

Clark School District #12-2



CLASSIFIED STAFF HANDBOOK

2026-27

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STAFF DIRECTORY

Members of the Board of Education:

Malory McIntire..... President
Troy Mudgett..... Vice-President
Travis Peterson.....Member
Lacey Ortberg..... Member
Ty Linneman.....Member

Administrative Staff:

Travis Ahrens.....Superintendent/A.D.
Mary Rauscher.....Business Manager
Jennifer Heggelund.....MS/HS Principal/SPED Director
Jon Redmond.....Elementary/Colony Principal

Teaching Staff:

High School:

Andrea Begeman..... English Language Arts
Tony Werdel.....Auto/Welding CTE
TBD.....Agriculture
Kristin Janisch.....Art
Amy Nelson.....Band/Choir
Jerome Nesheim.....Business/PE/Social Studies
Tammie Paulson.....FACS/Health
Felicia Hofman.....K-12 Counselor/HS Guidance
Susan Schmit.....Special Education
Mike Seefeldt.....Science
David Severson.....Social Studies/Building Trades CTE
Tammy Sprouse.....Math
Wanda Torres.....Spanish/ELL

Middle School:

Kathleen Ballinger.....Math
Megan Palmer.....Science
Joel Huber.....Social Studies
Shannon Huber.....ELA/PE
Melissa Olson.....ELA
Beth Severson.....Special Education

Elementary:

Amanda Ahrens.....5th Grade
Travis Barthel.....4th Grade
Tori Borns.....1st Grade
Ashley Dandurand.....Preschool
Lindsey Florey.....4th Grade
Stephanie Hagstrom.....Kindergarten
Aleigha Hallberg.....Kindergarten
Sara Hoogheem.....Special Education
Jennifer Redmond.....2nd Grade
Raegan Karber.....3rd Grade
Melissa Nesheim.....2nd Grade
Amy Sass.....Title I
Heather Spieker.....3rd Grade
Alicia Turquist.....Music
Taylor Wiesler.....1st Grade
Carly Woodring.....5th Grade
Greg Marx.....Physical Education

Colony:

Karla Claussen.....Fordham
Shelby Rosenau.....Fordham
Cassi Hemmingson.....Fordham
Tammy Rusher.....Hillcrest
Betsy Kolden.....Hillcrest
Colleen Juntunen.....Silver Lake

Para-Professionals:**Elementary:**

Shelby Jones
Myra Lewis
Tricia Marx
Renaue Mudgett
Audrye Foster
Nicole Severson
Kathy Roebke

Hillcrest Colony:

Lori Bjerke
Angie Lamb

Silver Lake Colony:

Brenda Jounghloed

Fordham Colony:

Avery Clausen

Office Staff:

Kayla Weber..... MS/HS Administrative Assistant
Emma Vig.....Elementary Administrative Assistant

Food Service Program:

Lonna Deslauriers.....Cafeteria Manager
Sandy Herrick.....MS/HS Assistant Cook
Heather Patenode.....MS/HS Assistant Cook
Deb McPeck.....Elementary Assistant Cook
Jeanet Adriana Olivera Miguel.....Elementary Assistant Cook

Custodians:

Eric Conrad.....MS/HS Facility Manager/Custodian
Don Epps.....MS/HS Custodian
Chad Thomas.....Elementary Facility Manager/Custodian

District Activity Leaders:

- **All-School Play:** Tori Borns
- **Annual (Yearbook):** Kristin Janisch
- **CTE Coordinator:** Tammie Paulson
- **Drivers Education:** Instructor: Joel Huber
- **Elementary Number Ninjas:** Open
- **FCCLA Advisor:** Tammie Paulson
- **FFA Advisor:** Open
- **JH Oral Interp:** Shannon Huber
- **Junior Class Advisor:**
- **HS Oral Interp:** Tori Borns
- **Middle School Math Ninjas:** Kathleen Ballinger

