



## STUDENT EMPLOYEE HANDBOOK

CWSP Operations Center Address - 1803 Avenue H, Birmingham, AL 35218

### **Staff Contact Information:**

Kirk Mitchell, Director	205. 382. 5368	<a href="mailto:kmitchell@hfcristorey.org">kmitchell@hfcristorey.org</a>
Melissa Oates, Associate Director	205. 441. 6384	<a href="mailto:moates@hfcristorey.org">moates@hfcristorey.org</a>
Keslie Boyles, Program Coordinator	256.394.5340	<a href="mailto:kboyles@hfcristorey.org">kboyles@hfcristorey.org</a>
Annette Foxworth, Program Coordinator	205.215. 6972	<a href="mailto:afoxworth@hfcristorey.org">afoxworth@hfcristorey.org</a>

### **Program Overview**

The objective of the Corporate Work Study Program (CWSP) of Holy Family Cristo Rey Catholic High School is to help students envision a future that includes a college degree and a successful professional career and to equip themselves with the knowledge and skills needed to realize that vision.

The Holy Family Cristo Rey Corporate Work Study Program (CWSP) provides students with real-world job experiences and allows them to earn a sizable portion of the cost of their education. It is an integral part of their educational experience at Holy Family Cristo Rey Catholic High School (HFCRCHS). A positive attitude and a personal commitment to high standards of professionalism, responsibility, and behavior are required.

Students are employees of the CWSP, not the Corporate Partners to which they are assigned. However, the CWSP asks its Corporate Partners to treat the student workers as they would any other worker with respect to the company's stated workplace rules, regulations, policies, and procedures during their day-to-day work activities.

All freshmen student workers are introduced to the basic skills needed to participate in entry-level, corporate office-style jobs. Students will then increase their understanding of the general office culture, professional skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students.

When students reach their junior and senior year, we envision that jobs will increase a student's learning curve substantially, with a focus toward professional work interests and skills, as the job placement begins to mirror a college-level internship experience.



Holy Family Cristo Rey Corporate Work Study Program reserves the right to change or alter this handbook at any time. Requests for clarification of any part of this handbook should be addressed to a CWSP Staff Member.

## **Expectations**

All HFCRCHS students are required to participate in the CWSP, either placed at a Corporate Partner or in Student Training with the CWSP, in order to continue enrollment at HFCRCHS. Daily on-time attendance and punctuality are extremely important for both student's success and the success of the school's CWSP program. Students are expected to conduct themselves in a mature manner consistent with the expectations of the Job Partners' workplace, as well as Holy Family Cristo Rey Catholic High School Code of Conduct. Students are required to adhere to the policies set forth in both the HFCRCHS Parent/Student Handbook and the CWSP Student Employee Handbook.

**The Holy Family Cristo Rey CWSP is the legal employer of all Students, not the Corporate Partners to which they are assigned.** Parents/Guardians should direct all work-related questions or comments to the CWSP office. All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the CWSP.

## **Specific Requirements**

- Students must complete all assigned work hours in the CWSP calendar year. Students must make up missed work hours.
- Students must attend work on their assigned day in order to continue enrollment at the school.
- Students will bring their lunch to work. Where available, students may walk, no more than 2 blocks from the assigned work site to purchase lunch, unless directed restrictions are applied.
- Students must not ask Corporate Partners for lunch money.
- Students must be on time for transportation to and from work.
- Students must abide by the Holy Family Cristo Rey Catholic High School's Code of Conduct at all times, including wearing school uniforms to the workplace.
- Students must abide by the specific rules and regulations of the company where the student works.
- Students are expected to demonstrate motivation, an interest in learning, and a positive approach to work, through their behavior and performance.

## **Business Training Initiative**

The CWSP effort to prepare students to be successful in school and in the workplace is designed to introduce all students to workplace skills, including, but not limited to, Communication Skills, Microsoft Word, PowerPoint, and Excel, along with the office skills such as handling confidential documents, business ethics, filing, copying and taking notes.

