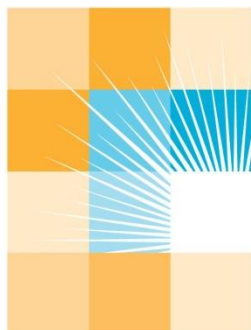


Cristo Rey Jesuit High School – Twin Cities



CRISTO REY
JESUIT HIGH SCHOOL

Hire4Ed Client Handbook 2011-2012

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www.cristoreytc.org

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Mission Statement

The mission of Cristo Rey Jesuit High School-Twin Cities is to provide an education in the Jesuit tradition which integrates college preparatory, academic and professional work environments thereby preparing students from under-resourced families for success in college life.

Graduate at Graduation Statement

The graduate of CRJHS-TC is confident, inquisitive, reflective, motivated, and flexible. He or she views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success, but is also aware that failure is an important part of learning and maturity.

The following traits form a profile of a graduate at graduation. The Cristo Rey graduate is...

- **Open to Growth:** The Cristo Rey graduate learns to seek out new challenges and opportunities to enrich his or her experience or perspective, be it religiously, socially, culturally, emotionally, or intellectually.
- **Religious:** The Cristo Rey graduate maintains a deep understanding of faith-based values, and relies on these as the bases for strong morals and ethical judgments.
- **Intellectually Competent:** The Cristo Rey graduate has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of thinking, reasoning and cognitive skills and habits.
- **Loving:** The Cristo Rey graduate is aware that a full life involves loving other human beings as much as oneself, and he or she values the uniqueness of each relationship.
- **Committed to Justice:** Experienced in service, the Cristo Rey graduate heeds the call to service for others to effect change and sees service as a gift to self, not only to others.
- **Work Experienced:** The Cristo Rey graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The graduate recognizes the dignity of work, and its integral connection to justice and the choices she or he has to create a better society.

Motto

- A School that Works

School Colors/Mascot

- The Pumas colors are Blue, Orange, and White

Non-Discrimination Statement

CRJHS-TC does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school administered programs.

HIRE4ED Program Overview:

Welcome! ¡Bienvenidos!

HIRE4ED is a unique, nationally successful work-study model that provides students with real world job experiences while allowing them to earn a large portion of the cost of their education. It is an integral part of their educational experience at Cristo Rey Jesuit High School Twin Cities. Students are required to commit themselves to high standards of responsibility and behavior. The intent is that HIRE4ED is both a positive experience for both the student and the Client. Through their work experience, students gain exposure to "real world" work situations that will help them make informed decisions about their abilities and their future. The Client gets real work done while interacting with and mentoring the student workers. All partake in developing the talent pool for the future.

HIRE4ED contracts with organizations to fill entry-level clerical positions at the Clients' places of business. HIRE4ED coordinates schedules with Cristo Rey Jesuit High School so that, without missing any classes, each student is available one full day (approximately 7.5 to 8 hours) each week, plus an extra day every fourth week. Class schedules are staggered so that an equal number of students are available each day of the workweek. Students are placed in teams and are assigned to Client positions. The team of students "job share" the position for the school year.

In return for the students' work, each Client signs a contract agreeing to pay HIRE4ED a fee. This fee is used to cover the administration costs of the program and the remainder is run through a payroll system. Instead of receiving a check for their net earnings, students sign an agreement with HIRE4ED, which assigns their earnings to Cristo Rey Jesuit High School to help offset the cost of their education.

By participating in HIRE4ED, Clients create an invaluable learning and work experience for Cristo Rey students. HIRE4ED asks its Clients to treat students as they would any other employee or contracted worker. Working with adults in an adult environment helps students understand the importance of acting responsibly and professionally. A Client should feel free to instruct and express approval or disapproval with students just as she/he would any other employee regarding a particular attitude, the quality of a work product, or any other situation meriting comment.

HIRE4ED supports Clients and students in this experience. Through ongoing communication, HIRE4ED provides a high level of support to all Clients in all matters involving students at the workplace. HIRE4ED aims to support student job-learning, skill-building, and positive behavior formation as apt to each Client workplace. HIRE4ED expects that any serious circumstance concerning students requires its involvement. Clients are asked to notify administrators of the program of any immediately serious or ongoing problems involving a student.

