

HAMILTON HEIGHTS SCHOOL CORPORATION  
Certified Staff Handbook  
2025-2026



**H**AMILTON HEIGHTS  
SCHOOL CORPORATION

## TABLE OF CONTENTS

|   |   |
|---|---|
| Vision Statement                                    | 3 |
| Mission Statement                                   | 3 |
| Core Values   | 3 |
| Policies & Administrative Guidelines                | 4 |
| Salary, Wages & Wage-Related Fringe Benefits        |   |
| Wage Payment  | 4 |
| Salary Deductions                                   | 4 |
| Attendance  |   |
| Attendance Procedures                               | 4 |
| Field Trips   | 5 |
| Unpaid Leaves                                       | 5 |
| Work Days & Hours                                   | 6 |
| Conference Request Procedures                       | 6 |
| Non-Discrimination and Equal Employment Opportunity | 6 |
| Use of Tobacco by Professional Staff                | 7 |
| Staff Evaluation                                    | 7 |
| Business-Related Travel                             | 7 |

***Vision Statement:***

We envision that HHSC will have a positive, life-long impact on all students that empowers them to become the best version of themselves. Students will be capable of adapting, persevering, and contributing meaningfully in their local and global community.

***Mission Statement:***

HHSC will provide a safe, innovative, and nurturing school environment where students matter and are treated with integrity and respect as the staff prepares and engages them in quality learning experiences that will equip them for future personal, professional, and social endeavors.

***Core Values:***

***Safety – the health and safety of all HHSC students and staff is our highest priority***

***Innovation – seek and encourage creativity in strategies, methods, solutions and resources***

***Community – serve the common good of our community and the needs of our students***

***Accountability – demonstrate ownership of and a sense of duty to our educational mission***

***Respect – admire and value each individual***

***Encouragement – inspire the spirit and realize the potential within each person***

***Excellence – pursue exemplary performance from students and staff***

## **POLICIES & ADMINISTRATIVE GUIDELINES**

Certified Staff policies and procedures are governed by Hamilton Heights School Corporation policies and administrative guidelines. These can be found on [www.hhschuskie.org](http://www.hhschuskie.org) under Policy Manual.

This handbook serves as a supplement to the policies and administrative guidelines. All employees must follow board policies and administrative guidelines.

## **SALARY, WAGES, and WAGE-RELATED FRINGE BENEFITS**

As established by Indiana Code 20-29-6-4, salary, wages, and salary and wage related fringe benefits, including accident, sickness, health, dental, vision, life, disability, retirement benefits, and paid time off are negotiated between the Hamilton Heights Board of School Trustees and the Hamilton Heights Classroom Teachers Association in the Master Contract. The Master Contract can be found on the HHSC website, HHSC Network (g drive), and Employee Portal.

### **WAGE PAYMENT**

The School Corporation has entered into an agreement with the Teachers Association regarding wage payment, as required by Indiana Code 20-26-5-32.2. This wage payment agreement is attached to the Master Contract.

### **SALARY DEDUCTIONS**

Federal tax, state tax, county tax, social security, and teacher retirement will be deducted from the teacher's pay at a withholding rate determined by the teacher's completion of applicable forms.

Insurance, including specified annuities, may be deducted at the individual teacher's option. Payroll deductions for tax sheltered annuities shall be limited to vendors approved by the HHSC Board of Trustees.

Payroll deductions for annuities shall be paid to the designated vendor within 14 days of either the final pay date from which deductions are made that month or receipt of the vendor's billing, if applicable, whichever comes later.

The Board shall make direct deposit of payroll for all teachers. Teachers shall furnish an account number prior to August 1 of each year. Any changes with bank and account numbers need to be communicated to the payroll department.

## **ATTENDANCE PROCEDURES**

All absences, regardless of cause, shall be reported to the building principal or designee and all AESOP program procedures should be followed as communicated by your building principal. If an absence is entered, but no longer needed, please delete the absence or report to your building principal the need to delete the absence, no later than the week the absence was to occur.

A teacher who has been absent due to illness for a period of five consecutive school days or longer may be required to present the building principal with a physician's statement of physical ability to return to work. (Physician means licensed medical doctor in the State of Indiana.)

For use of professional leave, a written report of the conference attended shall be filed within one week from the end of the conference with the Superintendent discussing activities of the conference. See Conference Request Procedures on page 6 for additional details.

Teachers who need to be absent from summer school class will call the principal or his or her designee who will provide a substitute.

### **FIELD TRIPS**

Teachers attending field trips as parent chaperones must use Personal Business days unless a Building Principal requests attendance as a Teacher Chaperone. Teacher Chaperones must enter the day as a Field Trip day in AESOP.

### **UNPAID LEAVES**

**Leave of Absence.** A teacher may, upon request and with approval by the Board, be granted a leave of absence for up to one school year without pay. The request for the leave of absence shall be made in writing at least 30 days prior to the leave (see Unpaid Leave Request Form located on the Google Drive – HH Administration). A teacher must report his/her intent to return in writing at least seven calendar days prior to the return, except those returning from a full school year leave must report their intention to return by April 20th prior to their expected fall return. Failure to report your intention by April 20th may result in cancellation of employment. A teacher on an approved leave of absence may continue enrollment in all benefits at their cost. An unpaid leave of absence cannot be requested for consecutive years.

