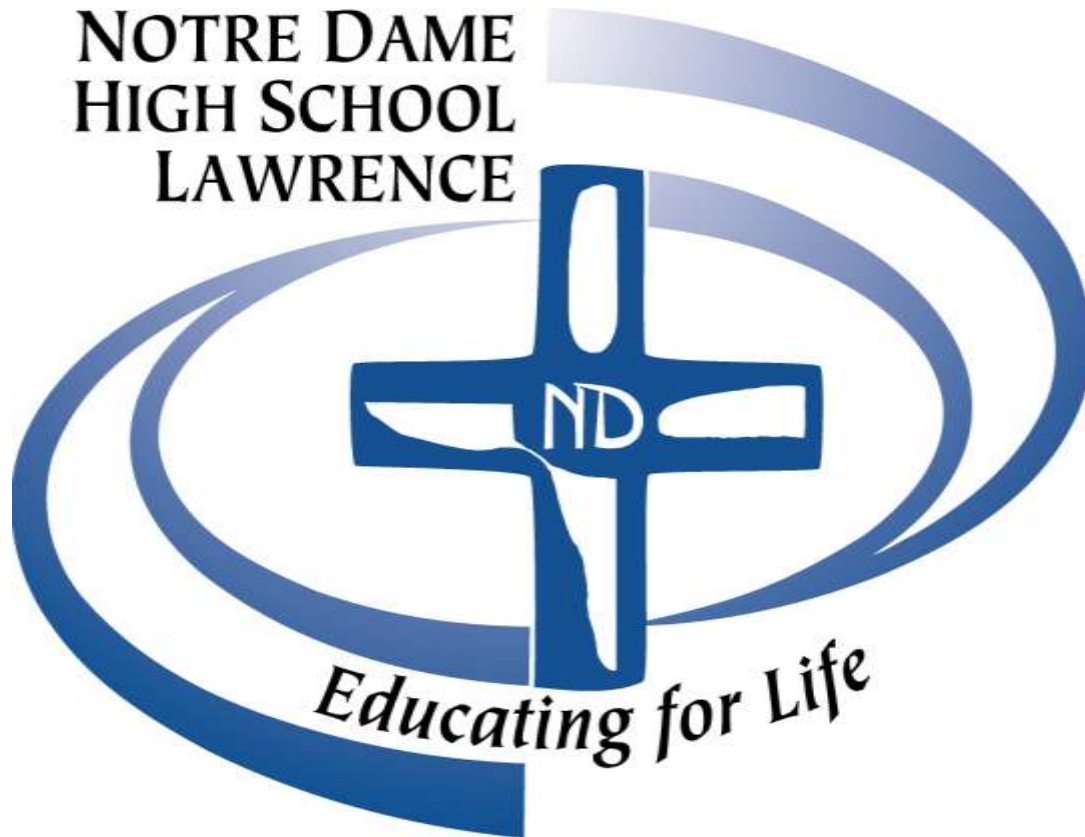


NOTRE DAME
HIGH SCHOOL
LAWRENCE



Student Handbook 2010 – 2011

Corporate Work Study Program

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CORPORATE WORK STUDY PROGRAM

- **Corporate Work Study Policies**

The Corporate Work Study Program (CWSP) is an integral part of the students' educational experience at Notre Dame High School (NDHS). Students gain valuable exposure to a variety of office environments and learn to work and to interact with adults in a professional atmosphere.

- **Corporate Sponsor**

The CWSP is the legal employer of the students. The Sponsors are not the students' employers. Parents or guardians must not contact Sponsors directly under any circumstances. Any absences or concerns are to be addressed solely with CWSP staff members.

- **Job Placement**

The CWSP staff members decide where the student will be placed and what duties he/she shall perform. The CWSP staff members will do their best to place the student with a Sponsor that best suits his/her abilities and interests. During the school year a CWSP staff member may transfer a student to another Employment Sponsor for any reason.

- **Re-Training and Dismissal from School**

A positive attitude and a commitment to high standards of responsibility, productivity, and self-discipline are required. Students will be held to high standards of honesty and integrity. Students are expected to follow the policies of the Employment Sponsors as set forth in their orientation materials. Any student who does not meet the expectations and standards of the CWSP at any time will be required to successfully complete the re-training program or may be asked to withdraw from the school.

WORK ETIQUETTE

- **Code of Conduct**

In the workplace, students represent themselves, their families, the school, and current and future students. Students are not permitted to leave work for any reason unless pre-approved by a CWSP staff member. The CWSP staff members expect all students to be:

- Honest
- Polite
- Respectful

- **Work Dress Code**

Students are required to wear their school uniform to work and must adhere to the policies indicated in the NDHS Student Handbook.

- **Arrival at Work**

Students must report to their supervisors as soon as they arrive at work and turn in their timecard. Supervisors will complete the timecard that records the number of hours worked and the rating for the day's performance.