HIRE4ED attempts to make participation as simple as possible for its Clients. For this reason, our policies and procedures follow, as much as possible, standard business practices and customs. This handbook outlines the expectations for Clients participating in HIRE4ED. Cristo Rey Jesuit High School – TC reserves the right to change or alter this handbook at any time. Changes or modifications to this Handbook are

made in writing and communicated to Clients. Requests for clarification of any part of this handbook should be addressed to HIRE4ED administration.

If a Client has any problems or concerns about HIRE4ED, or with any of its administrators, she/he is encouraged to address them directly with HIRE4ED or with Cristo Rey Jesuit High School - TC President, Fr. Tim Manatt, S.J.

Thank you for joining the mission of Cristo Rey Jesuit High School- TC.

Meg Brudney, Executive Director HIRE4ED

Standards of Conduct

All HIRE4ED Clients and employees are expected to maintain appropriate professional boundaries in their relationships with students and exercise professional discretion when sharing personal information. Good judgment must be employed at all times when dealing with students.

By legal definition, any event that brings students and employees together -no matter the location, time or purpose and whether or not Cristo Rey had knowledge of the event -makes Cristo Rey potentially liable for anything that transpires at the event.

All Cristo Rey Jesuit High School employees are required to complete VIRTUS Training in accordance with Archdiocesan mandates to ensure the safety of all our students. While supervisors are not required to attend VIRTUS Training, they are expected to adhere to the policies and procedures set forth by VIRTUS. This includes:

- When meeting one-on-one with a student, do so in a public area. If you are in an office, make sure a door is kept open so that both student and Client are visible from the door. Rooms without interior door windows or sidelights should not be used for student meetings.
- Students should never be left alone in meeting rooms or offices without adult supervision, by two adults.
- Clients should avoid transporting students in their own vehicles and should never be alone in a vehicle with student(s).
- Clients are encouraged to have another adult in the room whenever they meet with individual students.

These guidelines are intended to protect Clients and students and to lessen the chances of any misunderstandings or misinterpretations of words or behavior.

Client Assignments

HIRE4ED determines all Client assignments for students and reserves the right to move students based on performance. A job fair is held during the school year where students interview for job positions and clients create preferences for hiring. Client and student preferences are honored as best as possible. Clients receive a list of the students assigned to work at their organization before the common worksite orientation at the beginning of the school year. Changes will only be made after consultation with the Client.

Students are expected to conduct themselves in a manner consistent with the expectations of the workplace. If a Client is displeased in any way with a student's performance and/or behavior, the Client is encouraged to address the situation as soon as possible with a HIRE4ED Coordinator. At the Client's request, a student will be removed from a position at any time and effort will be made to replace the student within 10 working days of removal. If HIRE4ED is unable to replace a student, the Client's fee can be reduced *pro rata* at the Client's request.

Expectations for Students

Hire4Ed has a vested interest in both the continued success of students in the work experience and the continued satisfaction of its Clients. To monitor and assess progress, Hire4Ed conducts formal site visits with each Client to meet with supervisors two times per year. Each student is visited at the workplace at least once per year by a Hire4Ed Coordinator for the purpose of work performance assessment and to affirm compliance with all applicable provisions of 29 CFR §570.37 and section 6 of the Fair Labor Standards Act. Students and supervisors are also required to submit online evaluations/assessments regarding their experience. In addition, informal feedback from supervisors and students via in-person conversations, e-mails, phone calls, and job-shadowing is encouraged.

Students are encouraged to review job evaluations and assessments with supervisors and their HIRE4ED coordinator. The performance evaluation may assist students and HIRE4ED administrators gauge student performance, their compliance with HIRE4ED policies, and indicate Client satisfaction levels. The evaluations also influence student grades. Students are also required to complete an evaluation of their workplaces, which are made available to the Client for review. Supervisors are also encouraged to conduct regular reviews and evaluations of students using their organization's specific assessment methodology and standards.

Hire4Ed will act as mediator in difficult situations between the student and the Client. Clients are asked to notify administrators of the program of any immediately serious or on-going problems involving a student. At work, students are to comport themselves in a mature, professional manner because student actions and demeanor not only reflect on her/him personally, but also reflect on Hire4Ed and Cristo Rey Jesuit High School-Twin Cities. Any behavioral incidents that occur at work will be examined on an individual basis in accordance with the Positive Behavior Intervention and Support Program (see

page 14) and the individual Client's standards of conduct. HIRE4ED may choose to remove a student from the workplace and will coordinate with the Client to send a replacement.

