day Check in with Supervisor Complete Timecard	End of Day Check in with Supervisor Complete Timecard	End of Day Check in with Supervisor Complete Timecard

TRANSPORTATION

CWSP is responsible for transporting students to and from the workplace. 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.

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.

Bus Routes

- Student drop-off at the workplace will occur between 8:00 a.m. and 9:00 a.m. and pick-up will occur between approximately 3:00 p.m. and 4:00 p.m.
- 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.
- Students are required to arrive at school on time for departure on their designated bus route.



MARTA/Walkers

- Students must depart from Cristo Rey Atlanta Jesuit and commute together in their designated transportation groups.
- Students are required to arrive at the workplace by 9:00 a.m. and depart at 4:00 p.m.
- Students arriving late to work due to reasons other than MARTA train delays will receive disciplinary action and grade point deductions.
- Students experiencing train delays, must contact CWS staff. Supervisors will be contacted regarding any delays.
- Students have the option of returning home directly from the job site at the end of the workday. Job Partners will ensure dismissal time is enforced (i.e. 4:00 p.m.) and any

early dismissal should be communicated to the CWSP Office.

- Students are required to abide by all rules and regulations posted by the MARTA Authority at all times.



Car Riders

- “Direct-to-Work” students are those who drive to work or are transported by parents.
 - a. These students sign a contract allowing them to go directly to their jobs and will not have to report to school in the morning before work.
- Students are required to arrive to the workplace by 9:00 a.m. and depart at 4:00 p.m.
- 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.
- Students driving to work are not allowed to leave the job site for lunch breaks unless accompanied by their supervisors.
- Job Partners will ensure dismissal time is enforced (i.e. 4:00 p.m.) and any early dismissal should be communicated to the CWSP Office.



SYLLABUS & GRADING POLICY

“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.”

Course Overview

The Corporate Work Study Program (CWSP) is designed to prepare students to successfully navigate and function effectively in the corporate world. The course is designed to foster two major skills:

- 1) Cristo Rey Atlanta Jesuit students will have the skills to solve problems in the workplace. The course objective is to prepare each student to make a meaningful impact at work.
- 2) Cristo Rey Atlanta Jesuit students will be prepared to foster and maintain professional relationships.

Grading Policy

CWSP is an essential part of the Cristo Rey Atlanta Jesuit curriculum. 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.

CWSP grades count just like all other academic courses. Students are graded in the following criteria:

- **CWSP TIMECARDS:** Students are required to complete an electronic timecard at the end of each workday. Timecards should include hours worked and detailed descriptions of the tasks completed while at work. Supervisors are required to approve the student’s timecards and rate their daily performance. Timecards will be graded monthly. Students will receive a 10-point deduction for every missing or incomplete timecard.
- **CWSP PROFESSIONALISM/UNIFORM:** Cristo Rey Atlanta Jesuit students are always expected to behave in a professional manner.

Corporate Work Study students are required to wear their full uniform on their scheduled workday. Students should be professionally dressed before they arrive to check out and remain in full uniform throughout the day. Professionalism and uniform code will both be graded monthly.

Students who have “Direct to Work” jobs are required to email their Relationship Manager to inform their arrival. Failure to do so will result in a deduction from their professionalism grade.

- **CWSP EVALUATIONS:** Corporate Work Study students will be required to complete evaluations at the end of each semester. End of year evaluations will also be sent to supervisors.
- **CWSP PROJECTS:** Several projects will be issued throughout the course. Students must adhere to all CWSP deadlines to receive credit for these projects.

Timecards/Evaluations

Students are required to complete an electronic timecard at the end of each workday. Timecards should include hours worked and a detailed description of activities for the workday.

Supervisors must approve the student worker's timecard each day. Supervisors should rate student performance and include comments on the student's work habits daily. Each student's work schedule will be verified and documented 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 workday will result in grade point deductions. Please contact your Relationship Manager, 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 send out a link to a Student Performance 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 students.

All Mid-Year and Final Evaluation grades originate from the Student Performance Review completed by the student's direct supervisor and CWSP staff.

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; Desire to seek additional work
- Enthusiasm - eagerness to succeed; Overall attitude
- Professionalism - respect for authority; Appearance

- Communication – the ability to engage with the supervisor and staff
- Reliability – the ability to work independently; follow through
- Teamwork & Collaboration – the willingness to cooperate with others and develop positive working relationships

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. Consideration is only given to students with supervisor comments on their timecards.

Recognition Example

Student of the Month



Valerie is doing a great job for the legal department! Valerie entered adjustments into Oracle today to prepare for our month end close. Worked on AR adjustments and disputing items in the retail portal. Worked with retail portal and deductions and entered adjustments into Oracle. Valerie takes great notes and ALWAYS exceeds expectations. Let me say that it has been a real pleasure getting to know Valerie. She has a great work ethic and does an amazing job!! She has a bright future ahead of her.

PROGRAM POLICIES

Attendance Policy

Each student worker is expected to attend work each workday they are assigned. Personal appointments should not be scheduled on an assigned workday. Should a student miss work for any reason, the student is required to make up that missed workday during a school holiday. On the workday following their missed day, students will bring a make-up form with them to work to be signed by their supervisor and returned to CWS.

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 associates are expected to make-up any missed workdays prior to the end of the same semester in which they occurred.

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's make-up, the CWSP Office will reschedule a make-up day at school. Extenuating circumstances will be considered.

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 the student's 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 associates 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 the 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.

Medications 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 your Relationship Manager.

Lunch Policy

Student associates 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 associates about the lunch schedule on the first day of work. The CWSP Office expects that most student associates will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Generally, students have 30 minutes for lunch. Students may not decide to miss lunch intentionally in order to leave work early. If a 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.