- **NHS Advisor:** Tammie Paulson
- **One-Act Play:** Tori Borns
- **Student Council Advisor:** Melissa Olson

C-WL Co-op Activity Leaders:

- **Cross Country**
 - **Head Coach:** Alicia Turnquist
 - **Assistant Coach:** Greg Marx
- **Football**
 - **Head Coach:** Dave Severson
 - **Assistant Coaches:** Wyatt Forbes, Grayson Florey
 - **JH Coaches:** Mike Seefeldt, Bill Noethlich
- **Fall Cheer**
 - **Head Coach:** Angela Terhark
- **Volleyball**
 - **Head Coach:** Betty McGraw
 - **Assistant Coach:** Andrea Begeman
 - **JH Coaches:** Rikki Anderson, Melissa Terhark
- **Boys Basketball**
 - **Head Coach:** Jerome Nesheim
 - **Assistant Coach:** Mark Prouty
 - **JH Coaches:** Brook Begeman, Wyatt Forbes
- **Girls Basketball**
 - **Head Coach:** Andrea Begeman
 - **Assistant Coach:** Grayson Florey
 - **JH Coaches:** Shannon Huber, Chayla Robinson
- **Boys Wrestling**
 - **Head Coach:** Greg Marx
 - **Assistant Coach:** James Marx
 - **JH Coach:** Open
- **Girls Wrestling**
 - **Head Coach:** Greg Marx
 - **Assistant Coach:** Open
- **Winter Cheer**
 - **Head Coach:** Open
- **Golf**
 - **Head Coach:** John Brown
 - **JH Coach:** Harrison Wookey
- **Track**
 - **Head Coach:** Troy Forbes
 - **Assistant Coaches:** Brook Begeman, Wyatt Forbes
 - **JH Coaches:** Andrea Begeman, Melissa Terhark
- **Softball**
 - **Head Coach:** Grayson Florey
 - **Assistant Coach:** Raegan Karber

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

Absences

This plan is intended to alleviate the financial strain when a classified employee is confronted with personal emergency, it being expected that no classified employee will take undue advantage of the liberal provisions thereof.

1. Time allowed for personal sick leave shall be eight days per year for less than twelve month employees and ten days per year for twelve month employees or on a prorated scale if employed for a period of less than full days.
2. Any unused days in the above may be allowed to accumulate to a total of sixty (60) days.
3. \$30.00 per day of unused sick leave will be granted to maxed-out employees, up to 64 hours for 9-month and 80 hours for 12-month staff.
4. Three (3) days will be allowed in case of death in the classified employee's family. Classified employee's family to be defined as: parent, child, wife, husband, brother, sister, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, or any member of the classified employee's household.
5. Leave of one (1) day shall be allowed to attend the funeral of others close to the classified employee. This day so missed will be taken from the classified employee's bereavement leave time.
6. Personal sick leave days may be used because of serious illness of a member of the classified employee's family. Minor children, spouse, and parents shall be considered the same as for the illness of the classified employee. Additional time may be allowed by the Superintendent based upon the necessity of the classified employee's presence for the family member illness. The Superintendent may require a written verification by the attending physician.

ASSIGNMENTS AND TRANSFERS

The superintendent will make assignments and transfers of classified staff members for the efficient operation of the schools. As necessary, he/she will consult with the building principals on these matters.

Transfers may be initiated by the superintendent or other administrative officer if it is for the welfare of the employee or the schools. An administrative transfer or reassignment will be made only after a conference between the employee and the superintendent, at which time the employee will be notified of the reason for the transfer.

Any employee desiring a transfer in assignment may make a request to his/her supervisor or the superintendent. The following criteria in order of priority will

form the basis for granting the transfer:

1. The qualifications of the employee.
2. The length of continuous service which the employee has with the district.
3. The contribution the employee would make in the new assignment.
4. The opportunity for growth in the position.