When a student is performing below expectations, the student, his/her parents/guardians, Hire4Ed personnel, and the student's Advisor may develop a Performance Improvement Plan. The Performance Improvement Plan provides a forum to come to an agreement about the behavior and works toward an agreed upon action plan to help manage and improve the student's work performance. The Performance Improvement Plan is revisited at a set date to assess its success.

If parents/guardians contact a Client with questions or concerns, please refer them to a HIRE4ED administrator.

As employees of HIRE4ED, students are not eligible for Client benefits unless specifically agreed upon by HIRE4ED and his/her supervisor. This includes, but is not limited to use of Client's telephone, office equipment, office services (Internet access, etc.), and office materials.

HIRE4ED requests and expects that all Clients treat its students with respect. For the safety of its students, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs and reserves the right to remove students if necessary. If a student reports an incident, HIRE4ED contacts the Client to evaluate and discuss the situation. Whenever possible, HIRE4ED cooperates with the Client's Human Resources area to resolve situations according to the organization's guidelines.

Hire4Ed Standards and Workplace Behaviors

In order to receive academic credit for Hire4EdWork/Study, students must pass each of the following Standards and Workplace Behaviors with a grade of 3.0 or higher (on a scale of 0-4):

Hire4Ed Standards

1. Attendance and Punctuality
2. Workplace Skills and Terms
3. Attitude and Motivation
4. Productivity and Time Management
5. Workplace Adaptability
6. Initiative and Self-Direction
7. Workplace Understanding
8. Ethical Conduct
9. Self Presentation
10. Precision and Accuracy
11. Teamwork and Collaboration
12. Persistence in New Tasks

Hire4Ed Workplace Behaviors

1. Student Engagement
2. Organization
3. Precision and Accuracy

Hire4Ed requests that supervisors evaluate student work performance four times each year on the 12 Hire4Ed Standards and evaluate students daily on each of the three Workplace Behaviors according to Hire4Ed course rubrics. If a student earns below a 3.0 on a Hire4Ed Standard or consistently earns below a 3.0 on Workplace Behaviors, she or he will meet with a Hire4Ed coordinator to generate a Performance Improvement Plan. The Performance Improvement Plan will then be shared with that student's supervisor to ensure progress toward student goals and success.

Workplace Orientations

To ensure that each member of the student team receives the same introduction and initial training, HIRE4ED encourages each Client to schedule a common orientation. Date and time for the orientation is scheduled through HIRE4ED. The orientation session is not mandatory and is held at the option of the Client.

Student Team Rotation & Daily Work Schedule

On the day a student is assigned to work, she/he is expected to work a full day of approximately 7½(seven and a half) hours. Each student is available one full day each week, plus an extra Friday every fourth week. Depending on the bus/taxi schedule, students will be dropped off at a stop sometime between 8:30 a.m. and 9:00 a.m. Students may be dismissed from work sometime between 4:30 p.m. and 5:00 p.m. CRJHS-TC coordinates student transportation home from the workplace. Each student will be notified of her/his transportation schedule when she/he receives her/his job assignment. Each Client will be notified of the student transportation schedule at the beginning of the work year. Each student will be allowed about 10 minutes to get from the transportation stop in the morning to the client workplace and for notifying supervisors when he/she must leave in the afternoon. Clients are asked to monitor the student arrival and departure times as to avoid a habit of arriving late or leaving early.

Student Team Work Schedule: Four Week Rotation

Monday	Tuesday	Wednesday	Thursday	Friday
Student A	Student B	Student C	Student D	Student A
Student A	Student B	Student C	Student D	Student B
Student A	Student B	Student C	Student D	Student C
Student A	Student B	Student C	Student D	Student D

Lunch Time and Breaks

Students are expected to take time for lunch and breaks as arranged through the supervisor's preference and schedule. Students and supervisors should communicate early in the year to determine appropriate times and lengths of breaks during the workday. If a supervisor is dissatisfied with a student's use of lunch and/or break time, the supervisor is requested to notify Hire4Ed as soon as possible. Students are to remain within the workplace for lunch and breaks. Lunch is provided by Hire4Ed and is not the responsibility of the workplace. A student may bring his/her own food or money to work.

