

STUDENT-WORKER HANDBOOK

2026 - 2027



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WELCOME

MESSAGE



Welcome to Corporate Work Study at CRRT!

On behalf of Cristo Rey Research Triangle High School, we are so excited to welcome you into our family. By joining the

Casey LoFrese
VICE PRESIDENT, CWS

Corporate Work Study Program, you aren't just starting a job—you are joining a premier group of future leaders in the Research Triangle who are ready to make their mark on the professional world.

As a student-worker, you play the most critical role in your own education. Through your hard work at your job site, you are:

- **Earning Your Future:** Your work helps pay for a significant portion of your own tuition, making a high-quality, college-prep education possible.
- **Building Your Resume:** You are gaining direct exposure to corporate culture and professional environments long before most of your peers.
- **Opening Doors:** You are becoming part of a diverse pipeline of talent that local businesses are eager to hire in the future.

We know that balancing school and a professional job takes serious dedication. We are incredibly proud of the commitment you are making to your growth and your community. Our goal is for your work study to be a rewarding, eye-opening experience that sets you up for success for decades to come.

We believe in you. Thank you for your hard work, and **Go Bulls!**

Casey LoFrese

OUR SCHOOL



At Cristo Rey, we don't just provide an affordable education; we shape futures filled with purpose, leadership, and service. We offer a rigorous college preparatory curriculum designed to challenge and inspire our students, preparing them for success in education and beyond. Our unique work study program allows students to gain valuable real-world experience by working five full days a month at local businesses and nonprofits. We provide comprehensive support services, including tutoring, counseling, and college advising, to ensure every student can achieve their full potential. We foster a strong sense of community through various service projects and partnerships, encouraging students to give back and make a positive impact.

Our Mission

Cristo Rey Research Triangle High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with relevant work study experience, students graduate ready to succeed in college and in life.

CWS's Vision

Through CWSP, students work for and earn a portion of the cost of their education — making a quality, college-preparatory education possible. The resulting work experience, career exploration, mentorship, and networking students receive is invaluable in positioning them to succeed in college and beyond and puts them at a competitive edge against their peers.

Meet the Team



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Your Life as a Student-Worker

Your Team

As a student-worker, you will be a member of a team that will engage with your company for the school year and ideally for multiple years. In general, most students participate in the program as part of a four-person team.

Your Training and Development

Our goal is to help students build the skills they need to do well at their CWSP job. Every year, new freshmen and transfer students go through a program called Bull City Business Institute (BCBI). This training teaches you how to communicate well, use technology, and understand what's expected of you at work. By the time students show up to work with partners, you will already have a solid foundation of basic skills.

Scheduling Logistics

Daily Schedule: You will work between 6 and 8 hours. On scheduled workdays, transportation to and from your worksite will be arranged for you. Our goal is to drop off students between 8:45 am and 9:15 am (times vary). At the end of your workday, you are picked up between 3:00 and 3:50 pm (times vary).

School Year Schedule: You work late-August through the end of May, and are not expected to work during school holidays or days off. Please refer to your CWSP calendar to make note of these days off.

Absences: Please refer to the section regarding attendance and absences on page 7.

Interacting with Your Supervisor

Supervisors must have another adult in the room whenever they meet with a student in a closed room. When meeting one-on-one with a supervisor, it is preferable to do so in a public area. If you are in an office, make sure the door is kept open so that both student and adult are visible from the door. Rooms without interior doors, windows, or lights should not be used for student meetings.

If Something Happens: We want to make sure all of our students are comfortable and safe in their workspaces. If, for any reason, you are made to feel uncomfortable or unsafe, contact your Relationship Manager or another member of the CWS team as soon as possible. They will gather information about the incident and will address your concerns accordingly.

Receiving Feedback

We ask that you communicate frequently with your supervisor(s). We know that students thrive when they receive frequent constructive feedback. Your opportunity for immediate feedback is through your timecard.

Timecards: All students must complete a timecard on their workday in compliance with the Department of Labor. We ask that you build time into your schedule at the end of day so that you can submit your timecard. Timecards will be sent to you via your CRRT email. For more information regarding timecards, see page 10.

Student Expectations

Students are expected to conduct themselves in a mature manner consistent with the expectations of the workplace, as well as our school's Code of Conduct. We hold our students to high standards of honesty and integrity. Since a student's actions and demeanor not only reflect on them personally but also reflect on CWS, incidents of misbehavior by a student in the workplace are treated seriously. Below are the expectations that CWS has of our student-workers.



