



**DonBoscoCristoRey**

*High School and  
Corporate Work Study Program*

**Freshman  
Student Worker Handbook**

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## Part 1. Applicability of Handbook

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This Handbook outlines the expectations for all who participate in Corporate Work Study Program. Requests for clarification of any part of this handbook should be addressed to your respective Placement Specialist.

All students and parents or guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Don Bosco Cristo Rey Corporate Work Study Program.

The policies in this handbook represent a framework. It is not exhaustive and not be considered comprehensive of all organizational policies. Statements in this handbook are subject to amendment at any time.

## Part 2. Corporate Work Study Program Overview

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### Corporate Work Study Program Statement of Purpose

The Purpose of the Corporate Work Study Program at Don Bosco Cristo Rey is to empower and enable college-bound under-resourced students to succeed in the professional workplace.

### Corporate Work Study Program Belief Statements

We believe:

- Skill building opens doors
- Opportunities for success are available regardless of life circumstances
- A cohesive program of academic and professional training cultivates diverse young leaders
- Exposure to the professional workplace broadens goals
- Work study engages a community of support and develops relationships vital to lifelong success

The Don Bosco Cristo Rey High School and Corporate Work Study Program provides high school students with real world job experiences while allowing them to earn a large portion of the cost of their education. The Corporate Work Study Program (CWSP) is an integral part of their educational experience at Don Bosco Cristo Rey High School (DBCRHS). We require our student workers to commit themselves to high standards of responsibility and behavior.

The CWSP partners with companies and organizations to fill entry-level positions. Students are assigned to work at a partner organization five full days a month without missing any instructional time. The CWSP coordinates schedules with the high school so that each student worker is available one full day a week without missing any classes. Students are then assigned to jobs, and in return for the students' work, each Partner formally agrees to pay the CWSP a fee. This fee is run through a payroll system for the students. Instead of receiving a check for their net earnings, student workers assign (by contract) their earnings to Don Bosco Cristo Rey to help offset the cost of their education.

Student workers are employees of the Don Bosco Cristo Rey Corporate Work Study Program and not employees of the student's assigned company. Student workers are not eligible for the assigned company's employee benefits unless specifically told so by their supervisor. Since the employment of the student workers is through Don Bosco Cristo Rey Corporate Work Study Program, students, parents or guardians should not directly contact the supervisors or other staff of the student's assigned partner organization.

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## **Part 3. Student Worker Placement and Onboarding**

The CWSP determines all Partner job assignments for student workers and reserves the right to move student workers to other jobs at any time for any reason. Jobs are assigned with consideration of the requirements of our Partners and matching them as closely as possible to the surveyed skills of each student worker.

### **Part 3.1 Physicals and Specialized Testing**

CWSP requires that student workers receive general physicals and have up-to-date immunizations. Your future work may require more specialized testing, and although we cannot perform these tests, we will obtain the necessary parental approval and facilitate the completion of the onboarding requirements.

### **Part 3.2 Work Permits**

The Department of Labor requires that organizations employing workers under the age of sixteen obtain a work permit from the student's educational institution. We maintain the original forms. All student workers employed by CWSP are at least fourteen years old and deemed eligible to work according to the United States Department of Labor regulations.

### **Part 3.3 Worker's Compensation and Liability Insurance**

Student workers are considered employees of CWSP, therefore it is the responsibility of our program to carry Workers' Compensation coverage for them. CWSP also holds liability coverage for itself and the students. Students do not have any rights or access to the Corporate Partner's personnel benefits and/or insurance policies.

### **Part 3.4 Assignment of Earnings**

When a student enrolls at Don Bosco Cristo Rey High School, they become an employee of the Corporate Work Study Program and are assigned a CWSP partnering company. By working five full days a month throughout the school year, each student earns approximately \$8,000 towards her or his education. This educational credit is not considered taxable income. Students and parents must agree to assign this income to Don Bosco Cristo Rey High School to help offset the cost of their education. Every student is required to complete an INS Form I-9. Students must be at least 14 years old to participate in the CWSP. Students under 16 years of age must complete the State of Maryland and District of Columbia work permit forms in addition to other employment forms. Students are required to abide by the federal and applicable state child labor laws. These restrictions may affect a student's ability to work at a job outside of CWSP. Students must remain in compliance of all Department of Labor regulations. The Corporate Work Study Program Parent/Student Agreement must be signed and returned prior to the first day of work. Students will not be permitted to go to work until this form is signed. Students will be fined \$180.00 a day per each workday missed due to lack of compliance.