Timesheets

As a way to ensure that all students are accountable for time worked, HIRE4ED asks Clients to verify a timesheet for each student every work day. Students are responsible to check-in and out with supervisors when arriving and leaving the workplace, and for lunch and breaks. Hire4Ed requests that supervisors evaluate students on the three Workplace Behaviors (Student Engagement, Organization, Precision and Accuracy) at the end of each work day in the provided space on the student's timesheet. Supervisors are also encouraged to record comments on timesheets about student work experience, areas of growth, or areas of concern.

Timesheets will be completed by students and approved by supervisors online using the SWORD (Student Worker Relation Database). Supervisors will receive an email directly when a student has completed a timesheet that contains a link to the timesheet for approval. Supervisors can also review and approve timesheets using the site: sis.cristoreytc.org. Usernames and passwords will be distributed prior to the start of the school year.

Student Attire

Students are expected to abide by the Cristo Rey Jesuit High School – TC dress code as set in the Student Handbook. HIRE4ED ensures conformance with Clients who require stricter or company unique dress requirements. If due to the nature of the work, a job requires special clothing, or a uniform, the student must provide HIRE4ED with a written request from the Client.

Clients are not required to enforce the dress code; however, Clients are asked to notify HIRE4ED if a student arrives for work in clothes, accessories, or in a physical condition that the Client deems unprofessional or inappropriate for the workplace.

During school and work, students are required to wear:

- A school uniform long sleeved, button down collar CRJHS-TC shirt (young men) or blouse (young women) that are available for purchase at CRJHS-TC. Young men are required to have the shirt tucked in at all times and buttoned at the collar and down the front. Young women may wear their blouse out and only the very top button may be left unfastened. Sleeves may be *neatly* rolled up if desired.
- Garments worn under clothing must remain invisible.
- Black professional dress pants: The pants must be full-length and the material must be a polyblend (no cotton/no denim). Pants must have a crease. Stretchy or form fitting pants are not permitted.
- Black belt with modest buckle. If young women choose to wear a belt it must be a black belt with modest buckle.
- Black professional looking shoes. No slippers, tennis shoes or UGG style boots may be worn.
- Black socks. Young women may choose to wear brown or black nylons (no “footies”).
- A professional tie. (young men)
- Young men are to be clean shaven, free from beards, mustaches, goatees, and sideburns below the ear lobe.
- Eyebrows are to be free from markings.
- Conservative hair styles and appearance appropriate for the corporate workplace will be allowed. Hair should not be cut shorter than below the #1 guard on hair clippers. Students are not permitted to shave or cut lines, designs, letters, numbers, etc., into their hair.
- Natural hair colors.
- Tattoos should never be visible. Students with tattoos are required to keep them covered at all times.

Though not required, students may choose to wear:

- School ID badge.
- CRJHS-TC Sweater.
- A black professional suit coat. (young men or women)
- A black vest that is part of a suit (young men only)
- Black suspenders instead of a belt (young men only)
- A modest pair of earrings no larger than the size of a quarter (young women only). Other body piercings are not allowed (young men or women).
- Necklaces may be worn inside the uniform shirt. Chain wallets are not permitted (young men and women).
- A single modest bracelet on each wrist. (young men and women)
- A single modest ring. (young men and women)
- A hair band. (young men and women)
- A hijab (حجاب) for religious purposes. (young women only)
- Modest style makeup and nail polish; no glitter. (young women only)

Transportation

HIRE4ED provides transportation to work each workday. Students are responsible for transportation home after work. HIRE4ED works with the student to coordinate home transportation. Direct questions and concerns about transportation to HIRE4ED coordinators.

Attendance

Each student is expected to attend work every day that work is scheduled. Since each student works five days per month, missing a day of work is a serious incident. CRJHS-TC and the student promise the Clients that work responsibilities for the entire school year will be fulfilled. Clients pay CRJHS-TC for the work performed by students and thereby, students automatically receive financial credit toward the cost of education.