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

CLASSIFIED STAFF EMPLOYMENT

All classified staff positions will be established initially by the Board. In each case, the superintendent will submit for the Board's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Board may abolish a position it has created.

The Board will establish salaries for classifications of the classified staff, including secretarial staff, aides, custodians, maintenance, and cafeteria workers.

In establishing salaries and salary schedules for classified staff personnel, the Board will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the district. Compensation and benefits will be designed to be competitive with those for comparable positions elsewhere in the area.

Advancement will require the superintendent's recommendation and Board approval.

EVALUATION OF SUPPORT STAFF

The development of a strong, competent support staff, and the maintenance of high morale among this staff are major objectives of the Board. Finding the right employees to fill vacancies, determining assignments and equitable workloads, establishing wage and salary policies which encourage employees to put forth their best efforts, evaluating employee achievements, and providing a good atmosphere in which to work are some of the major duties of the Board. To fulfill these duties, the Board delegates to the superintendent or his/her designee the responsibility to develop evaluation procedures for all support personnel.

FAMILY LEAVE ACT

1. The Fraternal Family Leave Act will be followed for maternity purposes.

The written request shall include:

- a. A statement from the classified employee's physician as to the approximate date of delivery;
- b. The length of the leave period requests; and,
- c. Whether the classified employee desires to use accumulated sick leave in accordance with sick leave procedures.

The request shall be made as soon as possible but no later than the beginning of the sixth month of pregnancy.

If it is the intent of the classified employee to terminate employment, the classified employee must submit a letter of resignation rather than submit a maternity leave request.

Prior to returning to duty and prior to the completion of maternity leave, the classified employee shall submit a physician's statement certifying that the employee is fit to resume his/her duties.

The Federal Family Leave Act will be followed for adoption leave.

FIELD HOUSE

All classified employees will receive a free key fob to the Field House. This privilege is for family usage of the field house facilities. All rules found in the field house agreement apply to employee and family.

GRIEVANCE PROCEDURES

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below and found in additional detail in district policy 4031.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in

writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

HOLIDAYS

The school calendar establishes holidays and school recess periods for the employees who work on teacher and/or student days.

- Employees who work on a 12-month basis will be granted paid holidays on nine legal holidays:
 - New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus(Native American Day), Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day
- Employees who work on a 9-month basis will be granted paid holidays on two legal holidays:
 - Columbus(Native American Day), Martin Luther King Jr. Day

If school is held on a holiday, employees are expected to be present for work unless prior approval is granted by the administration. They will also be expected to report to work during school recess periods unless days during

these periods are considered official and designated as paid holidays by the Board. When a holiday falls on weekends, the holiday shall either be taken on the Friday before or the Monday after the holiday (unless otherwise arranged and approved by the superintendent.).

Full-time employees working on one of the above holidays, will be granted another day of vacation compensation.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his/her absence is approved on the basis of current leave policies.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

INCLEMENT WEATHER LEAVE

Classified staff is allowed to use weather leave, up to a maximum of 24 hours, for hours missed due to late starts, early dismissal, or no school due to inclement weather. This policy applies to 9 month employees.

INSURANCE BENEFITS

Benefits in addition to basic salary are recognized as an integral part of total compensation for classified employees.

Benefits for classified employees will include coverage, as required by law, under worker's compensation and participation in the Social Security System and the State Retirement System.

All classified employees who are regularly employed for at least thirty (30) hours per week will be entitled to membership in the district's group health insurance program and are eligible for a contribution towards a health insurance premium of **\$685** per month to be paid by the Clark School District. The arrangements for the payment of any additional premiums for health insurance will be the same as those extended to the professional staff.

The school district will pay an amount not exceeding **\$685.00** toward the monthly premium of a family medical insurance plan for those desiring the family plan or the actual monthly premium amount of an individual medical insurance plan, up to a maximum of **\$685.00** per month, for those desiring an individual plan. In the event two faculty members are married to each

other, the board will pay the amount of a single plan up to **\$685.00** each toward a one family policy (**\$1,370.00** maximum).

