



**SAINT MARTIN  
DE PORRES**

# **Corporate Work Study Handbook at a Glance**

## **2022-2023 School Year**

### **3 A's of Accountability in CWSP**

#### **Attendance**

- Attend your CWSP Workday and be on time
- Submit your workday timecards
- Complete ALL Make-up time at first available school break

#### **Attention**

- Complete ALL assigned work and seek new tasks
- Ask question at work
- Keep your phone AWAY at work
- Complete quarterly projects AND Presentation Day
- COMMUNICATE with CWSP

#### **Attire**

- Physically/mentally prepared for a PROFESSIONAL Workday
- Be in FULL Saint Martin Uniform
- NO PULLOVER HOODIES OR PIERCINGS (See Dress Code Piercing Guidelines) ON CWSP WORKDAY

# CORPORATE WORK STUDY PROGRAM OVERVIEW

All Saint Martin students participate in our Corporate Work Study Program (CWSP). Each partner company who employs a student pays a fee towards the cost of the student's education. Students are assigned to work at a partnering organization five full days each month without missing any classroom instructional time.

CWSP provides students with real world job experiences and allows students to earn a portion of the cost of their education. It is an integral part of their educational experience at Saint Martin de Porres High School. A positive attitude and a commitment to the 3 A's of Accountability are expected.

## CWSP Workday Attendance Policy & Responsibilities

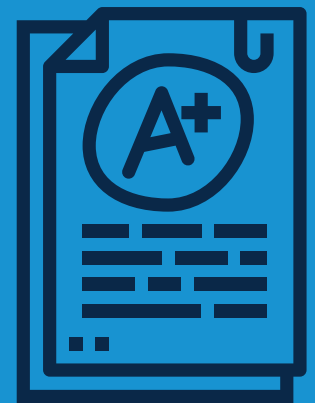
- Students are expected to attend work every scheduled work date.
- Each student works only five days per month. Missing a day of work is a very serious event.
- Saint Martin de Porres High School and the student promise the company that they will fulfill their work responsibilities for the entire school year.



## Grades

- Students will receive a Corporate Work Study grade based on performance in their CWSP workday, which includes attendance, completion of CWSP workday assignments, and compliance with CWSP standards and procedures.

**The CWSP grade is GPA-bearing and passing the class is a graduation requirement.**



## Definition of Missed Work Time

- Any hour or day not worked on the student's scheduled workday (Hours and half days of missed work will accrue and are included in the student's total absences)
- All missed hours/days must be made up according to the schedule below entitled MAKE-UP TIME.
- If a student will be absent on a workday, parents/guardians must call the



**CWSP Hotline at 216-346-7896**  
before 8:00 AM.

## CWSP MAKEUP TIME

- The student should alert the CWSP Operations Coordinator, Ms. Natalie Brickman (nbrickman@stmdphs.org) as to when he/she will be making up the missed time.
- If a student does not report to work on their arranged makeup date and time, and does not notify his/her supervisor and CWSP, the student will be encouraged to submit a written apology to the supervisor and complete a day of service to the Saint Martin community.
- Students are responsible for arranging transportation to and from work for any day they must make up.
- If a student arranges transportation with CWSP for a makeup day and does not report to school, a Tardy Missed Van charge (\$10) will be applied to his/her student account.
- If a Partner's schedule offers no opportunity for the student to make up an absence, the student will be required to complete makeup time through a CWSP-approved opportunity.
- Students may be prohibited from participating in student activities and athletics due to multiple absences and owed makeup time.
- Second semester absences will restart at zero (0) only if students complete all outstanding makeup time by the end of the first semester.



## INCOMPLETE MAKE-UP TIME

- Failure to make up your missed time by July 1st may result in an incomplete makeup time termination and a charge of \$80 for each missed day.

## TERMINATION POLICY

A student can be terminated from his/her CWSP job placement by either the company worksite or CWSP staff at any time.

- Performance or Behavioral Termination: Occurs when a student is not performing or behaving at work to the standards set by Saint Martin de Porres and the CWSP company worksite.
- Attendance Termination: Occurs when a student has been absent four (4) workdays and has not completed all previous makeup days. Students will not be removed from their worksite unless there are performance or behavioral concerns. All absences are required to be made up. Please refer to the section MAKEUP TIME regarding these procedures.
- Incomplete Makeup Time Termination: Occurs when a student does not complete all outstanding makeup time before July 1st.



# CWSP RETRAINING

After a student is terminated, he/she will participate in a restorative retraining process that, upon successful completion, will allow him/her to earn a new job placement.

- The purpose of retraining is to give the student valuable skills for the workplace that were identified as potential struggles at the former work site.
- **A Termination Letter of Understanding must be signed prior to retraining.**
- **Students in retraining are ineligible to participate in sports and performance activities.**
- Failure to successfully complete retraining will result in a second termination and dismissal from Saint Martin de Porres High School.

## CWSP UNIFORM POLICY

Students are required to be in full Saint Martin uniform on their workday.

- A student not dressed in full uniform may be provided with appropriate clothing from the school.
- Students may not wear pullover hoodies to work.
- If a student cannot correct his/her uniform before leaving for work, the student will not go to work and will have to complete a makeup day.



## TRANSPORTATION AND CWSP

- Saint Martin provides all students transportation to their worksites.
- All Saint Martin de Porres High School rules and procedures apply while in transit to and from work.
- If a student does not need CWSP transportation for a single work day, a parent/guardian should notify CWSP via the CWSP Hotline 216-346-7896:
  - Morning transportation: By 8:00 AM
  - Afternoon transportation: By 1:00 PM



### CWSP MISSED VAN POLICY

For a student who misses his/her transportation to work:

- Once: Will result in a warning and the parent/guardian will be notified.
- Twice or more: Students will be charged \$25 and a parent/guardian will be notified.
- The student will be responsible for making up any missed work time due to student tardys.