### **Part 3.5 Academic Information**

The Corporate Work Study Program Grade (Work Study Grade) is designed to guide and encourage learning in the work-study side of the Don Bosco Cristo Rey experience. Just as students take class to improve math or English skills, students' performance on their workday is assessed through this grade to ensure continuous learning and skill development.

The CWSP grade measures student-workers' performance in the following areas:

- Attendance
- Dress Code
- Daily performance & Timesheet
- Corporate Work Study Program Expectations

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These areas will be measured every workday to help students achieve mastery in each.

Termination from the Professional Development Program results in an automatic failure for that quarter. Please see Part on Disciplinary Actions for further information.

### **Part 3.6 Contact Information**

Parents/Guardians should direct concerns about the Program to the CWSP Staff. Students and parents should contact the designated Placement Specialist via email and phone. For attendance issues or other emergencies occurring on a student workday, students, parents and guardians can reach a member of the CWSP staff through the **CWSP Line at 240-723-6100**. General concerns may be sent to [CWSP@DBCR.ORG](mailto:CWSP@DBCR.ORG).

## **Part 4. Attendance and Workday Schedul**

### **Part 4.1 General Policy**

Each student worker is expected to participate four hours, on each scheduled workday. **Student workers will begin at 9 am and will sign-off at 1:00 pm.** Specific calendar days when student workers report is at the end of the handbook.

On the day a student is assigned to work, they will be required to check-in on Microsoft Teams at their designated sign-in time between 8:30 am and 9:00 am.. Students should check into work in appropriate dress code and with all necessary materials for a productive day. Students who arrive to check in late will be deemed unprepared for work and considered tardy. The Professional Development workday typically finishes at approximately 1:00 p.m. Students must stay the entire time. If a student gets sick or has an emergency they or their parent must notify the CWSP staff to make arrangements. Under no circumstances should the student sign-off before notifying the Training Specialist or the CWSP team.

### **Part 4.2 Excused vs. Unexcused Absences**

The following are valid reasons for excused absences from work (excused days may be made up so long as there is sufficient notice and the make-up day is arranged with CWSP staff):

- Illness of the student;
- Death in the student's immediate family;
- Necessity for a student to attend a judicial proceeding;
- Lawful suspension or exclusion from school by school administrator;
- Temporary closing of facilities or suspension of work due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of work; and
- Other absence(s) approved in advance by the Placement Specialist upon the written request of a parent or guardian.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence and therefore is not eligible to be made up. The fine of \$180.00 will be incurred and added to your TADS account. Make-up days can only be waived by a member of the Corporate Work Study Program Staff.

A foreseen absence from work requires that a parent or guardian write a note to the Placement Specialist at least one week in advance in order to notify the supervisors. It is the student's responsibility to meet with his or her supervisor to schedule a makeup day within the semester. Please note that a foreseen absence is not necessarily an excused absence and may not be able to be made up.

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In the event of an unforeseen absence from Work, a parent or guardian **must telephone the CWSP line (240- 723-6100) before 8:00 a.m.** and briefly state the nature of the absence. Upon returning to school after each absence, the student must submit to the Training Specialist a note from a parent or guardian. If a note is not received by the third day, the absence will be treated as truancy and the student will not be permitted to make up the day, will be charged the \$180.00 fine, and may be subject to other disciplinary action.

Students may be required to attend work even if there are no classes scheduled for a particular day. Early dismissals and half-days do not apply to students who work on those days. Students should assume that they have work each and every weekday of the year unless they are notified otherwise.

Since each student works only four to five days per month, missing a day of work is a very serious event. Missing work for any reason will result in a \$180.00 fine. Fines are added to the student's tuition balance. A student must make up any absence as soon as possible and no later than 60 days from the date of the absence. \*\*\* Students will be fined for any outstanding make up days at the end of each semester. **If the Professional Development Program's schedule offers no opportunity for the student to make up an absence,** the student must pay the full \$180.00 fine.

If a student is absent more than two times in a semester, the student will be placed on employment probation for the subsequent semester and will have to pay the missed workday fee for every additional day missed. A student may face dismissal if work absences are in excess of two per semester or if they end the school year with more than one absence that is not made up.

