



DonBoscoCristoRey

*High School and
Corporate Work Study Program*

**Upperclassman
Student Worker Handbook**

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Part 1. Applicability of Handbook

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

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.

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 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 DBCRHS, 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 DBCRHS 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

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- Corporate Work Study Program Expectations These areas will be measured every workday to help students achieve mastery in each. Termination from the assigned CWSP job 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@DBCRCR.ORG.

Part 4. Attendance and Workday Schedule

Part 4.1 General Policy

Each student worker is expected to work a full eight-hour day, on each scheduled workday. Student workers will arrive at work between 8:00 a.m. and 10:00 a.m. and will depart from work between 4:00 p.m. and 6:00 p.m. Each student worker is notified of the schedule when they receive a job assignment. 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 with a school official either on or off campus at a time between 7:30 a.m.-9:00 a.m. before reporting to work. Students should check into work in appropriate dress code and with all necessary materials including Smartrip card, ID, and lunch (or money to purchase lunch). Students who arrive to check in late will be deemed unprepared for work and considered tardy. The workday typically finishes at approximately 5:00 p.m., and students may have approximately a one-hour commute to school or home. Students must stay the entire workday. If a student gets sick or has an emergency at work, they or their supervisor must contact the CWSP line to make arrangements. Under no circumstances should the student leave the workplace before notifying CWSP.

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 the supervisor):

- 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 DBCR CWSP Staff. Days excused by supervisors may still need to be paid or made up.

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 their 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.

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 report to the Placement Specialist with 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 charge 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. On extremely rare occasions, a CWSP partnering company may have a business holiday or special meeting day when a student's services are not required. In this event, the student is responsible for communicating that to their Placement Specialist and alternate arrangements will be made.

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. Students are responsible for arranging transportation to and from work for any day they must make up. If the student's assigned company'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 an Accenture or CWSP Professional Development/Microsoft training day, they must coordinate with both their placement specialist and the training specialist to reschedule. School accounts will be charged \$180 for every missed work day at the end of the semester.

If a student is remotely supporting their worksite, they will continue to coordinate with their supervisor and placement specialist to reschedule a missed work day. 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 from the job. The DBCR CWSP requires that students request permission to leave the work site during work hours which are ordinarily between the hours of 7:45 a.m.–5:00 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 may result in being placed on attendance probation and fines.

Part 4.6 Illness at Work

- If a student becomes ill at work, the student should call the CWSP Line at **240-723-6100**.
- The CWSP staff will notify the parent/guardian and the supervisor and will arrange for the student's transportation of the student back to the school or will grant release to public transportation. 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, someone can be reached, or the student is brought back to the school.
- A student who is feeling 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 DBCRHS'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 their supervisor 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 Telework Policy

Telework allows students to perform some or all their duties from home or an alternative worksite (i.e. school) on a regular, occasional, or emergency basis, as approved by the CWSP 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. Teams, Zoom, 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.

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. Transportation

*****Students will be checking-in at DBCR and driven to work by CWSP drivers until further notice. When COVID-19 and school restrictions are lifted, students will adhere to the below protocol:***

The CWSP provides transportation for students to get to and from work in two different ways: public transportation (e.g., metro, bus), and school vehicles. The transportation methods are determined based on the location of the job site – its proximity to public transportation and the safety of the student. The CWSP staff will determine the appropriate method and ensure that the students know their morning check-in location and time. Students who will be transported by public transportation meet at a central metro station. Once students check in at metro, they must report directly to their work site. Failure to report to work or repeated late arrivals may result in a termination from the CWSP. Students who are driven via school vehicle meet at the school in the morning and return to the school in the afternoons. Students cannot change their mode of transportation without prior written approval. This means that if students are expected to ride back to school in the school van they **MUST** return to the school in the van. **STUDENTS MAY NOT DRIVE THEMSELVES** to work in a personal vehicle on a workday without prior written approval. Students are not to go straight to work without prior written approval from a CWSP staff member. Students are not to travel on metro, bus, or car during their workday. They may leave work for lunch but must go to lunch on foot and stay in the neighborhood.

At the end of the workday, many students are permitted to be picked up by a parent/guardian or to go home on their own using public transportation with prior approval. To receive permission to do so, parents/guardians must submit a signed Transportation Release Form (see appendix) to the CWSP Office prior to going home on their own. The transportation plan cannot be changed on the workday but must be done in advance.

SmarTrip Card Usage and Replacement Policy – SmarTrip cards are issued to all students who must use the WMATA Metro/Bus to travel to/from the job site on the scheduled workday. DBCR has a SmartBenefits account with (WMATA) which allows the CWSP to electronically manage and transfer funds to the SmarTrip cards.

