

The background image shows the exterior of a historic red brick building. The central entrance features a stone archway with a wooden door, flanked by stone columns. Above the door is a small arched window. The building has multiple stories with arched windows on the ground floor and rectangular windows above. A wide set of stone steps leads up to the entrance, flanked by black wrought-iron railings. A red banner with white text is overlaid on the center of the image.

Corporate Partners Orientation 2026-2027



CRISTO REY
NEW YORK HIGH SCHOOL

Agenda

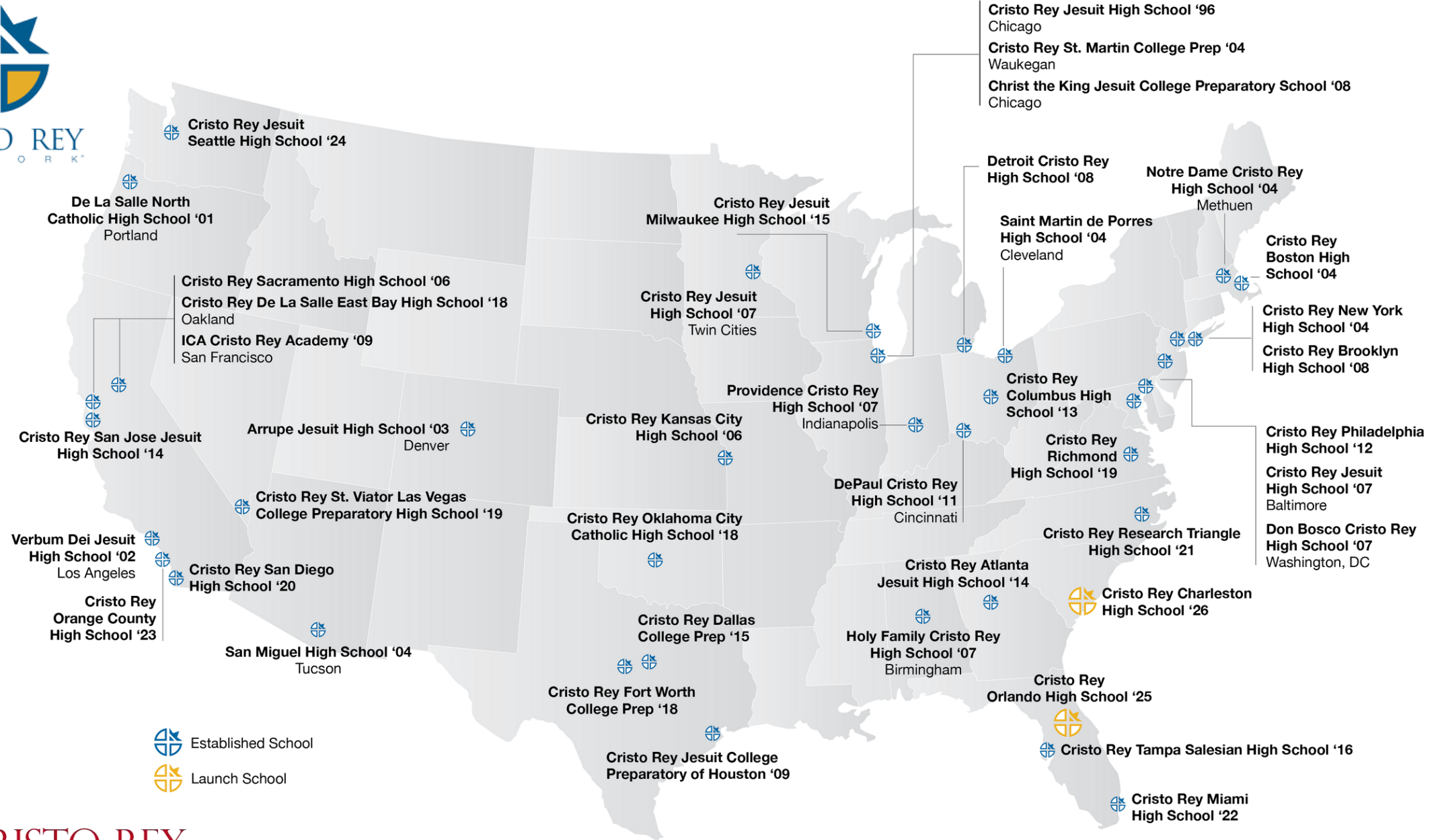


- About Cristo Rey New York
- Program Overview
 - Student Expectations
 - Supervisor Expectations
 - Supervisor Best Practices
- Calendar
- Q&A