**\*\*\* Until further notice:**

***If a student misses any Professional Development Program day, they must coordinate with the training specialist to reschedule. School accounts will be charged \$180 for every missed work day at the end of the semester.***

### **Part 4.3 Truancy**

Absence from work without sufficient reason is considered truancy and may be grounds for dismissal from school or termination. The Corporate Work Study Program requires that students request permission to leave the Professional Development Program during work hours which are ordinarily between the hours of 9:00 a.m.–1:00 p.m. Students are not permitted to make up truant days and will be required to pay the full day's fine. If a student and/or parent do not report the absence by 8 a.m. it will be considered a truancy and may result in an automatic missed day fine or termination.

### **Part 4.4 Early Dismissal**

If a parent requests that a student be released from work early, a parent or guardian must submit a note describing the circumstances before the student's workday. Parents cannot call to have their child dismissed. Only in extreme circumstances will a student be released early from work. If a parent requests that a student be released from Work early, a parent or guardian must receive permission from the Corporate Work Study office by telephone and must also submit a note describing the circumstances the day following the student is released. Students will be required to make up the missed time.

### **Part 4.5 Tardiness**

Tardiness to work is not acceptable. If a student is tardy to morning check-in, the student must call in to the CWSP Line at **240-723-6100** to report. Repeated lateness to work or check in will result in being placed on attendance probation and fines will be charged to the student's account.

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## Part 4.6 Illness at Work

- If a student becomes ill at work, the CWSP staff will notify the parent/guardian and will arrange for the student's dismissal. A student is not to leave work without authorization from CWSP.
- If a parent, guardian, or emergency contact cannot be reached, the student will remain at work until either the end of the workday or when someone can be reached.
- **A student who is feeling really ill in the morning should not go to work.** Such circumstances should be reported to the CWSP staff immediately.
- Any incident of a student leaving work early will be treated the same as an absence and must be made up.

## Part 4.7 Missing school or work to attend sponsored events

Given the nature of Don Bosco Cristo Rey High School's work program, conflicts will arise between work schedules and practices, games, meetings, and activities. Work always takes precedence over co-curricular activities. A student is not allowed to miss any work in order to participate, nor should the student ask for an exception under any circumstance. On the rare occasion that students will participate in a school sponsored trip or activity on a school day the student must submit a completed request form at least a week in advance. If a student would like to attend a work activity on a school day, they must also submit a participation form a week in advance.

## Part 4.8 Inclement Weather

In the event of inclement weather, the Corporate Work Study Program follows Prince George's County's schedule for school closures and delays unless the students are notified otherwise. Normally these days are not made up unless there are excessive weather interruptions.

## Part 4.9 Professional Development Day Telework Policy

Telework allows students to perform some or all of their duties from home or an alternative worksite (i.e. school) on a regular, occasional, or emergency basis, as approved by the Corporate Work Study Program and Corporate Partners. Telework schedules are dependent upon, and a function of, individual corporate partner capacity; position requirements and responsibilities; and departmental and organizational business needs. Accordingly, the CWSP has wide discretion in tailoring telework arrangements to meet school, corporate partners departmental and organizational needs, and telework arrangements will necessarily differ between individual students, work study positions, and corporate partners.

### Telework Accountability Standards

To facilitate collaboration and performance continuity, students performing telework of any kind must:

- Stay logged into instant messaging platform (i.e. Zoom, Teams, Skype, Slack) while teleworking to facilitate videoconferencing with their manager/supervisor/CWSP staff member;
- Respond to inquiries from colleagues promptly; and
- Email their manager/supervisor/CWSP staff member at the beginning and end of each telework day to indicate when they are starting and ending work.

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## Minimum Telework Requirements

To ensure that the students' work performance does not suffer while teleworking, the student must:

- Choose a quiet and distraction-free working area.
- Be accessible to supervisors and colleagues during their agreed upon working hours.
- Adhere to break and attendance schedules agreed upon by their supervisor and approved by CWSP.

## Part 5. Tracking Time-Worked

### Part 5.1 Timesheets and Supervisor Feedback

To ensure that all student workers are accountable for the time worked, and to comply with Federal Department of Labor requirements, we require students to complete a timesheet for each day they work. These electronic daily performance evaluations are used to assess student grades, facilitate communication between the supervisor, student and Don Bosco Staff and ensure the integrity of our program. Timesheets are completed by the Students electronically through an online portal. The timesheet submission triggers an automated email with a link for the pending approval on the Supervisor's end. The Supervisor also completes the timesheet approval and feedback through the same online portal.