Students must adhere to CRRT's dress code daily. We conduct dress code checks every morning before students depart for work. The CRRT dress code includes the following:

- Gray or Black dress pants
- Cristo Rey button-down shirt
- Cristo Rey Tie
- Closed-Toe Shoes (no Crocs, slippers, or Yeezys)
- Optional sweater, sweater vest
- No hoodies or other outerwear unless outside

Supervisors may request a variation on this dress code. Notification must be sent to your Relationship Manager at least 48 hours in advance and must include what modification(s) and whether this is ongoing or for only one workday.

Cellphone / Electronic Devices: Students are instructed not to use their cell phones, headphones, or other electronic devices during work hours. Students are allowed to use their cell phones or other electronic devices during their breaks exclusively. If permitted by your supervisor, you may use headphones while working on a task, but you must obtain express permission from your supervisor.

Internet Usage: We firmly stress to all students that the use of the internet is for work-related purposes only unless told otherwise by your supervisor.

Food: CRRT provides students with a free brown bag lunch to bring to work each day. They may not bring money to order lunch, nor can they have it delivered to the office. Students may not leave to get lunch from another location unless it is part of a work event, and never alone. Corporate partners are not expected to buy lunch for students, and students may not ask you to do so. If a student abuses the agreed break or lunch policy, they may be subject to school disciplinary action.





On Campus Expectations



During the Day

The expectations for students who do not deploy or are on campus for professional development are the same as those for academic days. Students are expected to be in full uniform and actively working. They may be tasked to assist teachers or other members of the school staff; if not, they should be completing one of the activities on Google Classroom or participating in professional development. Students are not to roam the campus and talk to peers; they are to remain in the CWS room unless approved by a staff member. The exception to this is their lunch break; all non-deployed students will follow the same rules regarding lunch as they do on their academic days. Students are not allowed to use their phones, headphones, or other technology in the hallway, classrooms, or anywhere else on campus other than as approved by a staff member. If a staff member finds that a student is using their phone where it is not allowed, it will be confiscated, and the student will receive disciplinary action in accordance with the school policy. If students are found to be out of compliance with these requirements, they will face disciplinary actions as outlined in the section below.

Returning from Work

When students return from work, they are allowed to be in only the CWS room or outside with supervision. Students should not leave campus, roam the halls, miss classes, or congregate at the front desk. If students are found to be out of compliance with these requirements, they will face disciplinary actions as outlined in the section below.

Attendance

All students are required to work at their assigned job to continue enrollment at our school. Students are expected to report to work on their assigned day. If a student misses more than 50% of their assigned work day, it will be considered an absence; this includes arriving late or leaving early. We maintain strict rules and penalties for students missing work for any reason other than illness or a family emergency.

Our businesses and supervisors rely on CRRT students, plan work for them, and pay a large part of the students' tuition. When students miss a workday, they miss out on a valuable learning experience. Students receive one sick day for the year. This sick day does not require a make-up day. After this day, students will be subject to the repercussions outlined below. It is our policy that students honor their work study contract. Therefore, students are required to make up for any missed workdays. You will schedule a make-up day with your supervisor at the earliest possible day. Your supervisor must confirm the scheduled make-up day through a link in their email. Parents must provide transportation to and from school. In the event that a scheduled make-up day falls on an academic make-up day, your work make-up day supersedes the academic day.

First Missed Day

This is considered your "sick day" and does not need to be made up.

Second Missed Day

You will need to schedule a make-up day. Your Relationship Manager will contact home.

Third Missed Day

You will need to schedule a make-up day. Your Relationship Manager will meet with your parent/guardian about your attendance.

Fourth Missed Day

You will be terminated and required to complete professional development on campus until the CWS Training Coordinator deems you are able to return to work. If you are terminated multiple times, you may face expulsion.

All missed days must be made up by the end of the year. Any days that are not made up with the employer will incur a charge added to the student's tuition that reflects the company's cost for the missed workday. This cost will be \$35 per day. This may also affect their CWSP grade, GPA, and graduation status.

Communicating Attendance

We highly suggest that you plan ahead of time to ensure you are at CWS for all work days. We do understand that sometimes things happen. So if a student has a planned absence, they should let their Relationship Manager know at least 48 hours in advance so they can communicate that with the supervisors. If you are sick or have an unforeseen emergency, please let your Relationship Manager know as soon as possible.

Illness at Work

If you become ill at work, we ask that you notify your supervisor and your respective CWSP Relationship Manager so we can arrange transportation for you back to school.