- a. The board will support a dental and vision plan but no dollar amount will be allowed at this time.

JURY DUTY

Any classified staff member called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours on a matter in which he or she is not a named party, will be granted leave with pay for the days or parts of days as such absence is required. Any per diem (excluding mileage, meals, or lodging) received for jury duty or the designated subpoena absence will be submitted to the business office. The staff member will notify his or her supervisor as soon as practical to make the necessary arrangements for a substitute when such leave must be taken.

KEYS AND LOCKING SCHOOL

No school keys are to be handed out to either students or non-school employees without being approved by the administration. The staff member involved with being in the school building after regular hours is responsible to check that all necessary doors are locked and lights turned off prior to leaving the building.

LEAVING SCHOOL PROPERTY

If a classified staff member leaves the school premises for non-school issues for any amount of time, he/she must clock out.

MAKE UP DAYS

Staff members will be required to make up missed days due to weather, etc., at the direction of the administration.

METHOD OF PAYMENT

All classified employees will punch in on a computerized time clock. Payment will be made from the computerized time clock.

The district will pay classified employees twice a month after hours are earned directly from the time clock.

NOTIFICATION OF CHANGE OF STATUS

Prompt notice and compliance to deadlines as set by school policy, to the administration of the following information is necessary to help plan for the budget and staffing.

1. Change in your health insurance policy. (July 1)
2. Need for maternity, sick leave, etc.
3. Plans to retire or resign.

NON-DISCRIMINATION POLICY

It is the policy of the Clark School District 12-2 that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical and mental disabilities, or marital status in any program, service or activity which the school is responsible as required by Title IX, P.L. 93-11, Sec. 504, and other state and federal laws. Any person wishing to discuss his/her rights under the School's nondiscrimination policies, contact the Business Manager at 220 N. Clinton, Clark, South Dakota, 57225, (605) 532-3605.

Overtime and Compensatory Time

Classified staff employees will be paid over-time wages for work performed in excess of 40 hours in a one week work period. In counting hours for the purpose of allowing overtime work and pay, the hours must be actual time worked. Sick leave, vacation time and holidays will not be considered. The necessity for overtime will be determined in advance by the employee's supervisor and approved by the superintendent. Overtime also may be authorized to cover an emergency situation.

PAYMENT FOR UNUSED SICK LEAVE

Classified staff members may earn \$30.00 per 8 hours of unused sick leave, up to a maximum of \$300 per year. The unused hours of sick leave hours must be the most recent hours earned by the staff members. The unused hours must be declared no later than the last regular day of school and the pay received for these hours will be paid with the June payroll check. You can claim unused sick leave only when you have reached the maximum amount allowed.

Employees leaving the Clark School District for any reason are not eligible for payment of unused sick leave.

PERSONAL LEAVE

Two days of paid personal leave per school year shall be allowed each classified employee and three days for employees working twelve months or prorated by the Superintendent. These days may be used in unanticipated emergencies that cannot be pre-planned (i.e., inclement weather, home disaster, mechanical breakdown, IRS audit, etc.). This leave is not accumulative. Employees leaving the Clark School District for any reason are not eligible for payment of unused personal leave.

POLITICAL ORGANIZATION FROM USE OF PUBLIC FUNDS

School district funds, whether derived from local, state, or federal sources, cannot be used for partisan political purposes.

RECRUITING/POSTING OF VACANCIES/HIRING

The Board will establish and budget for classified staff positions in the school district on the basis of need.

The recruitment and selection of candidates for these positions will be the responsibility of the superintendent who will confer with the principals before making a selection. All candidates will be considered on the basis of their merits and qualifications, and on the needs of the school district. A present employee may apply for any vacancy for which he/she is qualified. The superintendent will seek to recommend the best qualified person for the job.

Conditions of employment for classified staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the superintendent. The board reserves the right to hire at salaries above the schedule when deemed necessary.