About Cristo Rey

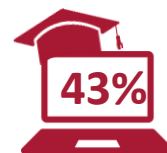




About CRNY

Cristo Rey New York High School

CORPORATE WORK STUDY PROGRAM



43% of Tuition
Contributed by
CWS

80+

Corporate Partners

90% Retention



Years of work
experience for
all students

AT A GLANCE

STUDENT LIFE

100% College
Acceptance Rates



80+
Corporate
Sponsors



355
Students



20+
Clubs and
Activities



8
Sports



11:1
Student to
Teacher Ratio

ACADEMICS

DEMOGRAPHICS



Grades

9-12

40

Cristo Rey
Network
Schools



76%



Faculty with
advanced degrees



\$4.6M
Earned in College
Scholarships
by Class of 2024



\$1,441
Average Family
Tuition
Contribution

CRNY Students **5x**
More likely to earn a college
degree than their peers

5

Advanced
Placement
Classes



Average
ACT Score
20



1469
Alumni

42%
58%

Male
Female



\$41,328
Average Family
Income



99%
Students
of Color



CRISTO REY
NEW YORK HIGH SCHOOL

Cristo Rey Mission

Cristo Rey New York High School educates young people of **limited economic means**.

We provide a rigorous college prep curriculum integrated with a **relevant work study experience**.

Education at Cristo Rey New York occurs **both in the classroom and in corporate offices**.

By **matching business interests with the educational and economic needs** of our students, we give them their best chance of overcoming the financial challenges that limit their life outcomes.



Program Overview



Meet The CWS Team



Angela Acevedo
VP CWSP



Dishawn Carcamo
Associate Director CWSP



Kimberly Watkins
Associate Director
Curriculum Readiness



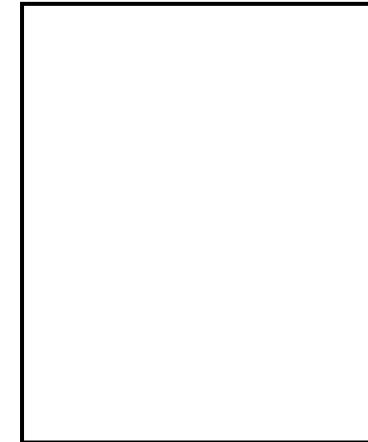
Moira Garry
Partnership
Associate



Ingrid Marrero
Partnership
Associate



Marvin Thomas
Partnership
Associate



**Partnership
Associate**

Student Expectations



Student Associates Schedule

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM to 5:00 PM					Academic time and events
	FRESHMAN	JUNIOR	SOPHOMORE	SENIOR	

- ❑ Student Associates should arrive to your office by 9:30 AM. If your student has not arrived by 9:45AM, please reach out to your Partnership Associate to notify them.



Student Associates Timeline

FRESHMAN YEAR: The Foundation

- Learn the fundamentals of a professional workplace: Punctuality, dress code, and office etiquette.
- Showing up prepared and asking questions.

SOPHOMORE YEAR: Growing Independence

- Deeper understanding of office culture, workplace norms, and how their roles fits into the larger team.
- Taking initiative; Begin to anticipate needs rather waiting for instruction – asking more informed questions.

JUNIOR & SENIOR YEAR: Expanding responsibility & Career Ready

- Noticeable increase in the complexity and scope of assigned tasks
- Contributing ideas, solving minor problems independently, and managing multi-step projects
- Encouraged to identify and pursue specific professional interests within the workplace Should be contributing ideas, solving minor problems independently, and managing multi-step projects



Work Readiness Curriculum

▪ **Business Boot Camp “Puente”:**

All students attend the summer program prior to joining their first year at CRNY to begin to develop a career-ready mindset and basic work skills.



Corporate Applications Class:

Student Associate receive classes at CRNY to develop:

- Software Proficiency
- Professional Communication
- Career Readiness Skills
- Digital Literacy Skills



Work Readiness Curriculum

- **Interview Project (Fall)**

1- Identify Two Employees per student

Please identify two employees who are not the student's direct supervisor and who would be willing to participate in a brief interview with the Student Associate.

2- Schedule the Interviews

Please help coordinate a convenient time for the student to meet with each employee.

3- Student Interviews

The Student Associate will interview each employee to learn more about their role, career path, and experience at the organization.