Extracurricular Activities

Students are not allowed to request time off during their workday to attend any school activity or sporting event. If any school activities or sporting events conflict with a student's work schedule, the student's first responsibility is to their Job Partner. If a student leaves early from work or does not deploy for any reason (other than their job site being closed), they will not be allowed to participate in any extracurriculars that day, including, but not limited to, sports games and practices.

Emergency/Act of God Days

We will advise you if we close the CWSP due to extreme weather conditions or other emergency reasons. Under these circumstances, students will not be required to make up the workday.

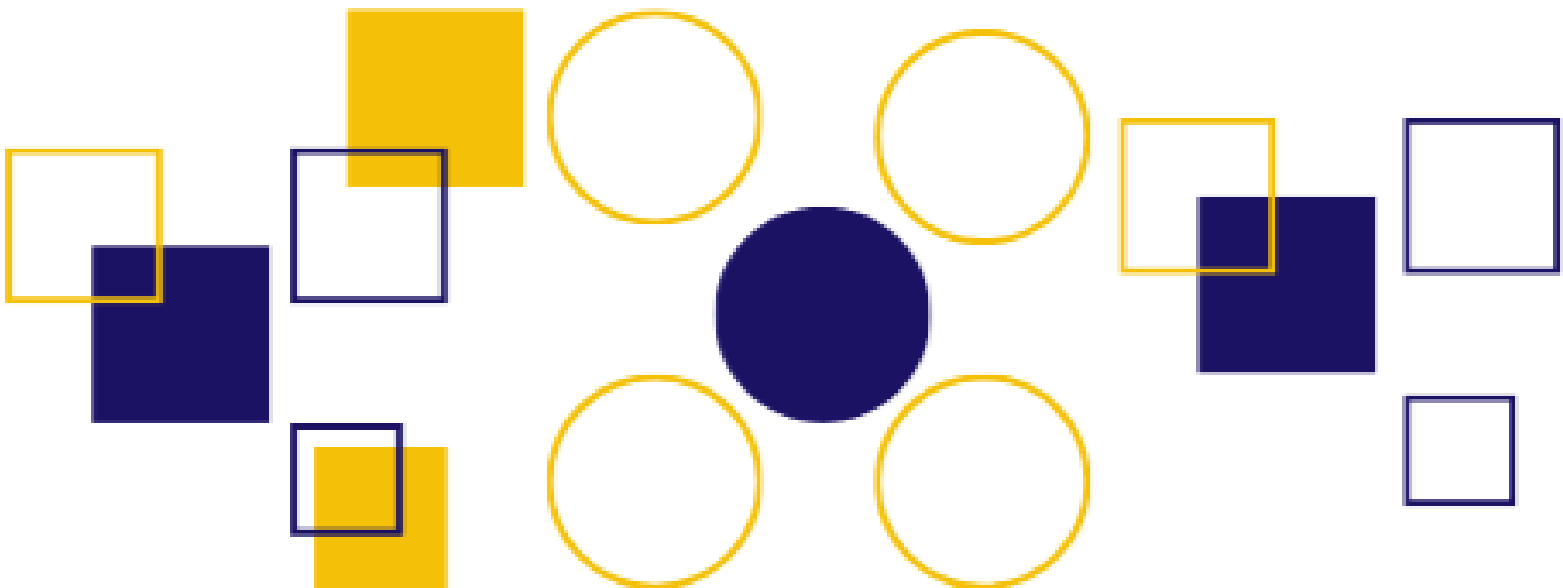
Partner Closings

We will hold the student at school when their office closes due to conferences, off-site meetings, or holidays. The student will not be required to make up the workday. You must come to campus, or it will be considered an absence.

Student Accountability

The accountability matrix below captures some often-cited concerns from supervisors with the intent to provide greater accountability for these concerns. It does not address ongoing work performance challenges, overall student work engagement, or personal areas of skill growth for students, which are addressed via the timecard outlined above.

	1st time	2nd time	3rd time	Persistent/Ongoing
Cell Phone/Headphone Usage - Inappropriate Use		<i>Supervisor</i> - Includes the violation in the timecard with feedback - Direct Conversation with the student	Follows all steps below plus creates a plan to put in place for student to turn in their phone/headphones	
Unaccounted for time (<20 minutes), such as... Excessive Bathroom use Late from Lunch	<i>Supervisor</i> - Includes the violation in the timecard with feedback - Direct Conversation with the student <i>Relationship Manager</i> - Follows-up on timecard with student	<i>Supervisor</i> - Create & implement a Student Worker Success plan - Has a conversation with the student & guardian - Issues student a lunch detention	<i>Supervisor</i> - Includes the violation in the timecard with feedback - Direct Conversation with the student <i>Relationship Manager</i> - Issues student a Saturday School - Has a conversation with the student & guardian - Restarts a student success plan	Termination
Falling Asleep at Work				
Other Concerns	Some issues require a deeper level of response depending on the grade level or context. If these arise, your Relationship Manager will contact you. Here are some examples: - Unaccounted for Time (>20 minutes) - Leaving Work without Permission - Inappropriate use of Technology			



Termination

These are only some of the reasons that a student can be terminated: Theft, Incompetence, Attendance and Tardiness, Sharing Confidential Information, Sexual Harassment, Misconduct, Violence, Substance Abuse, Insubordination, Threats, Damaging Property, Poor Job Performance and/or other actions as deemed by CWS. The process regarding termination is outlined below.