- **Lunch Break**

Students are required to follow the lunch and break schedule that other employees at the work site follow. Students are required to tell their Supervisor when they leave and when they return from lunch or a break.

- **Use of Internet**

Students are prohibited from accessing the internet (Facebook, YouTube, Google, etc.) unless prior approval from their supervisor is granted. Such actions will result in appropriate disciplinary action which may include termination from the job and subsequent dismissal from the school.

- **Cell Phone and Other Electronic Devices**

Use of the student's personal cell phone, iPod, or other electronic devices is not allowed while students are at work. If a student is found using a personal electronic device, the device may be confiscated and other disciplinary actions may result.

- **Visitors**

Students shall not receive visitors during work hours.

CWSP ROUTINE

- **Check In**

On workdays, all students must personally check-in with a CWSP staff member by 7:15 am. If a student is going to be late or absent, he/she must call a CWSP staff member by 7:15 am. Students must be in uniform and ready for work. Cell phones and iPods are not permitted at check-in and may result in confiscation. Once students have been checked-in, they are not permitted to leave the check-in area.

- **Tardiness**

It is essential for students to be on time for check-in. The CWSP staff members reserve the right to assign detentions to students who are chronically late or violate any of the CWSP expectations.

- **Transportation to the Work Place**

All students are required to ride the van to and from work, unless a Transportation Contract is signed by the Supervisor, parent/guardian and a CWSP staff member. If a parent/guardian needs to pick up or drop off their student from work due to an exceptional situation, the parent/guardian must contact a CWSP staff member. Students are required to act professionally on the vans and to treat each van driver with respect and courtesy. Students will be charged a non-refundable **\$10*** fee if they miss the van.

ATTENDANCE

- **Missed Workdays**

Missing a day of work is a very serious event. Any missed time from work must be made up. The expectation of the CWSP is that missed days must be made up as soon as possible and *before* school closes in June. If a student is absent on a workday, a parent/guardian must call the CWSP office by 7:15 am on the morning of the absence at:

978-273-4446

Students are fined **\$150*** for every missed work day that is not made up. This fee corresponds with the amount of money the Sponsor pays NDHS for one workday. Students absent from work will not be permitted to attend any school functions on that day. Any unexcused absences will be reflected in quarterly grades and students will be charged a non-refundable **\$10*** fee. If a student brings in a written note from a parent/guardian or doctor stating the reason for the absence the \$10 fee will be removed. Excessive, unexcused absences may result in dismissal from the school. All absences must be made up, regardless of the reason, by the end of the school year. In addition, if a student requires transportation from NDHS for a make-up day, a non-refundable **\$10*** fee must be paid *before* the actual make-up day to cover the transportation costs.

- **Illness at Work**

If a student becomes ill at work, the student must call the CWSP office. A CWSP staff member will contact the parent/guardian to arrange transportation for the student. A fee of **\$10*** will be charged if the CWSP needs to pick up a student due to illness from his/her job. Leaving work early for illness counts as a day that must be made up.

- **CWSP Closing for Snow**

In the event that the CWSP is cancelled, due to snow or inclement weather, you will be notified by an automated phone call. Your Sponsor will decide if you need to make up the day.

- **Early release from Work**

The student's commitment to complete the full workday comes before all other commitments, including sports, extra-curricular activities and other school-sponsored events. School early dismissal days do not apply to workdays. Students must refrain from scheduling medical or other appointments on their work days.

- **Grading System**

The CWSP will issue students a grade for each quarter based on performance at work, attendance, adherence to the CWSP policies and personal attitude and behavior.

TERMINATION & RE-EMPLOYMENT PROGRAM

CWSP staff members strive to create an environment for student success. CWSP staff members are committed to supporting students to the greatest extent possible. Students are expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with CWSP staff members and their Supervisors to resolve any questions or concerns. If a student does not meet the CWSP and/or Sponsor's expectations, he/she will be terminated from the workplace.

A student who is terminated from the work place must meet with a CWSP staff member and his/her parent/guardian and sign a Re-Employability Agreement. The student must successfully complete the CWSP Re-Employability Program and will pay a non-refundable fee of **\$250.00*** to offset the time lost at work. During the CWSP Re-Employability Program, the student must report to check-in on his/her scheduled workday. Students will complete the CWSP Re-Employability Program at NDHS.

The non-refundable fee of \$250.00 is required on the day the Re-Employability Agreement is signed. Failure to sign a CWSP Re-Employability Agreement and to make the \$250.00 payment may result in dismissal from NDHS.

Upon successful completion of the Re-Employability Program, the student will be assigned to a new work site. Any student removed from a job placement for disciplinary or performance reasons more than once will be dismissed from the school.

***ALL FEES ARE NON-REFUNDABLE**

Missed van fee	\$10
Unexcused absence	\$10
Pick up at work due to illness	\$10
Make up day transportation	\$10
Failure to Make up day of work	\$150
Termination from Job	\$250