The CWSP recognizes that lunch periods can help build team spirit and generate good dialogue in a relaxed setting with co-workers and that departmental lunches can 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 the 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. If they are walking to lunch, the two-person chaperone rule does not apply.

Office Parties and Gifts to Students

Some Job Partners request that student associates participate in office parties or celebrations. The CWSP Office will work with individual Job Partners to determine student worker availability, but student associates are not permitted to miss class to attend office parties. Additionally, student associates may not attend 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 an 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 it if Job 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 per school year. 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.



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. 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.

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.

Dress Code for MALE Students:

Pants/Belts	Charcoal gray dress slacks will be worn with black belt at all times. No large belt buckles are permitted
Shirts	White button-down dress shirts are permitted and must be tucked-in at all times. Undershirts should be white with no writing, images, and/or designs
Ties	Uniform ties must be worn at all times, cinched at the collar, with the top button buttoned
Blazers	Required after Columbus Day until May 1st. Students may wear the school sweater or vest under their blazer in cooler weather
Sweaters/Sweatshirts	Cristo Rey Atlanta Jesuit sweaters, cardigans, vests, and Cristo Rey class-specific sweatshirts may be worn
Socks	Dress socks of an appropriate solid color, such as, black or navy are permitted
Shoes	Black dress shoes
Jewelry	Jewelry is limited to an appropriate necklace worn underneath the shirt and a watch. No earrings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted
Grooming/Facial Hair	Students must be clean, neat, and professional in appearance, and clean-shaven at all times. Sideburns must be above the earlobe
Hairstyle	Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Hair should not cover a student's eyes.
Tattoos	No visible tattoos are permitted
Hats/Sunglasses	Hats, caps, visors, headbands, scarves and sunglasses are not permitted

Dress Code for FEMALE Students:

Pants/Belts	Charcoal gray or blue dress pants are permitted. No large belt buckles permitted
Shirts	White button-down dress shirts are permitted and must be tucked-in at all times. Undershirts should be white with no writing, images, and/or designs
Ties	Uniform ties must be worn at all times, cinched at the collar, with the top button buttoned
Blazers	Required after Columbus Day until May 1st. Students may wear the school sweater or vest under their blazer in cooler weather
Sweaters/Sweatshirts	Cristo Rey Atlanta Jesuit sweaters, cardigans, vests, and Cristo Rey class-specific sweatshirts may be worn
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	Black dress shoes
Jewelry	Jewelry is limited to one pair of tasteful earrings worn on the ear lobe, an appropriate necklace worn underneath the shirt and a single watch or bracelet. 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
Nails	The nail must be half an inch from the nail bedding. No adornments, no gems, no teddy bears, no diamonds. They must be natural colors, uniform, and solid colors. Fingernails must be kept at a length that is appropriate for a corporate office environment. Stiletto or claw-like designs are not permitted. French tips nails are permitted
Grooming	Students must be clean, neat, and professional in appearance. Make-up should be appropriate, modest, and tasteful. Fingernails must be clean, well-manicured and kept at moderate length. If nails interfere with regular typing, they are too long. Fluorescent, jeweled, pierced or nail art is unacceptable.
Hairstyle	Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Hair bands, bows or ribbons are permitted but must be in school colors. Excessive hair ornaments or extreme hairstyles are not permitted. Netted, or bandana designed hair bands/bows are not allowed
Tattoos	No visible tattoos are permitted
Hats/Sunglasses	Hats, caps, visors, headbands, scarves, and sunglasses are not permitted

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

JOB PLACEMENT REQUIREMENTS FOR STUDENTS

Student Background Checks

Should background checks, drug tests, medical screenings etc., be required by the Job Partner, the student's parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply. The CWSP Office will assist Job Partners in completion of employment requirements as well.

Student Drug Tests

Some Job Partners may require drug testing of student associates. If so, please notify your Relationship Manager if the testing will be performed internally or if arrangements need to be made.

Non-Disclosure & Confidentiality Agreements

Some Job Partners require student associates to complete standard confidentiality, nondisclosure, and intellectual property agreements. If so, your Relationship Manager 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, iPad, and 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 associates 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 associates are held to high standards of honesty and integrity by the CWSP. The CWSP has instructed student associates 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 work “In House” to 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 months. The only differences are that the fee paid will be a daily per diem amount (referred in the summer contract). The student will be permitted to keep the income earned less taxes and processing fees. Transportation to and from the work site is the student's responsibility. Participating companies will be billed semi-monthly, and Cristo Rey will pay students on the 15th and end of each month.

Student associates are required to follow behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school's Code of Conduct. Students must be in good academic standing to work during the summer. All summer student associates must attend a mandatory orientation at the school that reviews the expectations of summer employment.

If you are interested in hiring one or more of your student interns for the summer, you are asked to contact your Relationship Manager to make those arrangements by the end of the school year. Forms will be sent to you to set up the work schedule and payments for the student worker.

UNSATISFACTORY JOB PERFORMANCE

The CWSP has a vested interest in both the continued satisfaction of its Job Partners and the continued success of its student associates. The CWSP Office will act as a 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 associates to conduct themselves in a mature, professional manner. Incidents of misbehavior by student associates 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 be asked to leave the school.

SEXUAL HARASSMENT & NON-DISCRIMINATION STATEMENT

The CWSP requires and expects that all Job Partners treat student associates with respect. For the safety of its student associates, 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 associates based on gender, race, culture, or religious beliefs and CWSP reserves the right to remove student associates if necessary.

Student associates have very specific and clear procedures for reporting incidents of inappropriate behavior at 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.

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.