



Substitute Custodian Resource Guide

Fond du Lac School District

Revised June 2024

SUBSTITUTE CUSTODIAN / MAINTENANCE PERSONNEL RESOURCE GUIDE

TABLE OF CONTENTS

TOPICS	PAGE
Forward	2
Professional Ethics	2
Qualifications and Requirements	3
General Employment Information	3
Calling Procedures	4
General Policies	4
4122.01 Drug-Free Workplace	5
COVID-19 Health and Safety Requirements	7
When You Arrive at School	8
Emergency Preparedness	8
What We Expect from Our Substitute custodians	9
Before You Leave at the End of the Day	9
Appendix - External Substitute - Custodial and Maintenance Employees Compensation Schedule	16
Appendix - School Locations and Pertinent Information	17

FORWARD

This booklet is to serve as a guide for substitute custodians in the Fond du Lac School District. It is intended to assist you in finding answers to the many questions you may have regarding substituting in our District.

The substitute custodian is essential to the successful operation of a school system and to the educational program of that system. We want the task of the substitute custodian to be enjoyable while at the same time providing an uninterrupted continuation of the educational programs for the students and staff. The role of the substitute custodian can be challenging and can be extremely difficult at times.

The school district relies very heavily on our custodial staff, and it is our hope that your experience in the Fond du Lac School District will be both satisfying and rewarding. Your comments and/or suggestions for the improvement of the custodial services are earnestly solicited. If you are interested in sharing those comments/suggestions, please contact our Substitute Coordinator. Your contributions to the education of the children attending our schools are greatly appreciated.

Remember, whether your stay is short or continues over a longer period of time, each time you enter a school building, you are responsible for the most important resource we have in this District and community - our children.

PROFESSIONAL ETHICS

In your role as a substitute, you may have access to student records and reports. In most cases, knowledge you receive about a student, even if you personally observe it or you are told by another, must be considered a pupil record or report. All such information or records should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information for the certificated staff on child development. Presume that ALL information about students, either written or non-written, is confidential and should be handled in a confidential manner. This information should be shared with no one unless that person is an employee of the District with an educational need to know.

Additionally, substitute custodians may see or have access to a teacher's personal information, medical information, or documents. Teachers have the expectation of privacy, and this information should be safeguarded with the same level of confidentiality and should not be shared with anyone.

Substitutes are responsible for knowing the rules and regulations of the Fond du Lac School District. These areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you work.

Make every effort to carry on the program of the regular custodial duties and to fit in with the schedule of that school.

Maintain professional standards in each situation. This infers you are careful not to criticize a school, teacher, or student especially outside of the school or in another school. Please remember, the principal is the person to contact regarding any concerns you may have.

Although it is a prerogative seldom used, the District reserves the right to terminate the employment of a substitute custodian. Reasons for such action may include, but are not limited to, lack of initiative, unsatisfactory work, inability to arrive at work on time, unwillingness to cooperate, undue difficulty with discipline, or behavior considered inappropriate in a school environment.

QUALIFICATIONS AND REQUIREMENTS

Following are the qualifications and requirements for working as a substitute custodian in the Fond du Lac School District:

1. A substitute custodian must have on file in the Human Resources Office a completed substitute application form. In addition, a criminal background check will be conducted. The application form can be obtained at the District's Administration Center, 72 W. 9th Street, or found online at www.fonddulac.k12.wi.us under About Us > Employment.
2. For the health and safety of our students, a substitute custodian must have on file with the District proof that he/she has been screened for tuberculosis (TB) and is free of the disease. The screening is done at the Fond du Lac School District's Employee Clinic located at Aurora Health Care, 210 Wisconsin American Drive. Note: If you have had a recent TB test, for it to be valid for our records, it must have been performed within the past 90 days.
3. Substitute custodians must complete the necessary training through our Vector system, as well as any training supplied by Facility Services that will allow them to complete their assigned tasks safely.

The Fond du Lac School District will offer an orientation prior to the start of the school year.

GENERAL EMPLOYMENT INFORMATION

Assignment to the substitute custodian list is completed annually. Once you have applied for a substitute custodian position and have worked in the District in that capacity, you will be contacted via email during the summer months to ascertain whether or not you want to continue as a substitute custodian for the following year.