## **Employability**

Students earn real income through the CWSP. In their contracts, students and parents/guardians agree to assign this income to HFCRCHS to help offset the cost of their education. In order to be employed by the CWSP, students must complete and submit I9 forms. Therefore, students must have the documentation necessary to complete the I9 to be able to attend HFCRCHS and participate in the CWSP. Students must also be at least 14 years old to participate in the CWSP.

## **Grading Policy**

Grades will be calculated using the calculation earned points/total points using the following categories and point values:

- |                                                                             |                                      |
|-----------------------------------------------------------------------------|--------------------------------------|
| • Pre-Employment Documentation                                              | 25 points total                      |
| Emergency Contact Form                                                      | 10 points                            |
| Student Employee Handbook Acknowledgement                                   | 15 points                            |
| • Workday Timecards                                                         | 20 points each                       |
| 48 hours to complete, after 7 days - no credit will be given for completion |                                      |
| • CWSP Participation                                                        | 100 points each 9 weeks              |
| Dress Code Compliance                                                       | (-5 points each infraction)          |
| Attendance & Punctuality                                                    | (-5 points each infraction)          |
| Electronic Device Usage at Work                                             | (-10 points each infraction)         |
| • Student Performance                                                       | 50 points each 9 weeks.              |
| Based upon average rating provided by supervisor via timecards              |                                      |
| • Lunch & Learn Interview                                                   | 50 points (2 <sup>nd</sup> Semester) |
| • Other Assignments and Projects                                            | 5 points to 100 points Each          |
| • 1st Semester Exam                                                         | 100 Points (December)                |
| • Final Exam                                                                | 100 points (May)                     |



## **Work Schedule and Hours**

Each work study position is filled with a student working a maximum of 8 hours in any one day; and five days every four weeks when school is in session. Furthermore, when school is in session, a student will never exceed 18 hours of work in a given work week. The CWSP requires students to report hours worked after the conclusion of each workday, as validated by a work supervisor.

**Students are required to arrive at the CWSP Operations Center by 7:30 am to participate in all CWSP routines and receive all preparation materials for work.**

Students will be sent a time card on their work day to their Holy Family email account. They are expected to submit their time card for each day worked as a way to ensure that all student workers are fully accountable for the time worked. Time card completion is a requirement of the U.S. Department of Labor and is an important part of the student's CWSP grade.

## **Arrival to CWSP Operations Center on Workdays**

The first step to any successful employment relationship is showing up to work on time. On a student's assigned work day, each student should report to the CWSP Operations Center properly dressed and with any materials (I.D. badges, special uniform, etc.) needed for their placement at a Corporate Partner. Students may begin arriving at the CWSP Operations Center at 7:00 a.m. Students are not permitted to leave the Operations Center once they arrive so they should be mindful of showing up prepared to be transported to work.

## **Dress Code**

**Students are required to adhere to the HFCRCHS dress code policy on their work day, regardless of the dress code enforced at the workplace.** Students are expected to arrive at the CWSP Operations Center in complete uniform attire - including the proper shirt, pants, shoes, and outerwear. Failure to report to work in full uniform will negatively impact a student's CWSP grade. Repeated violations will result in consequences, up to and including removal from a student's job placement. Changes to the HFCRCHS dress code policies that are enforced on a student's work day are denoted with an underlined text.

If a student's job placement requires a deviation from the dress code policy, the Corporate Partner should make the dress code change request with a CWSP staff member. Students who arrive at the CWSP Operations center out of dress code without prior approval from CWSP will not be allowed to attend work until the dress code violation(s) is corrected. Prior to students' departure for work, uniforms will be checked.

