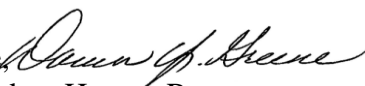




School City of Hammond
Department of Human Resources

41 Williams Street, Hammond, IN 46320 – Phone (219) 933-2400 – Fax (219) 554-4505

TO: Full-time and Permanent Support Staff

FROM: Dr. Dawn Y. Greene 
Assistant Superintendent Human Resources

RE: Return to School for the 2019-20 School Year

DATE: July 22, 2019

Please be advised that you are required to return on August 12, 2019 (please note that Recess Aides do not return until August 14, 2019) and are to report to the school where you were assigned last year unless you have been notified that your assignment or school has been changed. It should be understood that your assignment is tentative until a staffing assessment is completed during the first week of school. Questions regarding your assignment are to be made to the director of your department.

If you are unable to accept your assignment, you must immediately provide a written letter of resignation to the Department of Human Resources. If you have any further questions, please contact the Department of Human Resources at 219-933-2400, ext. 1030.

Enclosed is the Official Work Day and 2019-2020 Schedule for Support Staff. Please be sure to review it in its entirety and retain it for your records so that you can refer to it throughout the school year.

To better service our employees, our office will be conducting much of its communication electronically.

Note that all Support Staff information will be sent via email and posted on our website,

www.hammond.k12.in.us

OFFICIAL WORK DAY AND SCHEDULE FOR SUPPORT PERSONNEL

Behavioral Modification Paraprofessional (I.C.B.M.) – Middle and High Schools

* Seven hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Instructional Paraprofessional - Elementary Schools

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Instructional Paraprofessional - Middle and High Schools

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Language Development Program (LDP) Paraprofessional

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Title I Paraprofessional - Elementary Schools

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Title I Paraprofessional - Middle and High Schools

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Media Technician Paraprofessional - Elementary Schools

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Media Technician Paraprofessional - Middle and High Schools

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Special Education Aide/Paraprofessional

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to Director of Special Education.

Vocational Special Needs Paraprofessional

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to Director of Vocational Education.

OFFICIAL WORK DAY AND SCHEDULE FOR SUPPORT PERSONNEL (continued)

2019 - 2020 SCHEDULE

August 12	<i>Return to School</i> Teacher Work Day – Aides Work Regular Schedule (<i>Recess Aides Not Scheduled to Work</i>)
August 13	Teacher Work Day – Aides Work Regular Schedule (<i>Recess Aides Not Scheduled to Work</i>)
August 14	Classes Begin
September 2	* Labor Day - <i>Aides Do Not Work</i> –
October 18	Teacher Work Day – Aides Work Regular Schedule (<i>Recess Aides Not Scheduled to Work</i>)
November 1	e-Learning Day
November 4 November 5	Fall Break - <i>Aides Do Not Work</i> - Fall Break/Election Day - <i>Aides Do Not Work</i> -
November 25-29	Thanksgiving Break - <i>Aides Do Not Work</i> – * Thanksgiving Day - <i>Aides Do Not Work</i> –
December 23- January 3	Winter Break - <i>Aides Do Not Work</i> - * Christmas Day - December 25 * New Year’s Day - January 1
January 6	Teacher Work Day – Aides Work Regular Schedule (<i>Recess Aides Not Scheduled to Work</i>)
January 20	* Martin Luther King Day - <i>Aides Do Not Work</i> -
February 14	e-Learning Day
February 17	* President’s Day - <i>Aides Do Not Work</i> -
March 23-27	Spring Recess - <i>Aides Do Not Work</i> -
April 10	* Good Friday - <i>Aides Do Not Work</i> –
April 13	Easter Recess - <i>Aides Do Not Work</i> -
May 5	Election Day - <i>Aides Do Not Work</i> –
May 25	* Memorial Day - <i>Aides Do Not Work</i> -
June 4	Teacher Work Day – Aides Work Regular Schedule (<i>Recess Aides Not Scheduled to Work</i>)

* Paid Holidays for Support Staff Scheduled to Work Twenty (20) or More Hours Per Week