CWS Support

The Corporate Work Study team will provide the students with guidance and preparation for the interviews.



Work Readiness Curriculum

- **Project CEO (Spring)**

1- Select a Date & Time

Please work with the CWS team to identify a date and time that works for the CEO, company leadership and everyone at the company involved in the partnership.

2- Select a Location

Please identify a suitable meeting space for the student-led presentation.

3- Student-Led Presentation

The students will lead the presentation and have the opportunity to showcase their work, accomplishments, and learning throughout the year.

CWS Support

The CWS team will help prepare the student and provide guidance to ensure they are confident and ready for the presentation.

Thank you for helping our students develop confidence, presentation skills, and executive-level communication!



Attendance

- ❑ **Tardiness:** On time is late. Early is on time. If your Student Associate is not on time, please let your PA know immediately.
- ❑ **Absences:** Attendance on workdays is required (Dr. appts, sports commitments, etc. are not valid excuses).
- ❑ **Make-Up Days:** A student must make up any missed days of work (workday absences) during breaks in the normal school schedule such as Christmas Break and Spring Break. Students will be charged \$100 for each absence until they returned the make-up form.

Note: students cannot miss a regular school day to make up their workday



Attendance

- ☐ **Make-Up Days:** Students must complete their make-up day form.
- ☐ A student must make up any missed days of work



CRISTO REY NEW YORK CORPORATE WORK STUDY ABSENCE MAKE-UP FORM

SCHEDULING A MAKE-UP DAY

1. Cristo Rey student associates are required by the school to make up any time they have missed from work.
2. For an absence, students must coordinate a make-up day with their supervisor as soon as possible. This form **MUST** be signed by you, a Parent/Guardian, and your supervisor, and with the required information.
3. Available make-up dates are listed on the reverse side. The earliest possible date should be scheduled.
4. *****RETURN this make-up form completed to your Partnership Associate in CWSP the next school day. Failure to do so will result in a \$100 fine.**

TO BE COMPLETED BY STUDENT, AND ALSO SIGNED BY SUPERVISOR AND PARENT

Student Name:	Date(s) Absent:	Reason:
Company Name:	Supervisor Name:	Supervisor Phone: Supervisor Email:

- ☐ Make-up date(s) Agreed by Supervisor (see reverse side for available dates): _____
- OR**
- ☐ Make-up waived/not required.

The student and I (Supervisor) have discussed his/her absence(s) and have mutually agreed that he/she will make up the time lost (if required) on the above-mentioned date(s).

Signature of Supervisor Date

Signature of Student Date

**** If student is required to make-up date, parent/guardian, please read and sign****

I, the parent/guardian of the student, understand the student will be responsible for their own transportation to and from work on their make-up day. **Cristo Rey New York will not release end-of-year report cards to the student unless all make-up days are completed.**

Signature of Parent/Guardian Date



Dress Code

- ❑ Students must be in full compliance of the dress code by the start of CWSP Morning Assembly. **Students are expected to remain in full dress code while at work.**



Policies

- ❑ **Lunch Breaks:** Student Associates must receive a 30 minute lunch break at minimum.
Student Associate should not take a lunch break longer than 1 hour.

- ❑ Student Associates must stay within a 5 block radius from their Job Placement during lunch.

- ❑ **Sick Student:** If a student becomes ill while at work they should notify their Supervisor. The Supervisor should please reach out to their Partnership Associate immediately. Parents/Guardians should not come to the workplace.



Technology

- ❑ CRNY 1:1 Computer program!
- ❑ We encourage you to set norms early on about phone and internet use.
- ❑ Student workers are not permitted to use electronic devices while working unless they receive explicit supervisor permission.
- ❑ Please let CWSP know if a Student Associate uses electronics inappropriately.



Supervisor Expectations



Accountability & Feedback



Why does Timecard Feedback matter?

- ❑ Timecards are the CWSP's primary, ongoing window into student performance, often the only regular, structured feedback loop between the workplace and our team
- ❑ Detailed, honest, and prompt ratings allow us to catch challenges early, before they become bigger problems. Challenges could be a skills gap, an attendance issue, or a miscommunication in expectations
- ❑ Vague or overly generous ratings ("everyone gets a 5") can mask real issues and delay the support a student may need
- ❑ Specific comments, not just the number ratings, will help us understand the why behind a rating and give students actionable feedback they can actually grow from



What happens with the ratings?