Student Requirements:

1. The student workers are responsible for checking in with their supervisors the moment they arrive each morning as well as before and after lunch. In this way, Supervisors will be able to confirm student hours as entered on the daily timesheet.
2. Students **must complete the timesheet prior to leaving for the day.**
3. Students must additionally make remarks about their day in the "Activities" Part of their timesheet. This is critical for both CWSP information and for student learning and retention.

## Part 6. Student Worker Conduct

### Part 6.1 Professionalism Standards

The professional standards outlined below reflect DBCR's motto "Be Who You Are and Be It Well." As student workers, you seek to exceed the expectations of the corporate partners you work with and to grow into hardworking, professional employees.

Be Civil

- Treat everyone with dignity and respect. Make others feel valued and appreciated (treat others as you would like to be treated). Examples: Say hi, listen, empathize, be supportive, fair, and considerate.
- Disagree without being disagreeable. Focus on the problem, not the person. Explain your concerns and provide solutions but do so in a way that will not interfere with your job performance or your relationships. Do not be uncivil, insulting, or malicious. It is O.K. to have dissenting opinions but do so in a civil manner and realize that once a decision is made, you must respect and support it.
- Be aware of tone, volume, and body language. When frustrated, stressed, or worried, express them in a calm, respectful way and at appropriate times. Many times, you will not be able to have a conversation

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with your supervisor, colleague, friend, teacher, DBCR placement specialist when you want to. Be aware of and respect the personal space of others.

- Think before you write! Be mindful of what you are saying when corresponding by email, text message, or instant message. Be mindful of the audience that you are communicating with. Take your time writing your message, reread and edit as necessary, and evaluate how the language in the communication could be perceived on the other end.
- Respect others' time. Arrive on time. Keep commitments or reschedule in a timely fashion. Meet your deadlines – remember others are relying on you. Be prepared and aware of others' deadlines and schedules. Rule of thumb – request a meeting with them if they are busy or not at their desk.
- Give the benefit of the doubt. We have bad days. Breathe, hold yourself and others with realistic standards. You may need to walk away and regroup later. Look at ways to resolve a dispute rather than dwelling on it.
- Acknowledge and appreciate differences. You can learn a lot from others' perspectives, backgrounds, experiences, and opinions. Don't just focus on weaknesses.
- Be present! Put your phone down or other electronic devices. Be present to do the work that is on hand. Stay focused.
- Actively listen to others. Give them your full attention. Keep your phone away. Look the individual in the eye. Ask clarifying questions if you do not understand. Take notes and repeat back what you think they are saying to ensure that you are understanding them correctly.
- Be polite and friendly.
- Help out. It doesn't hurt to help others especially when you are done with your tasks. Remember, if you are overwhelmed it is nice to have someone come to your assistance. The same goes for your colleagues. **DON'T WAIT TO BE ASKED TO DO SOMETHING!**

#### Have Integrity.

- Be honest. Do not overcommit yourself. Be forthcoming with your strengths and your time.
- Be fair. Treat others as you would like to be treated. Practice tolerance.
- Be trustworthy. Be respectful of others' privacy. Be discreet with information provided to you.
- Be self-aware. Note if you are bringing your best self to the situation. If not, back up and reevaluate.

#### Work Hard.

- Perform, every day. Produce high-quality, timely work products. Set and meet your deadlines. Take great pride in your work!
- Improve yourself. Seek out professional and educational growth opportunities. Sharpen your skills with every assignment whether at work or at school.
- Be disciplined. Focus on what is at hand. Rule of thumb: make a "to do" list or action plans. Ask for help when needed but work through as much as you can before throwing in the towel.

#### Be Responsible

- Admit mistakes. Be honest with others. Admitting your mistake and apologizing is a sign of strength not weakness.
- Manage your time effectively. Prioritize your assignments and tasks based on their deadlines. Ask your manager/supervisor to give you guidance on which to prioritize. Avoid distractions. Set aside time to get certain tasks done.
- Communicate Often! Provide progress reports to your supervisor or colleagues. If you are going to be late with a work assignment, a meeting, or work, be direct and inform others.

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## **Part 6.2 Dress Code at Work**

The dress style at Don Bosco Cristo Rey High School is intended to allow each and every student to achieve her/his best, both in the academic and professional world. All students are expected to dress in a manner consistent with professionalism, good hygiene and safety. Professionalism, good hygiene, and safety are determined by the Principal and Assistant Principal of Student Life.