Absences

Each student is permitted one sick day per semester without the expectation to make-up the absence. The school Absence Due to Illness or Injury procedure set in the Student Handbook applies. Leaving work early due to illness may be considered an absence. Absences due to illness beyond the one sick day per semester allowance are to be made-up. A student who is feeling exceedingly ill in the morning should not go to work.

The student is responsible for notifying his/her work supervisor the morning of an absence and, if necessary, to schedule a make-up day that is suitable with the work supervisor and the school calendar. A HIRE4ED coordinator will also contact the Client the morning a student is absent. Upon return to work, an absence make-up day form should be completed with the work supervisor and returned to a HIRE4ED coordinator. A student must make-up an absence as soon as possible unless other arrangements are made between the Client, HIRE4ED, and the student. Students are responsible for arranging transportation to and from the workplace on make-up days that occur on CRJHS-TC holidays and breaks.

HIRE4ED requests that Clients allow students to make-up absences from work during school holidays and breaks. Students are not to receive any pay outside of the program for make-up work. If a student ends the school year with more than two unfulfilled or unscheduled make-up days, it can affect the academic grade for the HIRE4ED Program and the standing of the student as a CRJHS-TC student.

Promptness

Prompt arrival to school, class, and work is expected. If a Client deems a student to be excessively tardy to work or returning from breaks, the Client is asked to notify HIRE4ED so that HIRE4ED may address the incidents with the student.

Illness at Work

If a student becomes ill at work, the student should alert his/her work supervisor and contact a HIRE4ED coordinator. The student, work supervisor, and HIRE4ED coordinator will determine the appropriate course of action. A student should not be released on his/her own recognizance. HIRE4ED will call the student's parent/guardian or emergency contact to inform him/her of the situation and course of action. Parents have signed an agreement to give representatives CRJHS-TC and HIRE4ED Clients full authority to seek professional medical treatment on behalf of the student if such treatment becomes necessary during work hours or while participating in the work/study program. Parents also agreed to authorize representatives of CRJHS-TC and the Client to dispense over-the-counter medication if the student requests it. Students may bring medication to work and self-dispense the medication.

School & Extracurricular Activities

School and extracurricular activities should not interrupt a student's work schedule. In the event that any school or extracurricular activity conflicts with a student's work schedule, the student's first responsibility is to her/his job. A student may not miss any work in order to participate in extracurricular activities without a prearranged agreement between HIRE4ED, the Client, and the student. The student is to inquire with HIRE4ED concerning a schedule conflict, and if deemed appropriate, approach the Client with the request.

School Holidays

HIRE4ED asks Clients to allow students to take-off work on scheduled school holidays without the expectation to make-up the workdays. School holidays are marked on the school calendar.

If a Client would like students to work on a scheduled school holiday, notify HIRE4ED for arrangement.

Client Holidays

For a business holiday or special meeting day when a student's services are not required or proper supervision is not available, the Client should notify HIRE4ED in advance. In these cases, students work at HIRE4ED or local non-profit organizations.

Hiring Students during School Holidays & Breaks

Clients may choose to hire students during school breaks and/or holidays as a result of quality performance at work during the academic year. Clients may: 1) Students, remaining employees of HIRE4ED, may be hired at the minimum pay rate of \$10.00 per hour with HIRE4ED continuing to handle all payroll matters. 2) Hire the students as direct employees of the Client at the Client's decided pay rate.

If a student no longer attends CRJHS-TC (due to graduation, transfer or loss of academic standing), he/she may no longer work for any company as a Hire4Ed employee. Students may work directly for a Hire4Ed client, however he/she would need to receive direct compensation from his/her employer.

Hire4Ed Employee of the Month and Student Recognition

Each month during the school year, one student is selected by Hire4Ed as its Employee of the Month. Work supervisors may nominate a student by contacting HIRE4ED coordinator. The student is recognized for this achievement during a school assembly and through school postings. The Employee of the Month performs exceptionally during the month, is in good standing academically, practices ethical and appropriate behavior regularly, and has outstanding attendance at school and work for the month. Students who have outstanding performance at work may be recognized through other means by Hire4Ed.

Drug Testing

CRJHS-TC students are subject to drug testing in workplaces where drug testing is required of each employee. Students at these workplaces may be subject to drug testing either as a pre-employment requirement or random test throughout the year. The Client has access to the results of drug testing. A failed drug test will prevent the student from working at that site.

