

**We are Washington.
We care.
We contribute.
We LEARN.**

Employee Handbook

Blue Jays Welcome!

WILLKOMMEN स्वागत
欢迎 BIENVENIDA
WELCOME
BIENVENUE ようこそ
добро пожаловать
ترحيب BEM-VINDO

Whether you are a new Blue Jay, have been here for a while, or are discovering who we are, we are glad you are here! Our intention is to illustrate some primary information you need to know about what is expected. Click on the icons and highlighted words throughout this handbook to be linked to our policies. Should you have questions or need assistance please reach out to anyone of us in Human Resources!

Best Regards,

Rachael, Amanda, Jodi, and Dawn

rachael.franssen@sdownmo.org

amanda.kohlbusch@sdownmo.org

jodi.howell@sdownmo.org

dawn.miller@sdownmo.org

positive

LEADERSHIP

Positive Environments

We care! Protect your workplace. Contribute to the Blue Jay culture.

- An environment free from discrimination, harassment, and retaliation.
- Blue Jays are expected to report!
- Contact your immediate supervisor or a trusted supervisor.
- District Compliance Officer rachael.franssen@sdownmo.org or call 636-231-2020

Collaborate to share, learn, and grow

There are often new and exciting [opportunities](#) here. Professional [development](#) activities, a newly open position, or considering a [transfer](#) request to a new location.

Watch our website, read your emails, help us [engage](#) with you to [learn](#) about the [opportunities](#) [SDOW](#) has to offer.





Growth Mindset

Grow with Us - Stay with Us - Expect Feedback!

PROFESSIONAL

Expectations

Dress Professionally. Be present. Be on time. Maintain good attendance. When life happens, let us know! This is a drug and alcohol free workplace. Give your supervisor notice of an absence to ensure approval. Use your technology consistent with student expectations.

Safety, Health, and Well-Being

Taking care of our students is first and foremost. The relationships we form with students are critical to our success. We must be informed, compassionate, and willing to meet the needs of ALL students. **Be aware, care, and report!**

- [Bullying](#)
- [Suicide](#)
- [Abuse/Neglect](#)
- [Students with Disabilities](#)
- [Seclusion and Restraint](#)
- [Student Relations](#)
- [Crisis Intervention Plan](#)

inspire someone today

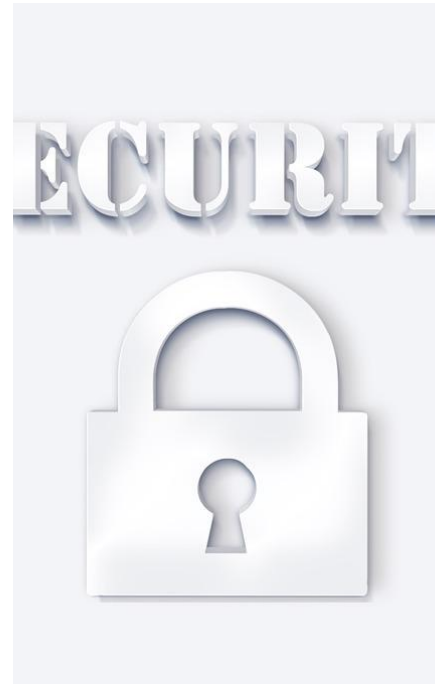


- Salary
 - [Professional](#)
 - [Support](#)
- Benefits
 - [Professional](#)
 - [Support](#)
- [Overtime](#) or
Compensation
Time
- [Paid Leave](#)
[Professional Staff](#)
- [Paid Leave Support](#)
[Staff](#)
- [FMLA](#)
- [Workers'](#)
[Compensation](#)



**If it were easy, anyone
could do it!**

Privacy is Important to us!



**Things you may
want to know.**

[Staff Involvement](#)

[Conflict of Interest](#)

[Staff Health and
Safety](#)



Time to Leave Us?

Make sure to give us feedback. An exit survey will be sent to you when you notify HR that you are planning to leave.

[Reference](#) questions? Contact HR for assistance.



TO VIEW OUR FULL POLICY MENU