Supervisors have the option of requesting three dress codes:

- 1) Professional (this is the dress code worn on their school days and the most common)
- 2) Business Casual (this is the dress code permitted on their non-working Mondays)
- 3) Special circumstances pre-requested by the job site (uniform or sneakers required)

Although student workers perform their work for various Partner organizations, they are employees of the Corporate Work Study Program. For the purpose of the Professional Development Program the student worker will adhere to the first dress code, Professional. During morning check-in, CWSP staff members are responsible for evaluating the student workers' attire to ensure a neat and professional appearance.

**Professional Dress Code\***

	<b>Yes</b>	<b>No</b>	<b>Exceptions**</b>
<b>Pants/Skirts</b>	Black trousers and skirts (cotton, wool, or similar material)	Dickies (work pants), cargo pants, khakis, jeans, leggings	Khaki or Black trousers, slacks, or non-ripped solid jeans if written permission from supervisor is provided
<b>Socks/Tights</b>	Dark professional trouser length socks with pants. Nude, tan, or black stockings with skirt	Knee-high socks with skirts, crew socks, socks or stockings with designs, athletic socks.	
<b>Belts</b>	Solid black and worn at all times for males	Non-black belts	
<b>Shirts</b>	Long-sleeve, solid color dress shirt or blouse, tucked in for males, below waist for females. Sleeves ¾ length, full, or short acceptable for females*.	Shirts with designs, logos, unbuttoned shirts, visible undergarments, rolled sleeves, sleeveless, or tube top.	School or company polo if written permission from supervisor is provided.
<b>Shoes</b>	Black dress loafers or shoes (i.e. Sperry’s), modest heels to 2 ½”	Sneakers (solid or with designs), cros, construction boots, sandals, flip flops, boots with skirts, platform shoes, heels higher than 2 ½”, open toe, or mesh.	Clean sneakers or construction boots if work requires them and written permission from supervisor is provided.
<b>Ties</b>	Ties and bowties		
<b>Outerwear</b>	DBCR Vest	Hoodies, sweatshirts, jackets with zippers, logos, patterns, images	School or company polo if written permission from supervisor is provided.
<b>Grooming/Hygiene</b>	Neat and professional	Red, purple, orange, green, or other bright colored hair, shaved patterns, shapes, or designs, hairnets, hats, bandanas or durags.	

<b>Jewelry and Make-Up</b>	Neat and professional.	Visible tattoos. Males* are not to have visible jewelry.	
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**\*CWSP can make adjustments to the above based on school events, religious beliefs, gender identifications, customs, and/or medical reasons per individual student.**

**\*\*Based on Business Casual Dress Code**

### **Part 6.3 Threat Policy**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Don Bosco Cristo Rey High School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

### **Part 6.4 Anti-Harassment Policy**

CWSP expects that all students will be treated with respect and will in turn treat others with respect. For the safety and well-being of its student workers, and in accordance with federal, state, and local laws, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers. If a student worker reports any incident, CWSP will remove the student worker from his or her workplace, and they will not be allowed to return until the matter is resolved. CWSP will evaluate and discuss the situation, and a prompt and thorough investigation of any alleged incident will be conducted.

#### **Definitions of Harassment:**

Harassment based on any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or her/his relatives, friends or associates because of

race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship, disability, or other status protected by applicable law that:

- has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- has the purpose or effect of unreasonably interfering with an individual’s performance in School;
- otherwise adversely affects an individual’s School experience.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating, or hostile acts;
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on the internet or on the School’s premises where it could be viewed by others or circulated by any means in the workplace.

Sexual harassment is strictly prohibited. Sexual harassment includes “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to such conduct is made a condition of a student’s continued attendance at DBCR;

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- when submission to or rejection of such conduct is used as the basis for decisions affecting a student;
  - when such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive School environment."

Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion. Any student who believes that they has been the subject of sexual or any other form of harassment by anyone at DBCR or by any person who does business with DBCR, even a Corporate Client, should bring the matter to the attention of a DBCR staff member, the Corporate Work Study Program Manager, the Principal, Vice President of Organizational Growth or the President of Don Bosco Cristo Rey. A prompt and thorough investigation of any alleged incident will be conducted, and appropriate corrective action taken if warranted. Upon notification of negative treatment on the job site, the student will be pulled from her/his job site and not be allowed to return until the matter is resolved. To the extent possible, complaints of harassment will be treated as confidential. DBCR will not retaliate in any way against any current, potential, or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

#### **Part 6.4 Anti- Bullying/ Cyber Bullying Policy**

As a Catholic school, Don Bosco Cristo Rey High School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Don Bosco Cristo Rey is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Any student who believes that they have been the subject of sexual or any other form of harassment by anyone at DBCR or by any person who does business with DBCR, even a Corporate Client, should bring the matter to the attention of a DBCR

staff member, the Manager of the Corporate Work Study Program, the Principal, or the President of Don Bosco Cristo Rey. All reports of bullying, harassment, and intimidation will be treated seriously. The Corporate Work Study Program will review and investigate a credible allegation in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, social media, pager, iPod, etc.), that:

- Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
- Occurs on Corporate Client worksite or work function or event; on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

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## Part 7. Health and Safety

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**\*\*During an infectious disease outbreak (COVID-19), it is critical that students are expected to adhere to precaution policies set forth by each job partner including but not limited to contract tracing forms, temperature checks, masks, social distancing, etc. Students should not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny nose, body aches, chills, headache, and fatigue. Notify CWSP immediately if you are feeling any of these symptoms.**

All students undergo mandatory United States Department of Labor safety training on an ongoing basis. These trainings take place during the summer training program, during regular metro trainings, online using AES web training, through guest lectures and counselor led workshops.

### Part 7.1 Health and Medication

Supervisors and co-workers are not to administer medication to student workers for any reason. If a student gets sick while at work the CWSP staff should be notified to determine next steps. In case of emergency the school has the right to contact 9-1-1 and follow through with their recommendations.

### Part 7.2. Emergency Procedures

Don Bosco Cristo Rey Corporate Work Study has two primary objectives in the event of an evacuation emergency:

- CWSP needs to know who the student worker is with and where they are going
- Ultimately, the student worker needs to go back to school or safely return to the parent's care.

**If you experience an Evacuation Emergency, call or text 240.723.6100**

- **While on metro or metro bus** students should follow WMATA safety procedures and call 240-723-6100 as soon as it is safe to do so.
- **While in the CWSP vehicle** the student should follow the driver and or/ emergency personnel's instructions and notify the CWSP staff as soon as possible by calling the CWSP Line at 240-723-6100.

## Part 8. Performance Management

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### Part 8.1 Purpose of Performance Assessment

As part of the Cristo Rey Network of schools, Don Bosco Cristo Rey requires that supervisors evaluate their students on a biannual basis. Mid-year evaluations and end-of-year evaluations are followed up by a discussion with the student worker. for the purpose of the Professional Development Program, the Training Specialist will evaluate each Monday student worker.

This feedback is vital not only to the national Cristo Rey Network but to individual students' professional development. These evaluations are opportunities to identify key areas of improvement. For students who are high performers, we also recognize their accomplishments after the mid-year evaluation at a school-wide assembly.

Freshman student workers must keep CWSP staff informed of any challenges or workplace conditions that may be affecting their performance and proactively seek guidance, feedback, and professional development opportunities. This type of two-way continuous communication highlights the performance partnership between supervisors and

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student workers, provides student workers with an opportunity for continuous improvement, and contributes to a positive work environment.

## **Part 8.2 Forms of Assessments**

1. **Self-Assessment:** Student workers will receive a form to identify successes and accomplishments since their first day of work. It gives the student workers the opportunity to describe the benefits of any trainings, as well as challenges overcome, lessons learned, areas for improvement, and suggestions on how CWSP can provide more support.
2. **Mid-Year Assessment:** CWSP staff will check-in with their student worker to review progress, identify what is working well and what needs improvement, and to notify the student worker if they are on target to Meet Expectations. If it is a low review, the Placement Specialist will work with the Training Specialist to determine what professional development are needed.
3. **End-of-Year Assessment:** CWSP staff will assess the student worker's performance at the end of the school term. They will provide specific and overall performance ratings and written explanation on how the student worker performed based on the criteria set forth by the Cristo Rey Network. Once submitted, the student worker's Placement Specialist will review and discuss outcomes with the student worker. If it is a low review, the Placement Specialist will work with the Training Specialist to determine what professional development is needed.

**Evaluations are completed electronically.**

## **Part 8.3 Performance Improvement Contract**

The purpose of a Performance Improvement Contract (PIC) is to provide support and assistance to a student worker whose performance is low and to provide an opportunity for the student worker to improve their performance and become more productive.