Pre-employment Screening

CRJHS-TC students may be subject to submitting background checks, signing confidentiality agreements, and/or fulfilling other pre-employment requirements as a Client deems necessary. However, clients are asked to contact a Hire4Ed coordinator before asking students to sign any documents or submit to any other pre-employment requests.

Work Permits

Child Labor laws require that organizations employing students under the age of 16 (sixteen) years obtain a work permit from the student's school. Cristo Rey issues these permits and can supply Clients with copies for those students for whom it is required. All Cristo Rey students are over 14 years of age. A sample work permit is included on page 17.

Worker's Compensation & Liability Insurance

HIRE4ED carries Workers' Compensation coverage for student employees. As stated in the Client Agreement, HIRE4ED also holds liability coverage for itself and the students. A copy of the Outline of Coverage for liability insurance is available at the request of the Client.

Positive Behavior Intervention and Support Program

Persons in the CRJHS-TC Community will participate in the Positive Behavior Intervention and Support Program. All persons in the CRJHS-TC Community will be expected to follow the Behavioral Expectations as outlined below. Students who demonstrate appropriate behavior according to the Positive Behavior Intervention and Support Program will be able to continue as a student at CRJHS-TC where they will have opportunities to gain the knowledge and skills needed to be successful in their experience at CRJHS-TC. All behavior in the school should help to establish and maintain an environment within the school that fosters maximum learning and mutual respect. Students are expected to be respectful of the learning process and to take responsibility for their own learning. Students who struggle with this may be required to remain after 3:30PM to complete retraining sessions.

CRJHS-TC Behavioral Outcomes:

Persons in the CRJHS-TC Community are expected to demonstrate behaviors that result in persons who are -

- Guided by faith.
- Prepared for Life.
- Serving others.

When the members of the CRJHS-TC Community demonstrate these behaviors, the result is a community where persons are:

- Safe
- Healthy
- Educational

When a situation that is not safe, healthy or educational presents itself, members of the Cristo Rey Jesuit High School Education Support Team and/or the student may:

- Examine the severity and all perspectives of the situation.
- Will help the student understand his/her choices or options.
- May be required to discuss and practice the appropriate behavior, attend retraining after school, or depending on the severity, other actions may be taken.
- Discuss appropriate behavioral changes. If discussing behavior change and practicing the expected behaviors are not effective in assisting the student to change his/her behavior, a CRJHS-TC Improvement Plan may be developed.

Students exhibiting unsafe behavior or inability to control themselves may be removed from class/work.

Examples of unsafe behavior include, but are not limited to:

- Unhealthy physical contact
- Gang related behavior
- Use/possession of unhealthy substances
- Use/possession of weapons

Parents/Guardians may be contacted and asked to participate in actions taken to assist the student in correcting her/his behavior so that it is in line with the Cristo Rey Jesuit High School behavioral expectations. Law enforcement may be called if the Cristo Rey Jesuit High School Education Support Team determines it is warranted.

Friday Work Schedule 2011-2012 School Year

September:

Friday 2nd Thursday
Friday 9th Monday
Friday 16th Tuesday
Friday 23rd Wednesday
Friday 30th Thursday

October:

Friday 7th Monday
Friday 14th Tuesday
Friday 21th Wednesday
Friday 28th Thursday

November:

Friday 4th Monday
Friday 11th Tuesday
Friday 18th Wednesday

December:

Friday 2nd Thursday
Friday 9th Monday
Friday 16th Tuesday

January:

Friday 6th Monday
Friday 13th Tuesday
Friday 20th Wednesday
Friday 27th Thursday

February:

Friday 3rd Monday
Friday 10th Tuesday
Friday 17th Wednesday
Friday 24th Thursday

March:

Friday 2nd Monday
Friday 9th Tuesday
Friday 16th Wednesday
Friday 23rd Thursday
Friday 30th Monday

April:

Friday 13th Tuesday
Friday 20th Wednesday
Friday 27th Thursday

May:

Friday 4th Monday
Friday 11th Tuesday
Friday 18th Wednesday
Friday 25th Thursday

June:

