

The image shows the cover of the Blue Jay Nation Employee Handbook. The background is white on the left and blue on the right, separated by a diagonal line. The blue area has a pattern of lighter blue circles. A vertical blue line is on the left side. The main title is in large blue font, and the subtitle is in smaller black font.

Innovation, Excellence, Tradition.

Blue Jay Nation
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 within Blue Jay Nation. 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, and Vanessa

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amanda.kohlbusch@washington.k12.mo.us

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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@washington.k12.mo.us
636-231-2020

You Belong!

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. Know the attendance rules. 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.

Students

Our students sometimes deal with significant life issues that impact their ability to function optimally in a school environment. Be aware, care, and report!

- Bullying
- Suicide
- Abuse/Neglect
- Students with Disabilities
- Seclusion, Isolation,
Restraint
- Student Relations
- Crisis Response



- 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