At the beginning of each month, DBCR will load onto the SmarTrip Cards enough fare for the entire month. The CWSP pays for a roundtrip fare on the metro for each workday. The fare is calculated from the student workers

address to the worksite. If you move, you must notify CWSP immediately to ensure that there are proper funds on the metro card. Students are not to use the metro **during** the workday without authorized permission from the CWSP staff; this includes travel during lunch breaks. DBCR does not provide funds for transportation to/from school on the students' class day.

The following rules of use will apply to all CWSP students assigned a SmarTrip card:

- Students may not use their SmarTrip cards for purposes other than work. This is closely monitored by CWSP. If the student uses their card for non-work-related transportation more money will not be added to the account.
- To replace lost or damaged cards, students will have purchased a new card and bring to CWSP in order to be registered under CWSP's WMATA account. Prior to this, students will be responsible for their own transportation costs until a SmarTrip replacement is ready.
- Students who do not carry their card on their workday are responsible for their own transportation costs for that day. DBCR will not provide different modes of transportation for students who misplace or lose their SmarTrip cards nor will the student be reimbursed.
- It is the responsibility of the student to inform his/her Placement Specialist or the CWSP phone line to report Smartrip issues. Issues may take up to a week to rectify. If a student puts money on their Smartrip card they will not be reimbursed.

Part 6. Tracking Time Worked

Part 6.1 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 6.2 Lunch Time and Breaks

In order to comply with Labor requirements, students ages 14 and 15 must be provided the following minimum accommodation for lunch and breaks:

- One 15-minute break in the morning before lunch;
- One 15-minute break in the afternoon after lunch;

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- One 30- minute lunch break

Student ages 14 and 15 **may not negotiate** these terms (unless the terms are more generous) or decline breaks or lunch for any reason. Breaks are not to be added to a lunch break or reserved for the end of the day in order to leave early. Student Workers are not to take the bus or metro or ride in a car to leave the work site during lunch or breaks.

Students leaving the workplace on an unrelated work matter during work hours without permission from the Corporate Work Study office are subject to immediate disciplinary action. Students are not to travel out of walking distance from their worksite during any breaks. This means **students are not to get on the bus or on the metro during the workday without prior written approval from the parent and the Placement Specialist**. Students are not to leave the worksite for more than 60 minutes without prior written approval.

Part 7. Student Worker Conduct

Part 7.1 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 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.

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- 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.

Part 7.2 Dress Code at Work

The dress style at Don Bosco Cristo Rey High School is intended to allow 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*

	Yes	No	Exceptions**
Pants/Skirts	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 color blue jeans if written permission from supervisor is provided.
Socks/Tights	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.	
Belts	Solid black and worn at all times for males	Non-black belts	
Shirts	Collared, long-sleeve, solid color dress shirt or blouse, tucked in for males, below waist for females. Sleeves $\frac{3}{4}$ length, full, or short acceptable for females. Monday Only: DBCR Polo	Shirts with designs, patterns, beadwork, logos, unbuttoned shirts, visible undergarments, rolled sleeves, sleeveless, or tube top.	School or company polo if written permission from supervisor is provided.
Shoes	Black dress loafers or shoes (i.e. Sperry's), modest heels to 2 $\frac{1}{2}$ "	Sneakers (solid or with designs), cros, construction boots, sandals, flip flops, boots with skirts, platform shoes, heels higher than 2 $\frac{1}{2}$ ", open toe, or mesh.	Clean sneakers or construction boots if work requires them and written permission from supervisor is provided.
Ties	Ties and bowties		

Outerwear	DBCR Vest	Cardigans, blazers, hoodies, sweatshirts, jackets with zippers, logos, patterns, images	School or company polo if written permission from supervisor is provided.
Grooming/ Hygiene	Professional, natural hair colors, black or gold head scarves for females.	Red, purple, orange, green, or other bright colored hair, shaved patterns, shapes, or designs, hairnets, hats, bandanas, hair bonnets, or durags.	Hair cannot obstruct vision.
Jewelry and Make-Up	Professional	Nose and eyebrow rings. Visible tattoos. Males* are not to have visible jewelry.	

***CWSP can adjust 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 7.3 Threat Policy

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, DBCRHS 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 7.4 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 workers from their workplace, and they will not be allowed to return until the matter is resolved. CWSP will contact the Partner to evaluate and discuss the situation, and a prompt and thorough investigation of any alleged incident will be conducted.