- ❑ Ratings of 1s or 2s automatically trigger outreach from your Partnership Associate (PA) to check in, problem-solve, and offer support to both you and the student
- ❑ Consistent low ratings without context can slow down our ability to intervene effectively. The more detail you provide, the faster and more targeted our support can be
- ❑ Strong, well-documented ratings are also how we recognize excellence: timecard scores and feedback are a key factor in selecting our Lion of the Month



Completing timecard feedback



Time Card Feedback for Jonathan Student on 7/15/2021

Dear Jenny Supervisor,

Please provide performance feedback for Jonathan Student for 7/15/2021. If you like, you can adjust hours, request a follow-up or add a comment after providing a rating.

Hours Worked: 7 hrs 30 min

Lunch: 0 hrs 45 min

Exceptional

Above Expectations

Met Expectations

Needs Improvement

Unsatisfactory



Time Card Details

Student Name

Jonathan Student

Date Worked

07/15/21

Activities:

Today, I attended a department meeting in the morning and learned about a new project that will launch next month. I spent a few hours updating the company's contact database, then I worked on a PowerPoint presentation that I will be making at next week's department meeting.

Hours Worked

7 hrs 30 min

Time At Lunch

0 hrs 45 min

Hours Worked Without Lunch

6 hrs 45 min

I would like to update the hours worked *

☐ Yes

☒ No

Performance

Unsatisfactory

Needs Some
Improvement

Met
Expectations

Above
Expectations

Exceptional

Rating *

☐

☐

☐

☐

☐

Additional Comments

Share comments with student? *

☐ Yes

☒ No

Request a follow up from Cristo Rey? *

☐ Yes

☒ No

Other Time Cards To Approve

You have other open time card(s) to approve. Please select which time card you would like to complete next and click the "Submit" button to save this time card and proceed to the next.

Q



SUPERVISOR TIME CARD RUBRIC

RATING CATEGORIES		5 Exceptional	4 Exceeding Expectations	3 Meeting Expectations	2 Below Expectations	1 Unsatisfactory
	Positive & Professional Behavior	- Always shows respect while speaking to others. - Welcomes others into conversations. - Always ready to work and shows initiative in creating needed work.	- Always shows respect while speaking to others. - Welcomes others into conversations. - Always ready to work.	- Shows respect while speaking to others - Brings needed materials & is always ready to work.	- Does not always seem interested - Sometimes needs to settle down before being ready to work.	- Never is interested - Often disrespectful to others. - Often forgets needed materials and is never ready to work.
	Accountability & Responsibility	- Individual is self-directed. - Always stays focused on tasks given.	- Consistently stays focused on tasks given. - Always follows through on assigned tasks.	- Focuses on tasks & what needed to be done. - Team members can count on this individual. - Comments are supported by evidence of completion.	- Sometimes needs reminders to focus & stay on task. - Sometimes lets others do the work. - Comments sometimes connect with evidence.	- Never focuses on tasks. - Lets others do the work. - Comments never connect with evidence.
	Time Management	- Uses time effectively & completes assignments on time. - Takes initiative to begin next assignment without being asked.	- Uses time effectively. - Completes assignments on time. - Does not have to adjust deadlines.	Procrastinates but completes assignments on time.	- Rarely completes projects by deadline. - Often adjusts deadlines & responsibilities before completion.	Never completes projects by deadline.



Site Visits & Performance Evaluation

- ❑ The U.S. Department of Labor requires two site visits as a condition for permitting our work program.
- ❑ These site visits allow CWSP to learn more about student workers' performance and assist supervisors with any issues that may have developed.
- ❑ The Cristo Rey Network requires supervisors to complete two performance evaluations on each student worker (SAPR)
 - December and May surveys



Termination & Retraining

Reach Out Early – Don't Wait

- ❑ If a student is underperforming or displaying unprofessional behavior (ex. leaving early, sleeping on the job, excessive phone use, poor attitude, missed deadlines, etc.), contact the student's Partnership Associate(PA) as soon as the issue arises
- ❑ No concern is too small to flag, even minor, recurring issues are worth a heads-up

How the CWSP Responds

- ❑ We'll work directly with the student to understand what is driving the behavior and create a clear, actionable plan for improvement
- ❑ Students who continue to exhibit unprofessional behavior after intervention may be required to remain at school on their school days for structured retraining with the CWSP team before returning to the worksite the following week
- ❑ This step reinforces that workplace expectations are serious and gives students a chance to reset with additional coaching and accountability