Substitute pay is based on days worked and reported on Red Rover. Payroll checks are direct deposited into a specified account by completing the appropriate paperwork. There are no fringe benefits for working as a substitute custodian.

Federal and state withholding and social security are withheld from the substitute custodian's salary. A substitute custodian is covered on Workers Compensation and under the District's liability insurance.

As a substitute custodian, you are considered to be a casual employee-at-will of the District. Nothing contained in this handbook is intended to create a contract of employment between you and the District. The District understands that you may choose to accept offers to substitute in our District or decline offers to substitute based upon your individual needs and wants.

District Email for Substitutes

Each substitute will receive a Fond du Lac School district email.

Your login will be your last name, first initial, @fonddulac.k12.wi.us.

Example: John Smith = smithj@fonddulac.k12.wi.us

The password to log into your email for the very first time is **fonddulac2024**

Once you log in we ask that you change this password.

You must also set up Two Factor Authentication

*Click on Gmail in ClassLink

*Click on the icon in the upper right hand corner next to FDLSD logo.

*Click on Manage Your Google Account

*On the left hand side, select Security

*Scroll down until you see, "2-Step Verification" and click on it

*Enter your password

*Add your cell phone number to receive texts (follow the steps on screen and with your phone to set this up)

Copying and Printing

You will now be able to print on the new copiers using the login information below:

Last name, first initial and your email password.

Ex: John Smith = login would be **smithj**, and then the password you have set up for your email

CALLING PROCEDURES

Substitutes whose services are required will normally be called between 5:00 to 7:30 a.m. and 4:00 to 10:00 p.m. by the District's Red Rover system, unless an assignment has been made in advance or an absence occurs during the same school day. In the event you are ill on the morning of a day that you are scheduled to substitute, you can cancel out of the assignment on Red Rover. You have until 6:55 a.m. for same-day cancellations. If it is after 6:55 a.m. please call the Substitute Coordinator at (920) 906-6504. Please avoid canceling substitute custodian assignments as the 6:55 a.m. cut-off approaches. This makes it increasingly difficult to fill those vacancies prior to the start of the school day.

When accepting an offer to substitute, take note of the specifics pertaining to the position including the school, the name of the custodian who will be absent, and the Notes to Substitute (if applicable).

To help keep our records updated, please notify the Substitute Coordinator at (920) 906-6504 regarding a change in address or phone number. Also, if you accept a position in another district, are temporarily unavailable, or wish to be removed from the substitute custodian list, please call the Substitute Coordinator at (920) 906-6504.

GENERAL POLICIES

These are a few general policies that substitutes are expected to follow. They do pertain to all schools; however, individual schools will also have more specific rules and detailed policies of which you should become aware.

1. The Fond du Lac School District photo identification badge (taken at our Administration Center after you were approved for substituting) is required to be worn in ALL schools at ALL times. If the ID badge becomes damaged or is lost, please call (920) 906-6504 to arrange to have another one made.

Per Board Policy 4216 - Support Staff Dress and Appearance, when assigned to District duty, all support staff members shall:

- A. be physically clean and neat;
- B. dress in a manner consistent with their support responsibilities;
- C. dress in a manner that communicates to others a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. present themselves in such a way that does not disrupt the educational process or cause a health or safety hazard.

Unless otherwise directed/approved by the Director of Facility Services, custodial and maintenance employees will wear:

- jeans/khaki pants
- boots or tennis shoes (weather and duty appropriate)
- Facility Services will provide t-shirts

2. As a substitute you will be provided a 30-minute duty free lunch some time during the course of your shift. If additional duties become necessary due to unforeseen circumstances, you may be shifted to another school to assist in providing coverage for another custodian
3. Materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.
4. If a person not connected with the school wants information about a child or permission to take a child from the classroom, refer that person to the principal and immediately alert the office. Under no circumstances should a child be released without permission of the principal.
5. Order and control should be maintained within hallways, the playground, or in any area of the school. Techniques other than shouting should be used and at no time are you to administer corporal punishment. Again, if you are having a problem, notify the principal.
6. All cases of student accident or illness are to be reported immediately to the school office.
7. You are responsible for learning about emergency and crisis management procedures in each building where you teach. A snapshot of this is in each classroom on a poster entitled IN AN EMERGENCY TAKE ACTION.

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.