Friday 1st Monday
Friday 8th Tuesday

Julius Eromosele
612-545-9710

Amcom Software Inc
Health Partners
Leonard Street and Deinard, P.A.
M&I Bank
Marquette Real Estate
Marquette Transportation
Minneapolis & Suburban Bus Company, Inc.
Minnesota WorkForce Center
National Checking Company
Optum Health
Pace Analytical
Pohlad Family Foundation
Risen Christ Elementary School
Ryan Companies
SPS Commerce
SuperValu Distribution Center
Thomson Reuters
UnitedHealth Group
UnitedHealthcare Community & State
US Bank/US Bank ATM
Valspar Corporate
Wells Fargo Audit and Security
Wells Fargo Brokerage Services #1
Wells Fargo Brokerage Services #2
Wells Fargo Home Mortgage
Wipfli LLP
Xcel Energy
Xcel Energy Legal Department

Hire4Ed Coordinator
Clients

Matt Hourigan
612-545-9752

Advance Auto Parts
AgMotion
Allina Hospitals & Clinics, Allina Commons
C. H. Robinson Worldwide, Inc.
Cristo Rey Jesuit High School - Twin Cities
Dorsey & Whitney LLP
Dougherty & Co. LLC
ECMC
Ecolab
Friends of the Orphans
General Mills
Gray Plant Mooty
Holy Rosary / Santo Rosario Catholic Church
Japs-Olson Company
Joyce Preschool
Kemps, LLC
KFAI, Fresh Air, Inc.
LarsonAllen LLP
LeJeune Steel Co.
Lindquist & Vennum PLLP
Luther Automotive Group
Merchant & Gould
Minnesota Twin's Baseball
Mortenson Construction
Northern Star Council, Boy Scouts of America
PwC LLP
SALO LLC
Trujillo's Services
Urban Ventures Leadership Foundation
Zelle Hofmann Voelbel & Mason

Sarah Quinn
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Avtex Solutions, LLC
Best & Flanagan LLP
Best Buy Corporate
Cabrini Partnership
Capella Education Co.
Casa Guadalupana
Catholic Charities of St. Paul & Minneapolis
Ceridian Corporation
Children's Hospitals and Clinics of Minnesota HR
Deloitte
Delta Air Lines, Inc.
Expeditors International
Fredrickson & Byron, P.A
Geek Squad - Roseville
Hennepin County Fourth Judicial District
Hubbard Broadcasting Inc
International Education Center
Lazard Middle Market LLP
Medtronic, Inc.
Merrill Corporation
Omni Workspace Company
Open Arms of Minnesota
Oppenheimer Wolff & Donnelly LLP
Project For Pride In Living
Regions Hospital
Robins, Kaplan, Miller & Ciresi LLP
Search Institute
Tennant Co.
The Basilica of Saint Mary
University of St. Thomas - Opus College of Business
University of St. Thomas - School of Law
Youth Frontiers, Inc.

Current as of July 2011

10 Tips for Supervising Cristo Rey Students

1. Welcome students to the company by introducing them to various people in your office.
2. Assign a variety of work that is of value to the department and company.
3. Give clear and thorough instructions to students. Ask students to repeat the instructions and encourage questions.
4. Establish a regular routine/schedule that can be adjusted as needed and check in with students on a regular basis, especially when completing projects independently.
5. Include students in events or meetings happening in your department/company when appropriate.
6. Motivate students through positive reinforcement.
7. Ask the student their opinion about how best to complete a task; incorporate their ideas if appropriate and give appropriate congratulations.
8. If a student seems unmotivated:
 - a. Ask if he/she ate breakfast or lunch.
 - b. Ask if he/she had enough sleep.
 - c. Ask if he/she would like to walk around and get some air.
 - i. Young people prefer to move around on a regular basis to stay focused.
 - d. Allow students to take reasonable breaks.
 - e. Healthy snacks increase energy.
9. Ask students about themselves and career interests; see if there are potential networking opportunities.
10. Be sensitive in working with students on correcting errors or issues; sometimes students cannot separate personal vs. professional frustrations.

