



**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*

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# 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](mailto: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, Isolation, Restraint](#)
- [Student Relations](#)
- [Crisis Response](#)

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