Definitions of Harassment:

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or their 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:

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- 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;
- 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 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 CWSP, the Principal, 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 7.5 Anti- Bullying/ Cyber Bullying Policy

As a Catholic school, DBCRHS 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 she/he 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 Manager of the CWSP, the Principal, or the President of Don Bosco Cristo Rey. All reports of bullying, harassment, and intimidation will be treated seriously. The CWSP 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 school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school

Part 8. Health and Safety

****During an infectious disease outbreak (COVID-19), it is critical that students 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 your placement specialist 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 8.1 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 line should be called to determine next steps. In case of emergency the worksite has the right to contact 9-1-1 and follow through with their recommendations.

Part 8.2. 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.
- **While at work** each Company has its own procedures for building evacuations due to fire, terrorism, etc. These procedures include exit, staging, and check-in procedures. Student workers should follow the evacuation procedures of the company.

Part 9. Performance Management

Part 9.1 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

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.

Student workers must keep their supervisors 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 student workers, provides student workers with an opportunity for continuous improvement, and contributes to a positive work environment.

Part 9.2 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 and their supervisors can provide more support.
2. Mid-Year Assessment: Supervisor's 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 and Supervisor to determine what professional development is needed.
3. End-of-Year Assessment: Supervisors 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 sent via email to Supervisors and completed electronically.

Part 9.3 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 need 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 CWSP Manager, Training Specialist and the Placement Specialist. If the recommendation is for dismissal, the CWSP Manager will review the case with the Principal and Vice President of Organizational Growth 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 9.4 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 34 CRN Schools, Don Bosco Cristo Rey has adopted the CRN CWSP Curriculum. Over the course of the four years, including the three-week summer training, students are trained in and expected to show mastery of 16 key areas of focus.

Technical	Life Long Learning Behaviors	Business Practices
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 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.

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 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 (DBCR 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 10. Discipline

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 are made by the employing agency or a CWSP employee to the CWSP Manager of the CWSP. 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, whether onsite or virtually, Partner or CWSP led, 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 on the job site;
 - 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.

CWSP Dismissal Process:

- Once a student has been recommended for termination from his/her position, the designated Placement Specialist will gather information from the student, parent/guardian, and the student's supervisor.
- The student worker will have a meeting with Placement Specialist and 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 CWSP.
- 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 11. CWSP STUDENT WORKER AND PARENT HANDBOOK AGREEMENT

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 11, 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.

Print Student's Name
Signature

Student's

Print Parent/ Guardian Name

Signature of Parent or Legal Guardian

Date ____ / ____ / ____ Grade Level _____

Part 12. COVID-19 SUPPLEMENT TO STUDENT-WORKER FAMILY AGREEMENT

This COVID-19 Supplement to Student-Worker Family Agreement is in addition to, and not in lieu of, all provisions in the Cristo Rey Don Bosco Cristo Rey Corporate Work Study Program, Inc. Student-Worker Family Agreement, as amended, for the school year 2020-2021, and this Supplement is incorporated therein by reference.

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19 ASSUMPTION OF RISK / RELEASE OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to participate in the Corporate Work Study Program (CWSP) of Don Bosco Cristo Rey High School and related events and activities, the undersigned acknowledges and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19 Coronavirus or other disease. While particular CWSP rules, training and protocols, along with Student-Worker's personal discipline, may reduce this risk, the risk of serious illness and death does exist; and,
2. I am aware of the CDC Guidelines, as amended, related to COVID-19 and **KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS**, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY OF THE RELEASEES** or others, and assume full responsibility for my participation; and,
3. I consent to CWSP establishing reasonable healthcare protocols including a tracking system to monitor my health and safety and the health and safety of others. I consent to the potential sharing of such information if used to identify an outbreak before an emergency occurs.
4. I willingly agree to comply with the stated (and periodically amended) and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard or COVID-19 symptoms during my presence or participation in the CWSP, I will remove myself from participation and bring such to the attention of CWSP staff or workplace supervisor immediately; and,
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** the CWSP, their officers, supervisors, agents, employees, and affiliated school corporation ("RELEASEES"), **WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY OF RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Print name of Student-Worker

Student-Worker Signature

Dated to be effective as of

FOR STUDENT-WORKERS UNDER AGE 18 AT THE TIME OF SIGNING

This is to certify that I, as parent/guardian, with legal responsibility for this Student-Worker, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse (if married), and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, **EVEN IF ARISING FROM THEIR NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY**, to the fullest extent provided by law.

Print name of Parent/Guardian

Parent/Guardian Signature

Dated to be effective as of

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