Prohibited Acts

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:

- A. manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B. using, distributing, or possessing drug paraphernalia; or
- C. unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Permitted Acts

Staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescription in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students.

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. CBD products are prohibited on District grounds and at school events.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action up to and including termination from District employment in accordance with the provisions of the applicable Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and

alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the Superintendent from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his or her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming substance abuse. However, the decision to seek diagnosis and accept treatment for substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

COVID-19 HEALTH AND SAFETY

REQUIREMENTS

During declared health emergencies, the District will implement policies and procedures consistent with applicable Wisconsin Department of Health Services (DHS) emergency orders, Department of Public Instruction (DPI) directives, and local health department or governmental orders. In addition, as applicable, the District will consult with and comply with applicable local health department recommendations. Requirements developed by the District during a health or other emergency will take precedence over provisions of this Substitute Instructional Aide Handbook.

Safety remains a priority to our school district. If you have tested positive for COVID, we plan to adhere to the current CDC guidelines and honor the need for a 5 day quarantine from the onset of symptoms. If you are a close contact to someone with COVID, we ask that you monitor for symptoms.

Please continue to self monitor if you seek a COVID test due to these symptoms:

At least TWO of the following symptoms:

- Fever (100.0° F or greater)
- Chills
- Muscle aches
- Headache

- Sore throat
- Nausea or vomiting
- Diarrhea

At least ONE of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of smell
- New loss of taste
- Fatigue
- Congestion or runny nose

WHEN YOU ARRIVE AT SCHOOL

1. Plan to arrive at school at least 15 minutes prior to the start of your custodian assignment - regular shift times are listed below. School start and dismissal times will vary.

1st shift - 6:30am - 3:00pm

2nd shift - 3:00pm-11:30pm

2. Upon arrival, substitutes should report to the school's office. A school secretary will be available to assist you.

3. All substitute custodians are allowed a duty-free 30-minute lunch period.

4. When you arrive at the school, please do the following things:

- Look for the custodian's daily schedule and the daily tasks. Follow the custodian's daily schedule to the best of your ability.
- If the regular custodian is unexpectedly absent so that there is not an opportunity to leave the substitute special instructions, we request that the substitute make the best possible effort to cover the duties of the regular custodian.

It is your responsibility to contact the principal or Facility Services if you have any questions. (Ext. 6800)

Substitute custodians are to devote their time to the activities that would have been expected of the regular custodian. Substitute custodians are not to engage in other personal activities such as reading the newspaper, books or magazines, making or taking personal calls, or exploring the internet.

EMERGENCY PREPAREDNESS

Schools need to be ready to handle crises, large and small, to keep our children and staff out of harm's way. Each school has a crisis plan. Crises range in scope and intensity from incidents that directly or indirectly affect students and staff to ones that impact the entire community. Understanding your school plan will assist you in responding to a crisis and provide directions for the students you are working with. School emergency plans

address the following potential events or hazards caused by both nature and people: HOLD, SECURE, LOCKDOWN, EVACUATE and SHELTER.

Please note that all school buildings have the doors secured during the day. If you arrive after the school's start time, you will need to press the intercom and identify yourself and the purpose of your visit to the school.

Accountability during any crisis or drill replicating the events of a crisis is critical. Most schools are now doing so through texting and/or the gmail suite. If you are comfortable, please share your cell phone number with the school principal upon arriving for your substitute duty.

WHAT WE EXPECT FROM OUR SUBSTITUTE CUSTODIANS

1. Ability to continue with the regular duties is important.
2. Ability to help the staff and students, as the regular custodian would, is described as follows:
 - Follow the policies for the school.
 - Maintain a clean environment and give assistance to staff and students.
 - Be a professional person who does not carry "tales" outside the school. Confidentiality is critical - students should not be discussed outside of the school.
 - Leave the custodial area in order at the end of the day.
3. Willingness to take the time to do the job should be noted as follows:
 - Coming to your shift on time.
 - Completing duties and tasks as outlined for the day.
 - Respectful and pleasant demeanor in working with staff and students.

BEFORE YOU LEAVE AT THE END OF THE DAY

When you leave the school at the end of your shift, please see that it is left in an orderly fashion, that all classroom and school doors are closed and locked.

1st shift - When you have completed your work, check out with the school secretary. Report anything that happened during the day that the principal should know.