REDUCTION IN SUPPORT STAFF WORK FORCE

The number of employees may be reduced due to a change in program, a change in the size or nature of the student population, or budgetary considerations. The Board will attempt to accomplish such a reduction through normal staff attrition, unless the best interests of the school district dictate otherwise.

In the event reduction of staff is necessary, seniority will be considered along with performance in determining employees who will be affected by either layoff or changes in position. Employees being terminated will be given a two-week notice.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Administrative Assistants** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless directed to do so.
- c) **Food Service staff** should not report to work.
- d) **Custodians/Maintenance staff** should report to work.

RESIGNATION OF CLASSIFIED STAFF MEMBERS

Any non-certificated employee desiring to resign will be required to make such a request in writing to the superintendent, stating the time the employee wishes the resignation to become effective. Employees leaving the Clark School District are not eligible for payment of leave time. Employees leaving the district due to resignation are not allowed to use Leave time once resignation is submitted unless prior and explicit approval is granted by the Superintendent.

The superintendent will present the resignation to the Board at its first meeting after the receipt of the resignation, and the Board will act upon the request of the employee.

At least two weeks' notice should be given to the Board by the employee in order to allow ample time for filling the vacancy by a well-qualified individual.

RETIREMENT

All regularly employed classified staff members working a minimum of 30 hours are participants in the State Retirement System.

SCHOOL LUNCH

The school lunch meals shall be made available to all classified staff members at a cost established in accordance with Federal Lunch Program Guidelines. Lunch bills are expected to be paid in a timely manner. When lunch bills exceed \$50, you will not be allowed to charge school lunch.

SMOKING POLICIES

NO SMOKING ON SCHOOL GROUNDS. Smoking and tobacco products are prohibited from use within school owned buildings and on school grounds.

SOCIAL MEDIA

Staff members may NOT create any personal social media accounts using the K12 address. Failure to abide by this rule will result in personal financial accountability should a lawsuit occur and/or loss of job. Information regarding school programs or activities may be used through social media; however, this should only contain pertinent information created by the author of that program.

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

In the area of personal conduct, the Board expects that teachers and others will conduct themselves in a manner that not only reflects credit to the School District, but also sets forth a model worthy of emulation by students. This also includes attire. Our teachers have a responsibility to be appropriately attired for each school day as a working professional. The Board and its patrons expect staff members to present themselves in the highest standard for our students. Our district is an environment of high learning, and we want to represent our students and our district with dignity.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work
2. Support and enforcement of policies of the Board and regulations of the School Administration in regard to students
3. Diligence in submitting required reports promptly at the times specified
4. Care and protection of school property
5. Concern for and attention to their own and the School District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

STAFF MEETINGS

As part of employment, staff may be required to attend staff meetings. Generally, these meetings can be held either during the school day or right before or after school hours. All efforts will be made to accommodate staff on a convenient time for staff meetings.

STUDENTS USE OF FACILITIES

Students are not to be left either in the classrooms or at activity sites unsupervised by the respective school personnel.

SUPPORT STAFF DEVELOPMENT OPPORTUNITIES

Further training in job skills is encouraged and, at the discretion of the Board, permission may be granted for employees to attend workshops or conventions. When approval is granted, expenses incurred by the employee will be reimbursed in accordance with Board policy.

SUSPENSION AND DISMISSAL

The Board will strive to assist personnel to adjust to their positions and to perform their duties satisfactorily. Reasonable effort will be made to avoid dismissing personnel at any level.

When an employee is charged with misconduct, insubordination or unsatisfactory performance, he may be temporarily suspended by the superintendent until the charges are investigated. If the charges are unfounded, he/she will be reinstated, if not, he/she will be discharged.

If the employee is dissatisfied with the superintendent's decision, he/she may appeal to the School Board for a review of his case.

