

2021-2022 Employee Handbook

awhite@lexrich5.org Amee White

Monday, August 30, 2021 at 2:18:31 PM Eastern Daylight Time

To: d5-all-principals@lexrich5.org D5 - All Principals

Cc: d5-principal-secretaries-elementary-schools@lexrich5.org D5 Principal Secretaries - Elementary Schools, d5-principal-secretaries-high-school@lexrich5.org D5 Principal Secretaries - High School, d5-principal-secretaries-middle-school@lexrich5.org D5 Principal Secretaries - Middle School, D5-Principal-Secretaries-Intermediate@lexrich5.org D5 Principal Secretaries - Intermediate, d5-assistants-to-executive-staff-members@lexrich5.org D5 Assistants to Executive Staff Members, tturner@lexrich5.org Turner, Tamara, rwicker2@lexrich5.org Reggie Wicker, mhcohen@lexrich5.org Melanie Cohen, ecrumlin@lexrich5.org Erica Crumlin, drennhac@lexrich5.org Debbie Rennhack, cash@lexrich5.org Carolyn Ash, sweekley@lexrich5.org Shawnda Weekley, snoller@lexrich5.org Susan Noller, ccarmich@lexrich5.org Caren Carmichael, cthompson@lexrich5.org Claire Thompson, awhite@lexrich5.org Amee White

The 2021-2022 Employee Handbook is posted under "Human Resources" on the *Employee Intranet*. We will be sending two hard copies of the handbook to each school. One should be maintained in the Media Center and one in the principal's office.

Special Note: You no longer have to maintain the signature page at the school level. Once employees complete the training in SafeSchools, Rachel in technology can generate certificates of completion upon request.

Thank you, and please let me know if you have any questions.

Have a great afternoon.

Amee

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Amee White

Executive Administrative Assistant

for Board of Trustees and Superintendent

School District Five of Lexington & Richland Counties

1020 Dutch Fork Road, Irmo, SC 29063

803.476.8169

awhite@lexrich5.org

www.lexrich5.org



Pursuing Excellence for Tomorrow's Challenges



rlhardy@lexrich5.org Robin Hardy

Monday, August 30, 2021 at 2:30:54 PM Eastern Daylight Time

To: kasaro-woerman@lexrich5.org Kaitlin Asaro-Woerman, eparker@lexrich5.org Erin Parker

fyi regarding copy to the media center

----- Forwarded message -----

From: **Amee White** <awhite@lexrich5.org>

Date: Mon, Aug 30, 2021 at 2:19 PM

Subject: 2021-2022 Employee Handbook

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Pursuing Excellence for Tomorrow's Challenges



kasaro-woerman@lexrich5.org Kaitlin Asaro-Woerman

Wednesday, September 1, 2021 at 11:41:39 AM Eastern Daylight Time

To: rhardy@lexrich5.org Robin Hardy
Cc: eparker@lexrich5.org Erin Parker

Good Morning!

These arrived this morning in the District Mail. I have placed them in your respective mailboxes.

Thank you!



Sender notified by
Mailtrack

On Mon, Aug 30, 2021 at 2:31 PM Robin Hardy <rhardy@lexrich5.org> wrote:
fyi regarding copy to the media center

----- Forwarded message -----

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Amee White

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Pursuing Excellence for Tomorrow's Challenges



--
Kaitie Asaro

Kaitie Asaro

Front Desk Receptionist

Irmo High School: International School for the Arts

We Build Bright Futures

803-476-3001

kasaro-woerman@lexrich5.org



Action Required Re: Vector Solutions/SafeSchools Training

tturner@lexrich5.org Tamara Turner

Tuesday, August 31, 2021 at 9:13:37 AM Eastern Daylight Time

To: d5-principals-directors-meeting-attendees@lexrich5.org D5 Principals and Directors Meeting Attendees, d5-do-executive-staff-members@lexrich5.org D5 DO Executive Staff Members

Cc: awhite@lexrich5.org Amee White, rprice@lexrich5.org Rachel Price

Dear District Supervisors (Principals, Directors, and Chiefs),

Please ensure that all employees (certified and support) under your supervision have completed the three training modules pushed out to all employees via Vector Solutions (formerly known as SafeSchools). Each employee already received an email notification of the training modules when they were originally loaded.

1. 2021-2022 Employee Handbook
2. Sexual Harassment and Title IX Training
3. 2021 SCASA Legal Forum Videos

Be mindful of employees who may need assistance with technology, specifically getting signed in to view the materials. Schools should designate a space for such individuals to review the required training.

Action Required:

- Please use the following link to run a report of the employees under your supervision who have, or have not, completed the required training: [REDACTED]
- Although completion of the training is now past due, all employees are still required to complete all three modules; therefore, please follow up with employees who have not yet completed all three training modules. They will need to complete the training as soon as reasonable over the next two weeks.
- Certificates verifying completion do not need to be collected, since these certificates can be printed from the system on an as-needed basis by the district. Again, supervisors just need to make sure that all employees have completed the required training.

For questions about running Vector Solutions/SafeSchools reports, please contact Rachel Price at rprice@lexrich5.org. For questions about training requirements please contact Amee White at awhite@lexrich5.org.



Tamara D. Turner, Ed.D

Chief Human Resources Officer

School District Five of Lexington & Richland Counties

office: 803.476.8198

fax: 803.476.8196

tturner@lexrich5.org