Termination & Retraining

- ❑ If, after support and intervention, you feel the issue is truly irreconcilable, we understand that termination may be necessary. In that case, the CWSP will work quickly to identify another student who may be a better fit for your team.
- ❑ Please communicate issues to us as they happen, rather than after they've escalated — this gives everyone the best chance at a positive outcome
- ❑ Termination without prior warning to the CWSP doesn't give us the opportunity to intervene, support the student, or address the root cause and it removes a learning opportunity that's central to the program's mission
- ❑ Remember: many of these students are learning what "professional" even means for the first time. Partnering with us on early intervention is one of the most valuable things you can do as a supervisor



Supervisor Best Practices



Successful Supervisors are:



Partner Resources Portal

<https://www.cristoreyny.org/>



CWSP Partner Portal

Welcome to our resource hub, built to support both new and returning supervisors throughout the school year. Whether you are a new supervisor or looking for ways to deepen engagement with your current team, you'll find key tools, strategies, and recommendations on mentorship, communication, goal setting, and more- designed to help you create a successful experience.

▼ ONBOARDING RESOURCES

▲ YEAR-ROUND RESOURCES

- [2025-2026 Calendar](#)
- [2025-2026 Make-Up Form](#)
- [Sample of Rotational Program](#)
- [Sample of Schedules for Student Associates](#)
- [Handbook for Mentors](#)
- [Timecard Instructions](#)

▼ COMMUNICATION RESOURCES

▼ PROJECTS & PLANNING RESOURCES



Getting Started

Welcome students to your office

- ☐ Does your whole team or department know the student(s) is joining you? Are they as excited as you are?
- ☐ Send out an explanatory email, share a bio/blurb and picture of the student in their first week or two.
- ☐ Have colleagues sign up for a lunch or coffee break w/ a student, etc.
- ☐ Prepare for Orientation day, **September 10th after 11:00 AM.**
 - Entire student team visits workplace with chaperone
 - Tour of office and workstation
 - Introduce new co-workers and supervisor
 - Assign email address
 - Distribute ID badges



Communication

- **If you don't express it, you can't expect it. Supervisors should give clear, step-by-step instruction and frequent feedback.**
 - Tell students what you need them to do.
 - Don't assume they know what you mean.
 - Welcome questions.
 - Have them repeat directions back to you - or read their notes back to you.
- **All students have a school email but you may choose to set them up with their own company email or a shared email with all Student Associates at your site.**



Communication

- **Set expectations**

"I expect you to ----- during a meeting (virtual or in person)

"Here is what communication looks/sounds like in this situation"

- **Assign students a task to improve their communication**

"Prepare 3 questions during the meeting, take notes, and be prepared to share"

"Let's work on your note-taking together."

"Chat with me about two things you learned during the meeting today".



Time Management

- **Set specific expectations around completion time**
 - "I would like this to be completed by..."
 - "What do you think is a reasonable timeline for this work to be done by?"
 - "The deadline is..."
 - "I will email/call you at ----- to check on progress OR I expect you to initiate a check in at 12pm to assess progress."
- **Clear and Concise!!!**



Looking Ahead

- ❑ **KICK-OFF DAY !!! Wednesday, September 9th at 10:30 AM – 12:30pm at Cristo Rey New York**
- ❑ **Orientation Day at your office, September 10th after 11:00 AM**
- ❑ **Lunch & Learn, October 15th at 12pm**



CORPORATE WORK STUDY PROGRAM CALENDAR | 2026-2027 CALENDAR

6-24	Puente (Summer Bridge for Incoming students)	JULY 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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27	Supervisor Training Virtual at noon (Option 1) College Essay Workshop	AUGUST 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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1 3 7 9 10 14	College Essay Workshop Supervisor Training Virtual at noon (Option 2) Labor Day Kick Off Day Orientation Day First Day of CWSP	SEPTEMBER 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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12 15 31	Indigenous Day Lunch & Learn (virtual) No school – Make up day	OCTOBER 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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9 19 24-25 26-27	Access to Success Dinner Lunch & Learn (virtual) Potential Make-up days Thanksgiving Break	NOVEMBER 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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3 18 21-31	Potential Make-up day (9 th -11 th grades) CWS ends Christmas Break	DECEMBER 2026 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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Calendar as of 06/22/2026

Calendar as of 06/22/2026

Questions?





Thank you!