TECHNOLOGY USAGE BY STAFF

Clark School District deems the use of school technology devices as a necessity, but yet a privilege. Staff must treat school owned devices with respect, avoiding reckless damage, which may result in financial burdens to the individual responsible for any damage. Throughout the school year, in-services may include use and programs of value for staff to use. Staff accessing the Internet is expected to demonstrate ethically and morally acceptable behavior on-line just as they are in any classroom. If the use of these resources is inappropriate, staff using the Internet will be denied access and their privileges revoked. Inappropriate transmissions, downloads, vulgar, pornographic, obscene, or sexually explicit material used by a staff member will be turned over to the proper authorities for further investigation. Caution using Social Media to voice destructive or negative opinions regarding the school will also result in disciplinary action.

Personal business and gains using school issued equipment is also prohibited.

Staff is reminded to avoid sharing student information in accordance with FERPA on technology.

TIME SCHEDULES

The Board will set the total number of hours per week, and weeks per year, of work for classified personnel. The normal work week for classified personnel will follow the adopted school calendar, with the exception of legal holidays; other exceptions and schedules may be designated by the building principal and approved by the superintendent. All classified personnel will be required to sign in to a computerized time clock at their arrival time for work and sign out at their departure from work. Thirty minutes will be deducted for lunch each day.

Nine-month employees should arrive no more than 15 minutes before scheduled work day begins and stay no longer than fifteen minutes beyond the work day unless requested differently by the administration.

All aides should report to duty no more than 15 minutes prior to the start of the school day unless requested by the principal. All aides should leave within 15 minutes of the close of the school day unless additional responsibilities are required for such things as IEP meetings, after school supervision, or requested by the principal. Adjustments must be made for late starts and early dismissals to abide by the 15 minutes rule. If school is cancelled or not in session, your attendance is not required.

Specific time schedules for classified staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, etc. Regular time will be observed on days with late starts and early dismissals. Administrators will inform the superintendent of the assigned schedules so that there may be continuity as needed throughout the school district.

LUNCH: Full-time employees (30-40 hours per week) must take a 30 minute lunch break during the day. If the staff member stays in the building, he/she does not have to clock out; however, if the staff member leaves the premises for any amount of time, he/she must clock out.

VACATIONS (12 Month Employees only)

Vacation time will be computed as of July 1 of each year. Ten working days of vacation time will be granted for 12 months of continuous full-time service. Vacation time will not be cumulative. A full-time classified staff member employed after July 1 will be granted vacation at the rate of one day per month of service from the time of employment to the following July 1, not to exceed 10 days.

If a 12 month employee leaves prior to the end of their contract and they have used vacation time, then they will be allowed 1 day of vacation per month they worked that year, up to 10 days of paid vacation. In the event of separation before July 1, vacation time will be computed at the rate of one day per month, not to exceed 10 days.

Due to the amount of work in the summer months, it is highly discouraged to take extended vacation during the summer months.

Classified employees will be given a reasonable and practical choice of vacation periods. Those with the greater seniority will be given preference.

Vacation shall be taken in a minimum of half-day blocks.

USE OF ALCOHOL, AND OTHER DRUGS BY EMPLOYEES (DRUG FREE WORKPLACE)

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

Annually, all employees will attend a district alcohol and/or drug-free awareness program at which employees will be informed about the dangers or alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling; rehabilitation, and employee assistance programs; and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations. The information will be disseminated to each employee via written and oral communication.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him in their choice of a service provider.

When a staff member has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

A copy of this policy shall be given to all present and future employees.

A Biennial Review of the School District's Program will be made:

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
2. To insure that disciplinary sanctions are consistently enforced.