**Return from Leaves.** At the end of any leave, a teacher shall be assigned to the teaching position held at the time the leave was granted if such position is available; otherwise, said teacher will be assigned a position for which the teacher is qualified unless otherwise specified above.

**Family/Medical/Military Leave.** Family, Medical, and Military leave is available to qualifying employees as described in Board Policy D400. For questions regarding family, medical, or military leave please contact the Business Manager or his/her designee.

**Temporary Teacher's Contract.** As set forth in Indiana Code 20-28-6-6, a temporary teacher's contract shall be used only for employing: (1) a teacher to serve in the absence of a teacher who has been granted a leave of absence by the school corporation for: (A) engaging in defense service or in service auxiliary to defense service; (B) professional study or advancement; (C) exchange teaching; (D) extended disability to which a licensed physician has attested; or (E) serving in the general assembly; or (2) a new teacher for a position: (A) that is funded by a grant outside the school funding formula for which funding is available only for a specified period or purpose; or (B) vacated by a teacher who is under a regular contract and who temporarily accepts a teacher position that is funded by a grant outside the school funding formula for which funding is available only for a specified period or purpose.

The temporary teacher's contract must contain: (1) the provisions of the regular teacher's contract except those providing for continued tenure of position; (2) a blank space for the name of the teacher granted the leave, which may not be used on another temporary teacher's contract for the same leave of absence; and (3) an expiration date that: (A) is the date of the return of the teacher on leave; and (B) is not later than the end of the school year.

If a teacher is employed on the temporary teacher's contract for at least sixty (60) days in a school year, the teacher may, on request, receive the service credit that the teacher would otherwise receive with regard to the Indiana state teachers' retirement fund.

### **WORK DAYS AND HOURS**

Salaries derived by application of the Teachers Salary Table shall be for 182 days of seven hours thirty minutes each per year, including no less than a 30-minute duty free lunch period each day and a period no less than 45 minutes or one class period, whichever is more, per day of non-student contact time dedicated to professional preparation.

If a teacher is required to work more than 182 days in any given school year, he/she shall receive extra pay equal to his/her per diem rate of pay (annual salary divided by 182) for each such day worked in excess of 182.

***Exceptions to the rule:*** No more than 3 required annual special events, e.g. parent teacher conferences, open houses, and back to school social events. These events shall last no longer than 2 hours each. Additionally, there shall be no more than 9 after school staff meetings per year scheduled and shall not exceed 60 minutes before or after the end of the normal work day.

### **CONFERENCE REQUEST PROCEDURES**

The following information contains the procedures and guidelines for initiating a request to attend a conference and secure any financial reimbursement that might have been encumbered by the teacher:

1. At least two-weeks prior to the registration deadline or conference date the teacher initiates a request on the appropriate form to the building principal (see Conference Request Form located on the Google Drive – HH Administration-Conference & Mileage Forms).
2. The principal then denies or approves the request. If approved, he/she forwards the request to the Office of the Superintendent.
3. The Superintendent then denies or approves the request.
4. The Superintendent's office will return the conference form with the approval notification and registration next steps, if applicable, signifying that the staff member can then register themselves and plan accordingly to attend.
5. All receipts of expenses incurred as a result of the conference are to be collected by the attendee and presented to the building principal upon return from the conference. A conference report should also be turned in along with the receipts.
6. The report (signed by the principal) and receipts should then be forwarded by the principal to the Superintendent's office. Payment for the approved reimbursables will be issued at the next scheduled board meeting.

### **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Hamilton Heights School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The school corporation prohibits harassment based on a Protected Class. The person designated to handle inquiries regarding the nondiscrimination policies of the Corporation or to address any complaint of discrimination is:

Superintendent or his/her designee  
410 West Main Street, P.O. Box 469  
Arcadia, Indiana 46030  
317-984-3538

### **USE OF TOBACCO BY PROFESSIONAL STAFF**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school grounds, on school buses, and at any school-related event.

### **STAFF EVALUATION**

All teachers will be evaluated each year using Hamilton Heights School Corporation's evaluation rubric. The Staff Evaluation Handbook can be found on the HHSC website.

### **BUSINESS-RELATED TRAVEL**

Employees are prohibited from using motorcycles, motorized scooters, bicycles, or similar modes of non-traditional transportation at any time for business-related travel due to the inherent danger associated with traffic-related collisions. Crashes, even when not involving another vehicle, often result in catastrophic injuries or death to the operator.

Employees are not prohibited from traveling to and from (their home) and work (commuting) using such forms of transportation as noted above; provided they do not engage in any activity that would be construed as business-related (e.g. picking up mail, making bank deposits, purchasing office supplies, etc.) during this travel.

All business-related travel in motorized vehicles will be in a vehicle meeting applicable Federal and State Highway Safety standards, including seat-belts and other operators/passenger safety features that have been approved for business-related travel by the organization.