10.5 Use your HIRE4ED Coordinator. You are not expected to know everything! Please contact us with any concerns!

Minnesota Department Of Labor And Industry / Labor Standards
443 Lafayette Road Saint Paul, Minnesota 55155-4306
(651) 284-5005

CHILD LABOR EXEMPTION PERMIT

Permit Number : 7269

By This Permit, Issued Pursuant to Minnesota Statutes 181A.07, Subdivisions 5 And 6, An Exemption Is Granted For The Employee Named Below To Be Employed By The Employer Named Below.

Employee:

██████████
██████████
MINNEAPOLIS MN 55407

Employer:

CRISTO REY WORK/STUDY PROGRAM
2924 4TH AVE S
MINNEAPOLIS MN 55408

Occupation: **ENTRY LEVEL CLERICAL WORK**

Permit Effective Date: **08/24/2011**

Permit Expiration Date: **07/31/2012**

Specific Exemptions:

Minor under 16 years of age; during school hours on school days (181A.04 Subd. 2)

No provisions of this permit shall excuse non-compliance with any other state or federal law or municipal ordinance establishing higher standards

Facts and conditions of employment that differ from those included on the application are not covered by this exemption and are subject to all provisions of Minnesota law.

Employment outside of these conditions shall be subject to all laws and regulations pertaining to child labor. The exemption applies only to the specific sections or regulations stated above and does not negate the force of any other provision of Minnesota law. The commissioner may invoke any permit when in his/her opinion the employment of the child in such employment is detrimental to said minor's health, education or welfare.

Roslyn C. Wade

Director of Labor Standards

7-1-11

Date Issued

LI 80016-03 (11/2002)

Cristo Rey Jesuit High School Calendar 2011-12

Date:	Event:	Time:
Friday, August 5	New Supervisor Orientation @ Cristo Rey	8:30-3:00PM
Wednesday, August 24	Workplace Orientation	1:00PM
Thursday, August 25	Workplace Orientation	1:00PM
Tuesday, August 9-18	New Student Orientation @ Cristo Rey	8:00AM-2:25PM
Monday, August 29	First Day of School and Work	8:00AM
Monday, September 5	Labor Day: No School / No Work	
Tuesday, September 27	Hire4Ed Supervisor Event	7:30PM
Friday, October 7	Academic Session 1 Ends	
Wednesday, October 19	Student-Parent-Teacher Conferences	3:30-7:00PM
Thursday, October 20	Student-Parent-Teacher Conferences	5:00-8:30PM
Friday, October 21	Wed. Workers / CRJHS Staff Professional Development Day	
Saturday, October 22	ACT Grade 12	
Friday, November 23	Academic Session 2 Ends	
Thursday, November 10	Hire4Ed Best Practice Luncheon	11:45AM-1:30PM
Thurs.-Fri., Nov. 24-25	Thanksgiving Break: No School / No Work	
December 19-January 2	Winter Break: No School / No Work	
Tuesday, January 3	School and Work Resume	8:00AM
Monday, January 16	Martin Luther King, Jr. Day: No School / No Work	
Mon.-Fri., January 23-27	FINAL EXAMS	
Friday, January 27	Academic Session 3 Ends	
January 29-February 4	Catholic Schools Week	
Wednesday, February 8	Student-Parent-Teacher Conferences	3:30-7:00PM
Thursday, February 9	Student-Parent-Teacher Conferences	5:00-8:30PM
Monday, February 20	Mon. Workers / CRJHS Staff Professional Development Day	
Friday, March 9	Academic Session 4 Ends	
Tuesday, March 13	Tues. Workers / CRJHS Staff Professional Development Day	
Saturday, April 14	ACT Grade 11	
Thurs.-Tues., April 5-10	Easter Break: No School / No Work	
Friday, April 27	Academic Session 5 Ends	
Friday, May 4	Hire4Ed Supervisor Recognition Luncheon	11:45AM-1:00PM
Thursday, May 10	Thurs. Workers / CRJHS Staff Professional Development Day	
Monday, May 28	Memorial Day: No School / No Work	
Tues., May 21 – Fri. May 25	Hire4Ed End-of-Year Presentations of Learning	
Wednesday, May 30	Hire4Ed Job Fair	2:00-5:00PM
Saturday, June 9	Graduation Class of 2012	2:00PM
Mon.-Thurs., June 11-14	FINAL EXAMS	
Wednesday, June 13	Last Day of Work	
Thursday, June 14	Academic Session 6 Ends/Last Day of School	