What to Expect?

- The student and parent/guardian are notified about the termination, and an initial conversation with the student is conducted by the Vice President of Corporate Work Study. During this meeting, they're informed of the next steps.
- An investigation will occur. Parents/guardians are contacted again at the conclusion of the investigation.
- The investigation decision can range from being deemed unemployable to wrongful termination.
- The student who has been terminated will also likely complete retraining and sign a contract for this portion of the process.
- If terminated again, the student has to go to meet with the school's leadership review committee.
- Termination could lead to various forms of suspension and expulsion from the institution.

CWS reserves the right to send terminations straight to the school's leadership review committee, depending on the severity of the student's infraction.



Program Logistics



Grading for CWS

Student-workers receive one credit for each completed quarter in the Corporate Work Study Program. CWSP has four credits in total over the course of four years. A no-passing grade will result in zero credit for that particular school year.

If at the end of the year a student has failed CWSP, that student may be prohibited from continuing in CWSP the following year, and therefore not be allowed to return as a student. If that student is invited to return for the upcoming year by CWSP, that student will have to attend and complete BCBI that summer in order to be allowed to continue in the CWSP. CWSP is a graded course that is factored into students' GPAs and reflected on their report cards and transcripts.

The deadline is 4 pm on the day after the timecard goes out to students. This is 24 hours after the timecards go out.

Scoring Guide

Grading is based on the following:

- The student completes their timecard on time. They will begin with 100 points, but will be subject to deductions as follows:
 - Should a student fail to complete their time card on time, they will lose 50 points for that grading day
- Complying with the CWS dress code: If a student is not in compliance with the dress code during the morning meeting, then it will be a 10-point deduction in the morning, and if a student is not in compliance when they return from work, then it will be a 10-point deduction in the afternoon
- Rating of a 1 or 2 from their supervisor for that day: If a student receives a rating of a 1 or a 2 from their supervisor, then they will receive a 10-point deduction
- At least 10 points will be deducted based on grammar, spelling, and meaningful content.

Students will have one CWS work day per week, with one specific group rotating on Fridays; this is the only day(s) they will be graded for the week. Should a student complete their time card on time, and be in the dress code, and not have a 1 or 2 rating from their supervisor, then they will receive full credit for that day.

Frequently Asked Questions

Can I attend office parties or outings?

We encourage students to participate in office events or team gatherings during their work hours, provided it is age-appropriate. If students will be off-site, at least two adults must be present.

My office is closing early. What should I do?

Contact your Relationship Manager as soon as possible, so we can coordinate your transportation. You cannot leave on your own unless approved by CWSP.

What training do I get?

Each student will go through BCBI (Bull City Business Institute), a two-week training period, the summer before they enter CRRT. This is a time for students to develop the basic skills needed for working in an office environment. Students will also receive ongoing training throughout the school year in the College and Career Readiness classes taught by the Corporate Work Study Training Coordinator.

What if I don't have anything to do?

Ask your supervisor if there are any additional tasks you can complete or if there are any other team members who might need assistance.

If your supervisor does not have anything for you to do, you should work on one of the options posted on your CCR Google Classroom.



FAQ Continued



What will I gain from this?

Through CWSP, students work for and earn a portion of the cost of their education – making a quality, college-preparatory education possible for students who could not otherwise afford it. The resulting work experience, career exploration, mentorship, and networking that students receive is invaluable in positioning them to succeed in college and beyond, and puts them at a competitive edge against their peers.

I have to do 10 community service hours a year. Can my work days count toward community service?

Because the money you earn through CWS is going towards your tuition, work days do not count as Community Service hours. If you choose to volunteer at your job site outside of your CWS days, it may be counted towards your community service hours.

Can I get an actual job from working there?

Some students have been able to get summer internships at their job site after graduation. CWS does not guarantee this. You should use this as an incentive to do your best at your workplace.

Do I get any breaks at work?

All students get one 30-minute break.



