



CRISTO REY

NEW YORK HIGH SCHOOL



Corporate Partners Orientation



CRISTO REY
NEW YORK HIGH SCHOOL

Agenda

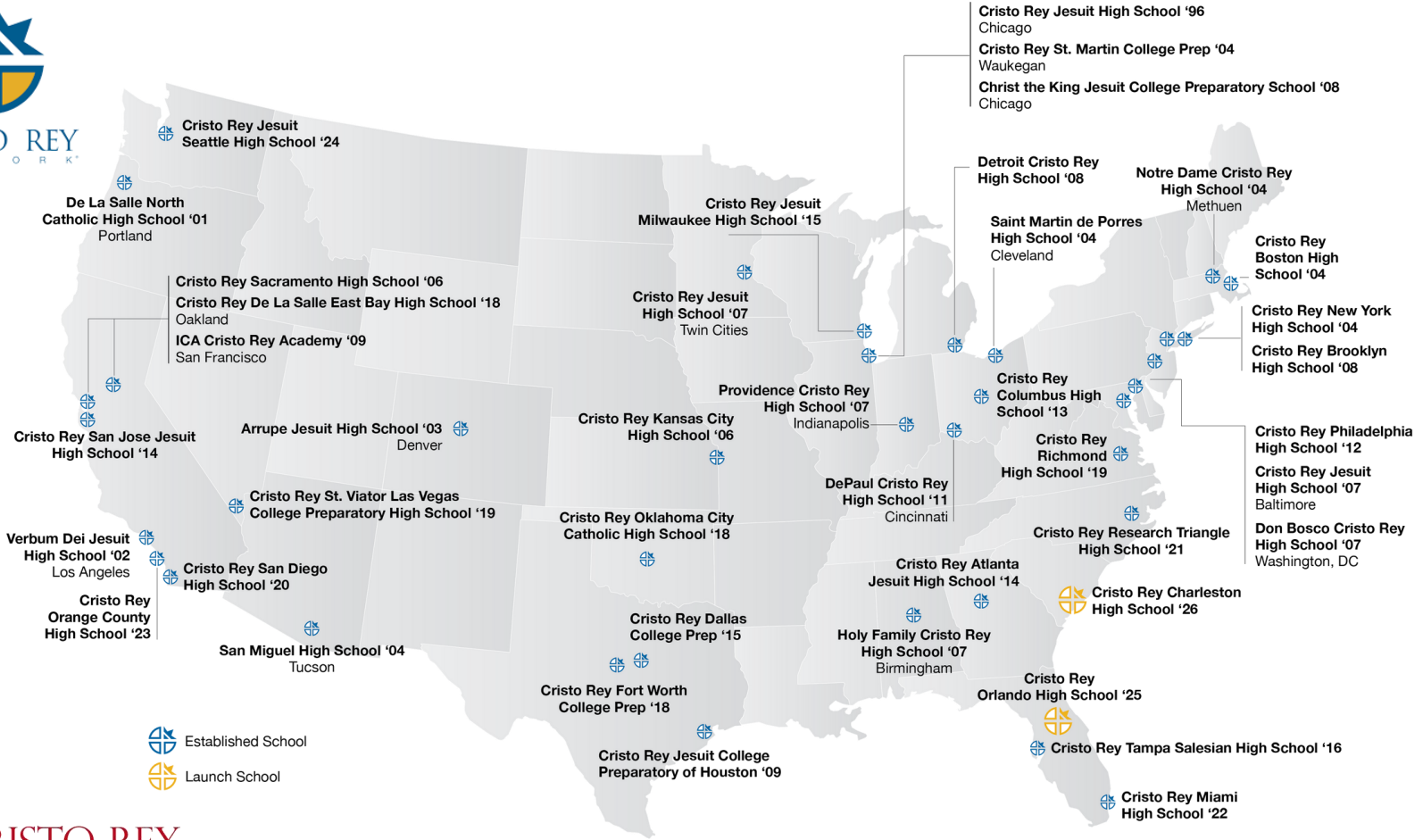


- About Cristo Rey
- Program Overview
- Student Expectations
- Accountability and Feedback
- Supervisor Best Practices
- Q&A



About Cristo Rey





About CRNY

Cristo Rey New York High School



43% of Tuition Contributed by CWS

100

Corporate Partners

+ 90% Retention



4 Years of work experience for all students

AT A GLANCE

STUDENT LIFE

100% College Acceptance Rates

100+ Corporate Sponsors

360 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

1389 Alumni

42% Male
58% Female

\$39,730 Average Family Income

99% Students of Color



- Cristo Rey New York High school first opened its doors in 2004 20 + years of serving students
- Part of a network of over 40 Cristo Rey schools nationwide
- The CWS program funds roughly 45% of the operating cost of the school - the rest is met largely through donations

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.



