




School City of Hammond  
Department of Human Resources

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

TO: Full-time and Permanent Support Staff

FROM: Scott E. Miller,   
Superintendent

RE: Return to School for the 2021-22 School Year

DATE: June 7, 2021

Please be advised that you are required to return on August 16, 2021 (please note that Recess Aides do not return until August 18, 2021) 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 2021-22 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](http://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)**

**2021 - 2022 SCHEDULE**

|  |   |
|--|---|
| <b>August 16th</b>                                       | <b><i>Return to School</i></b><br>Teacher Work Day – Aides Work Regular Schedule<br>( <i>Recess Aides Not Scheduled to Work</i> ) |
| <b>August 17th</b>                                       | Teacher Work Day – Aides Work Regular Schedule<br>( <i>Recess Aides Not Scheduled to Work</i> )                                   |
| <b>August 18th</b>                                       | Classes Begin   |
| <b>September 6th</b>                                     | *Labor Day - <i>Aides Do Not Work</i> -   |
| <b>October 21st – 22nd</b>                               | Fall Break - <i>Aides Do Not Work</i> -   |
| <b>October 25th</b>                                      | Teacher Work Day – Aides Work Regular Schedule<br>( <i>Recess Aides Not Scheduled to Work</i> )                                   |
| <b>November 2nd</b>                                      | e-Learning Day - Aides Work Regular Schedule<br>( <i>Recess Aides report to Work</i> )  |
| <b>November 24<sup>th</sup> - 26th</b>                   | Thanksgiving Break - <i>Aides Do Not Work</i> –<br>* Thanksgiving Day - <i>Aides Do Not Work</i> –                                |
| <b>December 20th -<br/>December 31st</b>                 | Winter Break - <i>Aides Do Not Work</i> -<br>* Christmas Day - December 25<br>* New Year’s Day - January 1                        |
| <b>January 14th</b>                                      | Teacher Work Day – Aides Work Regular Schedule<br>( <i>Recess Aides Not Scheduled to Work</i> )                                   |
| <b>January 17th</b>                                      | * Martin Luther King Day - <i>Aides Do Not Work</i> -   |
| <b>January 26th</b>                                      | e-Learning Day - Aides Work Regular Schedule<br>( <i>Recess Aides report to Work</i> )  |
| <b>February 14th</b>                                     | * President’s Day - <i>Aides Do Not Work</i> -  |
| <b>March 21st – March 25th</b>                           | Spring Recess - <i>Aides Do Not Work</i>  |
| <b>April 15<sup>th</sup> -<br/>April 18<sup>th</sup></b> | * Good Friday – <i>Aides Do Not Work</i><br>Easter Break - <i>Aides Do Not Work</i>   |
| <b>May 30th</b>  | * Memorial Day - <i>Aides Do Not Work</i> -   |
| <b>June 6th</b>  | Teacher Work Day – Aides Work Regular Schedule<br>( <i>Recess Aides Not Scheduled to Work</i> )                                   |

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