A Placement Specialist may issue a PIC when a student worker:

1. Receives a low performance rating;
2. Is consistently tardy to check-in or work;
3. Has more than two absences from work;
4. Does not follow the corrective steps provided by the placement specialist.

If a student worker is placed on a PIC, a meeting with the student, their parent/guardian, and Placement Specialist will be scheduled. The student and parent will both sign a PIC which outlines the evaluation period (), the areas that require improvement, and identifies what specific performance improvement methods must be met.

When the Placement Specialist and supervisor believes the student, worker has successfully met the PIC objectives, it will be closed. The PIC may be extended if the student worker is making significant progress and more time is needed to achieve all PIC objectives. If the student worker refuses to participate in the PIC or fails to successfully meet the objectives of the PIC, within the timeline identifies, the student worker's employment will be terminated. Determination of retraining or elimination from the program will be determined by the Corporate Work Study Program Manager, Training Specialist, and the Placement Specialist. If the recommendation is for dismissal, the CWSP Manager will review the case with the Vice President of Organizational Growth and Principal in order to make a final decision about the student's status. The CWSP Manager will inform the student's parent or legal guardian of the decision. If the parent/legal guardian wishes to appeal the decision they have 10 school days to submit

a written appeal to the President. The CWSP Manager’s decision or, in the case of an appeal, the President’s decision will be final.

### Part 8.4 Student Worker Professional Development

CWSP and the Cristo Rey Network (CRN) recognize the importance of student worker professional development and encourage the student worker to enhance their knowledge, proficiency, and productivity to prepare them for additional responsibilities or advancement in the work study program.

Along with the other 33 CRN Schools, Don Bosco Cristo Rey has adopted the CRN CWSP Curriculum. Over the course of the four years, students are trained in and expected to show mastery of 16 key areas of focus.

<b>Technical</b>	<b>Life Long Learning Behaviors</b>	<b>Business Practices</b>
Word Processing	Precision and Accuracy	Business Etiquette & Ethics
Presentation Software	Teamwork and Collaboration	Communication
Internet Research	Initiative and Self Direction	Complex Reasoning Strategies
Correspondence (written & e-mail)	Productivity	
Internet Research	Persistence	
Data Processing		
Office Equipment		
File Management		

### Professional Development Day Program (Freshman Training):

The Professional Development Day is modeled and resourced from internal and external curriculum resources that will provide Don Bosco freshman students the opportunity to improve their professional knowledge, competence, work skills, and effectiveness. This day is about helping freshman students discover, embrace, and live out their unique. There will be virtual projects, guaranteed material that leads to certifications, and an end of program presentation. Each student will be expected to utilize virtual classrooms and student emails for work assignments. In conclusion, the professional development day will prepare the upcoming freshman class for the following school year where they will have the opportunity to exercise their professional knowledge in a hands on work environment.

This program focuses on:

1. **Technical Skills** - The focus will be on MS Word Suites, Emailing, and Phone Etiquette etc...
2. **Business Practices** - Business Etiquette, Communication and Problem Solving and lead way into Entrepreneurship
3. **Learning Skills**- Initiative and Self direction, Attitude and Accountability, Time management etc...

By the end of the program students will be certified in: **Salesforce CRM, MOS** and/or **Customer Service**

IT: Weekly 45-minute class aimed to further students’ knowledge and efficiency with Microsoft Office and basic IT problem solving.

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### **Sophomore and Junior Training:**

- Continued advancement of IT skills including Design Thinking and basic coding
- Out of classroom Professional Development opportunities offered throughout the summer and school year.

### **Senior Training:**

- Professional Capstone Class: Weekly class aimed at coaching seniors through framing and marketing their 4- year Corporate Work Study Experience. Students must give a year end presentation and must create a professional LinkedIn profile

### **AES Training:**

With guidance from the Training Specialist and Placement Specialist, student workers can request extra support on skills needed to be successful in the workplace. To the extent practical, CWSP will provide access to onsite (DSCR campus) or online training (AES, etc.) for student workers requesting or in need of professional development based on their performance feedbacks and/or want of growth.

## **Part 9. Discipline**

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The Disciplinary Action of a student for work concerns (i.e., being fired) is a serious matter. Recommendations for disciplinary action up to but not limited to termination from the position and/or dismissal from the Corporate Work Study Program a CWSP employee to the CWSP Manager of the Corporate Work Study Program. In some cases the CWSP may deem an action by a student so severe that it results in immediate suspension from Work which may lead to immediate dismissal from the CWSP. Students may be dismissed from the CWSP (and subsequently the School) due to a major behavioral violation, a violation of disciplinary probation, or a lack of employability.