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Program Overview



Meet The CWS Team



Angela Acevedo
VP CWSP



Dishawn Carcamo
Associate Director
Partnership Success



Kimberly Watkins
Associate Director
Curriculum Readiness



Mya Edmund
Partnership
Associate



Zach Epstein
Partnership
Associate







Moira Garry
Partnership
Associate



Marvin Thomas
Partnership
Associate

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 9:30AM, please reach out to your Partnership Associate to notify them.



Student Associates Timeline

FRESHMAN YEAR

- Introduction to basic skills needed for entry-level, corporate office-style jobs.

SOPHOMORE YEAR

- Increased understanding of office culture, professional skills, and daily responsibilities
- Building credibility with their supervisor and colleagues.

JUNIOR & SENIOR YEAR

- Substantial increase in responsibility
- Focus on professional work interests and skills
- CWS job should be akin to college-level internship experience



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.

Retraining Program:

Provided to students that need additional support or for those consistently not meeting partner expectations.

Corporate Applications Class:

Student Associate receive classes at CRNY to develop:

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

Student Expectations



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



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

- 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 worker uses electronics inappropriately



Accountability & Feedback



Timecards

- Timecards are one of the primary means to gauge student performance on a regular basis
- Providing detailed feedback and rating students promptly and accurately helps the CWSP better understand how students are doing at work and if they need additional support
- If a student receives 1s or 2s, your PA will reach out to you
- Timecard ratings and feedback help determine which students will be named student of the month

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

 CRISTO REY
N E T W O R K

Time Card Details

Student Name	Date Worked
Jonathan Student	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	Time At Lunch	Hours Worked Without Lunch
7 hrs 30 min	0 hrs 45 min	6 hrs 45 min

I would like to update the hours worked* Yes No

Performance

Unsatisfactory	Needs Some Improvement	Met Expectations	Above Expectations	Exceptional
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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

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
 - December and May surveys



Termination & Retraining

- If a student is not performing at work or displaying behavior that is unprofessional (e.g. leaving work early, napping, spending too much time on their phone, etc.) please reach out to the student's PA as soon as possible!
- Students that continuously exhibit unprofessional behavior may be asked to remain at school on their work days for retraining with the CWSP
- If you feel the issue(s) is irreconcilable and choose to fire the student, the CWSP will work to find another student to take their place that may be a better fit
- Please communicate issues to us as they arise and allow us time to address them with your student, as opposed to firing them without warning



Supervisor Best Practices



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 associate or looking for ways to deepen engagement with your current team, you'll find key tools, strategies, and receive guidance 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 mandatory-fun lunch or coffee break w/ a student, etc.

DOL Requirements:

- Job Description
- Weekly Timecards
- SAPR 2X during school year



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".



Communication

- **If you don't express it, you can't expect it.**
 - 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.**



Time Management & Accountability

- **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!!!**



Feedback

- **Catch students being good FIRST**
 - Don't sugarcoat, but try to find something to praise early on in the student's placement.
 - If you praise before you give honest constructive feedback, students will be more open to growth.
 - Explain to students that you are a coach, their mentor, their supervisor and your job is to give positive AND constructive feedback.



Upcoming Next

- **KICK-OFF DAY !!! This Friday, September 5th at 10 AM**





CRISTO REY
NEW YORK HIGH SCHOOL

2025 - 2026

Corporate Work Study Partners



Angel Sponsors

Brown&Brown, Bridge to Work Foundation of Camden, Dune Road Foundation, Heisman Trophy Trust, Jim Rowen, O'Shea Family Foundation, Robotti&Co

Questions?



Thank you!