## **Young Men**

**Shirts:** The uniform shirt is a white Oxford cloth button-down collared shirt that bears the HFCR logo in short or long sleeves. Short sleeve white polo shirts bearing the HFCR logo may also be worn. All shirts must be tucked in at all times. Plain white t-shirts may be worn under the uniform shirt.

**Slacks:** The uniform slacks are navy twill pants and must be worn with a belt. Work pants, cargo pants, and jeans and jean-style pants are not allowed. No tight pants are allowed.

**Tie:** The only tie that may be worn is a navy blue and gold HFCR tie purchased from the uniform store.

**Sweaters:** Boys are permitted to wear a navy or gold V-neck cardigan with the HFCR emblem, a navy V-neck pullover with the HFCR emblem, a navy V-neck sweater vest with the HFCR emblem. No other sweaters are permitted.

**Outerwear:** Solid navy jackets/coats may be worn. Blazer in navy, black, or gray. Blazer must be solid in color with no patterns. School-sponsored athletic jackets and sweatshirts may NOT be worn to work. No hoodies. No blankets. No scarves.

**Belt:** A solid brown or black belt with a small, plain buckle must be worn at all times.

**Socks:** Solid black, navy, tan, brown, or white socks must be worn at all times. No other colors and no designs may be on socks.

**Shoes:** Shoes must be leather or leather-like, solid black or brown. No boots or athletic shoes are allowed.

**Jewelry:** No jewelry. No earrings. No facial piercing. No necklace visible on outside of clothing. No visible tattoos.

**Make-up:** No makeup. No nail polish.

**Hair:** Hair should be no longer than the length cut with a #2 blade. No dyeing of hair. No parts, lines, or designs in hair or eyebrows. No cornrows. No shaved or bald heads.

**Facial Hair:** Facial hair is not allowed.

**Hygiene:** Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Cologne, if used at all, should be worn in conservative quantities.

**Glasses:** Sunglasses may not be worn inside the building or at the work site. Only prescription glasses may be worn.

**Hats:** Hats may not be worn inside the building or at the work site.

### **Young Ladies**

**Shirts:** The uniform blouse is a white oxford cloth button down collared shirt that bears the HFCR logo in short or long sleeves. Short sleeve white polo shirts bearing the HFCR logo may also be worn. All shirts/blouses must be tucked in at all times. Blouses should be modest and professional, should fit correctly, not be tight, and not reveal cleavage. Plain, white t-shirts may be worn under the uniform shirt.

**Slacks:** The uniform slacks are navy twill uniform pants and must be worn with a belt. Work pants, cargo pants, Capri pants, jean-style pants, and jeans are not allowed. No tight pants are allowed. No stretchy or spandex pants allowed.

**Skirts:** Solid navy skirt. Skirts must be a dressy style and not made of a stretch material. Skirts should be knee length or longer and not have side slits.

**Sweaters:** Girls are permitted to wear a navy or gold V-neck cardigan with the HFCR emblem, a navy V-neck pullover with the HFCR emblem, a navy V-neck sweater vest with the HFCR emblem. No other sweaters are permitted.

**Outerwear:** Solid navy jackets/coats may be worn. Blazer in navy, black, or gray. Blazer must be solid in color with no patterns. School-sponsored athletic jackets and sweatshirts may NOT be worn to work. No hoodies. No blankets. No scarves.

**Belt:** A solid brown or black belt with a small, plain buckle must be worn at all times.

**Socks:** Solid black, navy, tan, brown, or white socks must be worn at all times. No other colors and no designs may be on socks.

**Shoes:** Shoes must be leather or leather-like, solid black or brown. No boots, sandals, high heels, platform shoes, open toe shoes, or athletic shoes are allowed.

**Jewelry:** Earrings are permitted but no other piercings. No nose piercings. Only one earring in each ear is permitted. No large hoop or dangle earrings are permitted. No necklace visible on outside of clothing. No visible tattoos.



**Make-up:** Less is better. Conservative styles and colors are appropriate. Fingernails must be of moderate length. No black nail polish, extreme colors, or extreme treatments.