Staff Internet and Computer Use Policy

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Secretary of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Chapter 24 of the Rules of the South Dakota Department of Education, and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certified staff for the purposes of this policy. In addition,

employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

STATE MANDATED REPORTING

Because of their daily contact with school-age children, educators, coaches, and other school employees are in a unique position to identify abused and/or neglected children. South Dakota law defines "abused and neglected child" as a child:

- Whose parent, guardian or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
- Who lacks proper parental care through the actions or omissions of the parent, guardian or custodian;
- Whose environment is injurious to his welfare;
- Whose parent, guardian or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care or any other care necessary for his health, guidance, or well-being; or
- Who is homeless, without proper care, or not domiciled with his parent, guardian or custodian through no fault of his parent, guardian or custodian;
- Who is threatened with substantial harm;
- Who has sustained emotional harm or mental injury as indicated by an injury to his intellectual or psychological capacity evidenced by an observable and substantial impairment in his ability to function within his normal range of performance and behavior, with due regard to his culture;
- Who is subject to sexual abuse, sexual molestation or sexual exploitation by his parent, guardian, custodian or any other person responsible for his care;
- Who was subject to prenatal exposure to abusive use of alcohol, marijuana or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by chapters 22-42 and 34-20B;
- Whose parent, guardian or custodian knowingly exposes the child to an environment that is being used for the manufacture, use or distribution of methamphetamine or any other unlawfully manufactured controlled drug or substance.

Reporting Procedure. School employees and coaches who have reasonable cause to believe that a child has been abused and neglected child will report the suspected abuse or neglect according to the following procedure.

1. Any school employee or coach who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal or superintendent immediately. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect.
2. The building principal or superintendent shall consider the report from the school employee or coach and may further consult with the employee/coach or other administrators. If there is a reasonable cause to suspect that the child has been abused or neglected as defined by state law, the building principal or superintendent shall immediately report such to the State's Attorney of the county in which the child resides or is present, to the Department of Social Services, or to law enforcement officers.
3. The administrator facilitating the report of suspected abuse or neglect shall request a response report.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and the date and place of birth of the abused or neglected person; (3) the name and address of the person or persons having custody of the abused or neglected person; (4) the name and address of the person or persons suspected of being responsible for the abuse or neglect; (5) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (6) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. South Dakota statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40
- The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions
- The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty
- The Boy Scouts of America Equal Access Act - prohibits discrimination against groups that wish to access district facilities
- The South Dakota Human Relations Act – prohibits discrimination on the basis of race, color, creed, religion, sex, ancestry, disability or national origin
- The Equal Pay Act of South Dakota – prohibits discriminatory wage practices based on sex
- Veterans Preference Law (SDCL § 3-3-1 et seq.) stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

SCHOOL CALENDAR

FINAL - Board Approved Jan. 2026

CLARK SCHOOL DISTRICT 2026-2027 CALENDAR

SU M T W TH F SA
July

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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9	10	11	12	13	14	15
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30	31				9	11

September

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27	28	29	30			
					19	20

October

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					20	21

November

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29	30					
					17	19

December

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27	28	29	30	31		
					16	16

End of 1st Quarter/PTC

Teacher In-service Or Work Day

PTC Comp. Day/No School

Vacation Days

Fridays with no box is a school day

P/T Conf. starting at 2:00 p.m. Dismiss @ 1:30pm

First day of Semester

Graduation: May 8th 2:00 p.m.

End of Semester-Early out: 1:30

End of 3rd Qtr

Conferences-Tuesday

Nov. 24, 2:00-8:00pm, 1:30pm Dismissal

Snow Make Up Days will begin
with two built in snow days
followed by adding days in May.

Extra Days missed due to teams
qualifying for state tournament will
also be added to the end of the
school calendar.

166 Student Contact Days

177 Teacher Days

Quarter 1: 41

Quarter 2: 40

Quarter 3: 42

Quarter 4: 43

Clark Homecoming

Week of Sept. 21-25

Coronation: Sept. 22nd, 7:00pm

FB Game

Sept. 25th vs. Beresford

7:00pm

SU M T W TH F SA
January

					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31					18	19

February

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28						
					18	19

March

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					20	21

April

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May

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23	24	25	26	27	28	29
30	31				8	9

June

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27	28	29	30			

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date