The following is a list of serious violations that will typically result in Disciplinary action, which may involve dismissal, from the Corporate Work Study Program:

- Serious disrespect toward any supervisor, adult, or co-worker;
- Inability to effectively perform the assigned job functions, especially after corrective steps have been prescribed by the direct supervisor and/or CWSP Staff, including but not limited to lack of successful completion of re-training or repeated termination;
- Habitual infraction of any violation, including tardiness and/or dress code violations;
- Not reporting to work as assigned or departing from work without permission or leaving the job site before being properly dismissed;
- Forgery, plagiarism or any other form of professional dishonesty;
- Stealing or engaging in unsafe activities;
- Any defacement or damage of the assigned company's work site – *The parent or guardian is responsible for any damage caused by the student-worker to any work site;*
- Improper use of technology including computers, the internet, phone, or any social media;
- Deliberately misleading any supervisor/employee on the job or a member of the CWSP Staff in any manner;
- Engaging in any solicitation activities on the grounds of the work;
- Previous termination from a job;
- Disregard for the Corporate Work Study Program in any manner; and/or
- Any other serious behavior that the CWSP Manager and VP of Organization Growth determines warrant disciplinary action.

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### **CWSP Dismissal Process:**

- Once a student has been recommended for termination from their position, the designated Placement Specialist will gather information from the student, parent/guardian, and the student's supervisor.
- The Placement Specialist will then make a recommendation to the CWSP Manager and Training Specialist that the student either enter a retraining program or be dismissed from the Corporate Work Study Program.
- If the recommendation is for dismissal, the CWSP Manager will review the case with the VP of Organizational Growth and Principal in order to make a final decision about the student's status.
- The CWSP Manager will inform the student's parent or legal guardian of the decision. If the parent/ legal guardian wishes to appeal the decision they have 10 school days to submit a written appeal to the President.
- The CWSP Manager's decision or, in the case of an appeal, the President's decision will be final.

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## Part 10. CWSP STUDENT WORKER AND PARENT HANDBOOK AGREEMENT

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In order for a student to be validly enrolled at DON BOSCO CRISTO REY HIGH SCHOOL AND CORPORATE WORK STUDY PROGRAM both the student and their parent MUST sign the following agreement: the student should return the form by **Friday, September 25, 2020**. Students may be prevented from attending classes if this agreement is not signed and returned promptly.

We, the undersigned, have read and agree to the policies and guidelines contained in the Don Bosco Cristo Rey Student/Parent Handbook. We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. We also agree to and accept the school's rule and policy that students and parents may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any School decision on academic or disciplinary matters including any decision relating to the rules, regulations, procedures or programs covered within this handbook. We understand that the School in its sole discretion may expel a student or not accept a student for enrollment.

We agree that any challenge or appeal to any school academic or disciplinary action or relating to the rules, regulations, procedures or principles covered in this handbook may only be made with the Administration of Don Bosco Cristo Rey High School and Corporate Work Study Program. This includes any decision relating to a student's enrollment at Don Bosco Cristo Rey or the suspension or termination of that enrollment.

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Print Student's

\_\_\_\_\_  
Name Student's Signature

\_\_\_\_\_  
Print Parent/ Guardian Name

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade Level \_\_\_\_\_

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## 2020-2021 WORK STUDY CALENDAR

### Holidays & Key Dates

Monday, September 7 | Labor Day | No Work

Tuesday, September 8 | First Day of Work

Wednesday, November 25 – 27 | Thanksgiving Break | No Work

Monday, December 21 – January 1 | Christmas Break | No Work

Monday, January 18 | Martin Luther King Jr. Holiday | No Work

Monday, February 1 | Feast of St. John Bosco | No Work

Monday, February 15 | President's Day Holiday | No Work

Thursday, April 1 – April 9 | Easter Break | No Work

Tuesday, May 25 | Seniors Last Work Day

Monday, May 31 | Memorial Day Holiday | No Work

Thursday, June 3 | DBCR Graduation Day | No Work

Monday, June 14 – 18 | Last Week of Work

### Student Worker Employment Schedule

Monday Freshman Professional Development Day

Tuesday Seniors attend work

Wednesday Sophomores attend work

Thursday Juniors attend work

Friday Juniors attend work