**Hair:** Conservative hairstyles and a neat appearance are expected. Only natural color is permitted. No hair color. No designs in hair. No hair jewelry. Thin navy blue, brown, or black headbands may be worn.

**Hygiene:** Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, using deodorant, brushing teeth, combing hair, ironing clothes, etc. Perfume, if used at all, should be worn in conservative quantities.

**Glasses:** Sunglasses may not be worn inside the building or at the work site. Only prescription glasses may be worn.

**Hats:** Hats may not be worn inside the building or at the work site.

## **Transportation**

CWSP provides transportation to and from the workplace for all student workers. Students will be dismissed from the Operations Center and travel to work via HFCR buses. Students are expected to conduct themselves in a mature manner consistent with the HFCRCHS Code of Conduct while in transit. This includes treating the drivers, vehicles and any and all passengers with respect. Proper behavior while in transit is essential to the safety of our community and consequences, including but not limited to detention, suspension from school or termination of employment, will be administered for unprofessional behavior.

The **buses will depart** from the Operations Center **promptly at 8:00 am**. Missing the HFCR bus will result in a **\$25.00 missed bus fine** being assessed to the student's account for each occurrence.

Parents/Guardians may not drop off or pick up students at work. Students may not drive themselves to or from work. The student is responsible to be on time for the morning and afternoon transportation departures to and from the CWSP Operations Center.

Work supervisors will be notified of the student transportation schedule at the beginning of the work year. In the morning, each student is permitted approximately 10 minutes to get from the transportation stop to the workplace and for notifying supervisors upon arrival at the workplace. Students are expected to notify supervisors before departing in the afternoon. Supervisors are asked to monitor the student arrival and departure times for safety and to encourage student punctuality and commitment to a full work day.



## Lunch Policy

Student workers are allowed to take lunch breaks according to their Corporate Partner's preference and schedule. Students and supervisors should communicate early in the year to determine appropriate times and lengths of breaks during the workday. CWSP expects that most student workers will take a lunch break at some point between 11am and 2pm. Students may not make arrangements to intentionally miss lunch in order to leave work early. Extended lunch breaks are not acceptable.

Student workers are encouraged to have lunch in the Corporate Partner's break room or internal dining facility. Students should understand that public places outside of work could be unsafe.

## Illness at Work

If a student becomes ill at work, the student should contact a CWSP staff member. The student, work supervisor, and CWSP staff member will determine the appropriate course of actions. The CWSP will call the student's parent/guardian or emergency contact to inform them of the situation and the course of action. The CWSP will arrange for student transportation from the work site.

## Attendance Policy

**Each student is expected to attend work every day that work is scheduled.** Since each student works five days every four weeks, missing a day of work is a very serious incident. The CWSP and the student promise the Corporate Partners that work responsibilities will be fulfilled for the entire school year. Our partnering companies are directly contributing to their students' education, and therefore, expect their students to be present and engaged on their workdays. Students cannot receive the numerous benefits of the CWSP if they are not present and ready to attend work with a positive attitude. **Please refrain from scheduling events and/or appointments that will interfere with a student's work day.** Patterns of tardiness or absence can be cause for termination from a student's work placement and withdrawal from HFCRCHS.

Tardiness: If a student arrives later than 8:00 am to the CWSP Operations Center and misses the CWSP transportation to work, he/she will be charged a **\$25 Missed Bus Fine for each occurrence**. Repeated violations will result in consequences, up to and including removal from a job placement.

Prior to the dismissal of HFCR buses, notify a CWSP staff member that he/she will arrive to the Operations Center after 8:00 AM. Students arriving after buses depart and before 9:30 will be taken to work on an alternative bus. Students arriving after 9:30 will remain at the Operations Center and participate in Student Training for the day and are required to work to make up for an absence.

Leaving Work Early: Leaving work early due to illness, for appointments, or for any other reason may be counted as an absence and make up time may be required. **Students are not permitted to leave work early for any athletic events on their work day.**

Absence from Work: If a student worker will be absent from work, the student worker is required to call a CWSP staff member by 7:15 am. To encourage students to attend work, and to make up any absences they accrue, we require that they abide by the following policies:

- A. Students' grades will be affected by missed work. Please consult the Grading Policy for more information.
- B. Students must schedule their absence makeup days with their supervisor immediately upon their return to work following their absence unless other arrangements are made between the supervisor, the CWSP, and the student.
- C. Absence make ups may be completed on any school holiday. **Students must coordinate the make-up time with their supervisor prior to reporting to work on a make-up day.** CWSP will provide transportation on limited, predetermined absence make up days. Students must coordinate with CWSP if they require transportation for any make up days.
- D. Students are required to make up all absences prior to the end of the semester in which they occurred, unless an exception is approved by the CWSP. **If at the end of the semester a student has any outstanding or unresolved make up days, the student's tuition account will be assessed \$135 per missed work day.** Fines are assessed to the student tuition accounts until the requirements for a make-up have been satisfied.

Students may also be required to attend a mandatory service day at HFCRCHS. If a student ends the school year with one or more unfulfilled or unscheduled make up days, it can affect the academic grade for CWSP and the student's standing as a HFCRCHS student. Second semester seniors with outstanding absences make ups may not be allowed to participate in Commencement events.

- E. Upon a student's 3rd absence within one semester, he/she will be placed on work probation. Any additional absences will be considered a violation of his/her probation and can result in the student's immediate dismissal from his/her current work placement and entry into the Retraining Program.
- F. Absences that affect a student's grade and can incur a Missed Work Fine include, but are not limited to: illness, vacation, and all unexcused absences. Absences which will only affect a student's grade if not made up include, but are not limited to: athletic playoffs and/or state tournaments, HFCRCHS-sponsored college visits, HFCRCHS-



sponsored college interviews, HFCRCHS-sponsored scholarship interviews, school events, and other academic reasons.

- G. Athletic Absences: If a student is on CWSP Probation for absences, the student will not be permitted to attend any State Playoff event. An absence for a State Playoff will not be counted toward the student's total number of absences as it related to probation and/or dismissal from his/her current work placement. All students are required to schedule make up days with their supervisors in advance of any known upcoming State Playoff Event. Any student who has not scheduled or completed their absence make up in advance will not be allowed to attend the athletic event.

**All students, including Seniors, are required to work each of their assigned work days for the duration of the time period set forth in the CWSP/Corporate Partner contract. A student who does not make-up any missed work days by the end of the academic year, or who does not compensate the CWSP with \$135 per missed work day, will not be promoted to the next grade. Students must also fulfill all work requirements in order to receive a HFCRCHS diploma.**

### **Student Conduct and Expectations**

The CWSP has a vested interest in both the continued success of students in the work experience and the continued satisfaction of its Corporate Partners. The CWSP will act as a mediator in difficult situations between the student and the Partner. Students are expected to follow HFCRCHS Code of Conduct on their work days. At all times, students are expected to conduct themselves in a mature manner consistent with the professional expectations of the workplace, and they must comply with the CWSP Student Employee Handbook and HFCRCHS Parent/Student Handbook.

A student's actions and demeanor not only reflect on the student personally, but also reflect on the CWSP and HFCRCHS. They are also expected to abide by the specific rules and regulations of the Corporate Partner at which the student is assigned.

Students engaging in any of the following conduct may face disciplinary action up to and including removal from their job or dismissal from HFCRCHS: Disorderly or indecent conduct; Theft; Destruction of property; · Use of foul, abusive, or harassing language; Excessive absences or tardiness; Failure to follow instructions; Failure to consistently perform job duties; and Any other behavior that CWSP deems inappropriate.

**Any unprofessional behavior at work will jeopardize a student's employment status and their enrollment at HFCRCHS.**



Students at HFCRCHS must maintain employability in the CWSP as part of their enrollment at HFCRCHS. If a student is performing below expectations, the student, the student's parents/guardians, and the CWSP may develop a Performance Improvement Plan (PIP). The PIP provides a forum to come to an agreement about the behavior and assists the parties involved in working toward an agreed upon action plan to help manage and improve the student's work performance. The PIP is revisited at a set date to assess its success. Should a student become terminated from a job, the CWSP will determine the re-employability of that student only after the student has completed an employability agreement. If a student does not successfully meet the expectations outlined in the student's PIP or meet the terms of the employability agreement, the student's enrollment at HFCRCHS may be terminated.

As employees of the CWSP, students are not eligible for Corporate Partner benefits unless specifically agreed upon by the CWSP and the student's supervisor. This includes, but is not limited to use of the Partner's telephone, office equipment, office services (Internet access, etc.), and office materials.

### **Removal from Job for Poor Performance/Retraining Policy**

CWSP and its Corporate Partners reserve the right to remove students from their job placements at any time for reasons including, but not limited to: unsatisfactory work performance, poor attitude or work ethic, lack of professionalism, excessive absences and/or tardiness, or any other behavior or conduct violating the school's Code of Conduct. Students may also face other disciplinary measure for being removed from their job, up to and including dismissal from HFCRCHS. A student can also receive a failing grade for CWSP during the grading period in which the removal occurred. Upon removal from their job placement, a student will enter into the Retraining Program. During Retraining, students are expected to behave and to complete their daily assignments efficiently and accurately. The six-week program culminates in the student giving a presentation to representatives from the CWSP and Academic Staff.

This presentation is the student's opportunity to prove that he or she has successfully completed the program and that they deserve a new job placement. If the staff members determine that a student has satisfactorily completed Retraining, he or she will be placed at a new job based upon need and availability. If the staff members determine that a student has not satisfactorily completed Retraining, the student will be withdrawn from HFCRCHS. **Students may only participate in the Retraining Program once during their time at HFCRCHS. In the event of a student's second dismissal from his or her job placement for any of the reasons outlined above, that student will immediately with-drawn from HFCRCHS.** Senior students that are removed from their jobs during their second semester must successfully complete the Retraining Program in order to participate in HFCRCHS's Commencement Exercises and all related activities, including walking at graduation.

## **Non-Assigned Student Policy**

Students, who have not been assigned a job placement, participate in Student Training during his/her designated work day. Students are expected to attend each assigned work day and participate fully in the activities and assignments. This also includes students in the Retraining Program. New job placements are added throughout the year as opportunities arise so students need to come to CWSP each work day prepared with the possibility of being assigned a job placement.

Violation of the dress code, incomplete timecards, and failure to complete assignments will impact a student's grade.

## **Technology**

As a rule, students are taught that it is inappropriate to use cell phones, personal electronic devices or the Internet for non-business purposes while at work. Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors.

**Cell phone usage at work is prohibited by the guidelines detailed in the Student Handbook. Visiting social media websites is NOT allowed during work, such as Instagram, Facebook, Twitter and Snapchat.**

Only websites approved by the supervisor may be accessed at the workplace. Please keep in mind that ALL activities carried out on computers and smart devices can be traced. So, your company can see everything you are doing.

**Issues of electronic device use at the work site will be handled according to the discipline policy, including but not limited to confiscation of device and not being allowed to carry an electronic device to the workplace.**

## **Contact with Corporate Sponsor Companies and Organizations**

CWSP does not allow parents/guardians, family members, or friends of students to contact students at their job while they are at work. Contacting the Corporate Partner to speak to a student worker both disrupts the Partner's business and is distracting to the student worker. Additionally, parents/guardians, family members, or friends also may not contact any employee of the sponsoring company or organization. If a situation arises that necessitates contact between parents/guardians, family members, or friends and either students at work or the partnering company, please contact a CWSP Staff Member, who will then contact the student's workplace directly.

## **Pre-Employment Conditions Policy**

Students may be subject to submitting to background checks, signing confidentiality agreements, and/or fulfilling other pre-employment requirements as a Corporate Partner deems necessary. The Holy Family Cristo Rey CWSP will coordinate with students and Corporate Partners to ensure the proper protection of the student in all pre-employment processes.

Fingerprints and Background Checks: Students may be asked to submit to fingerprinting and/or background checks as a condition of his/her employment at a Corporate Partner. Students are expected to comply with all reasonable and necessary requests for documents for the fingerprinting and/or background checks.

Medical Screening: Students may be asked to submit to medical screens such as TB testing and may be asked to get flu shots as a condition of their employment at a Corporate Partner. Students are expected to comply with all reasonable and necessary requests for medical screening.

Alcohol, Drugs, and Tobacco Use: In accordance with the rules set forth in the HFCRCHS Parent/ Student Handbook, the use, possession, and distribution of alcohol, drugs, and tobacco before, during, and after work is strictly prohibited.

Students may be asked to submit to drug and/or alcohol screening as a condition of his/her employment at a Corporate Partner and to furnish a urine or hair sample or submit to a breathalyzer test. Students are expected to comply with all reasonable and necessary requests for drug and/or alcohol screening. Positive test results may be grounds for dismissal from the CWSP and withdrawal from HFCRCHS.

## **Reporting Workplace Injuries**

Students must report any injury that occurs at work to a CWSP Staff Member. The injury must be reported within 24 hours of the time of the incident.

## **Equal Opportunity Employment**

The Holy Family Cristo Rey CWSP provides equal employment opportunities to all students for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

## **Non-Harassment/Non-Discrimination Policy**

The Holy Family Cristo Rey CWSP is committed to maintaining a fair and respectful environment for Students. To that end, the Holy Family Cristo Rey CWSP prohibits harassment of or discrimination against any student because of race, color, sex (including sexual



harassment), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Incidents of harassment and discrimination will be met with appropriate action. Any student who believes that he/she has been the victim of conduct prohibited by this policy should discuss their concerns with member of the Holy Family Cristo Rey CWSP staff. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. Confidentiality will be maintained throughout the investigatory process.

### **Working during School Holidays**

Corporate Partners may choose to extend student work during school breaks and/or holidays as a result of quality performance at work during the academic year. Partners may hire the students as direct employees of the Partner at the Partner's decided pay rate. Partners may also have students remain employees of the CWSP at the Partner's decided pay rate and CWSP will continue to handle all payroll matters. If a student remains an employee of the CWSP, then the student will be required to complete IRS Form W-4 and applicable federal and state payroll taxes will be deducted from the student's gross pay. The student will receive a W-2 form in January of each year. The student and parents will be responsible for any income tax or other tax-related expenses incurred as a result of the student's participation as an employee of the CWSP.

### **Parent/Guardian Student Agreement**

As a condition for entering and for continuing enrollment at HFCRCHS and participation in the Corporate Work Study Program, each parent/guardian and each student must execute the Parent/Guardian Student Agreement. By signing the Parent/Guardian Student Agreement, student and parent/guardian each represent that they have received and read the CWSP Student Employee Handbook, which is written in terms that they understand, that they have had sufficient time to become familiar with its terms, and that each entered into the Parent/Guardian Student Agreement freely and voluntarily with the intent to become legally bound. By signing the Parent/Guardian Student Agreement, student and parent/guardian each agree to participate in workplace related processes, policies, restrictions, rules and regulations required by a Corporate Partner which could include, but not be limited to, confidentiality agreements, media releases, and assignments of work products and other intellectual property. Students are expected to comply with all reasonable and necessary requests.