When leaving at the end of the day, if you are available ask if your services will be required for the following day.

If a substitute custodian needs to leave before the regular time because of previous commitments that cannot be canceled, s/he should receive permission from the principal or designee to leave early. This should be kept to a minimum.

External Substitute - Custodial and Maintenance Employees

Compensation Schedule

2024-25

*Custodial Subs must complete required training before they will be allowed to accept positions

*Maintenance subs must meet minimum skill/knowledge requirements to qualify for positions

*Director of Facility Services and Safety will determine if subs are needed for specific absences

Regular Custodial/Maintenance Sub

Position Type	Daily Rate 1-20 days	Long-Term Rate 21+ days
Custodian, Groundskeeper, Delivery, Specialists	\$135	\$150
Head custodian	\$135	\$150
Skilled maintenance, storekeeper	\$150	\$165

Retired FDLSD Custodial/Maintenance

Position Type	Daily Rate 1-20 days	Long-Term Rate 21+ days
Custodian, Groundskeeper, Delivery, Specialists	\$145	\$160
Head custodian	\$145	\$160
Skilled maintenance, storekeeper	\$160	\$175

Long-Term Rates

Definition: a pre-arranged absence of 21 days or more for the same employee in the same assignment. In these cases, the long-term rate applies from the first day of the assignment.

When a substitute works a half-day, they will be paid one-half of the appropriate daily substitute rate. Half-day times are determined by each employee's daily schedule.

FOND DU LAC SCHOOL DISTRICT

School Locations and Pertinent Information for Substitutes

CHEGWIN ELEMENTARY SCHOOL - 109 E. Merrill Avenue • 920- 929-2820 • Start Time - 8:15 a.m.
Principal-Melanie Steinbarth • Main Entrance - Off of Merrill • Parking - Lot to the right of the Main entrance

EVANS ELEMENTARY SCHOOL - 140 S. Peters Avenue • 920-929-2828 • Start Time - 8:15 a.m.
Principal-Nick Shultis • Main Entrance - Off of Peters • Parking - Lot to the left of the Main entrance

FOND DU LAC HIGH SCHOOL - 801 Campus Drive • 920-929-2740 • Start Time - 7:55 a.m. (zero hour 6:55 a.m.)
Principal-Dave Michalkiewicz • Main Entrance - Off of Campus Drive by Clock Tower • Parking - Visitor's parking is the lot to the right as you pull into the first driveway from Scott Street - Obtain a Parking Pass from Barb Lange, school secretary

FONDY CENTRAL (alternative high school) - 680 N. Prairie Road • 920-929-3282 • Start Time - 7:55 a.m.
Principal-Dave Michalkiewicz • This building is located to the left as you face Lakeshore School - Entrance thru doors facing Prairie Road • Parking is in the half circle in front of the school or on the road

LAKESHORE ELEMENTARY SCHOOL - 706 N. Prairie Road • 920-929-2901 • Start Time - 8:40 a.m.
Principal-Jodi Brueggeman • Main Entrance - Off of Prairie • Parking - Lot to the right of the Main entrance

PARKSIDE ELEMENTARY SCHOOL - 475 W. Arndt Street • 920-929-2840 • Start Time - 8:15 a.m.
Principal-Amy Jahn • Main Entrance - Off of Arndt • Parking - Lot to the right of the Main entrance

PIER ELEMENTARY SCHOOL - 259 Old Pioneer Road • 920-929-2868 • Start Time - 8:15 a.m.
Principal-Jenny Hughes • Main Entrance -Off of Old Pioneer • Parking -Lot to the right of the Main entrance

RIVERSIDE ELEMENTARY SCHOOL - 396 Linden Street • 920-929-2880 • Start Time - 8:15 a.m.
Principal-Jessica Hughes • Main Entrance - Off of Linden Street • Parking - Lot to the right of the Main entrance

ROBERTS ELEMENTARY SCHOOL - 270 Candy Lane • 920-929-2835 • Start Time - 8:15a.m.
Principal-Cathy Prozanski • Main Entrance - Off of 8th Street Lot • Parking - Lot off of 8th Street

ROSENOW ELEMENTARY SCHOOL - 290 Weis Avenue • 920-929-2996 • Start Time - 8:15 a.m.
Principal-Nate Brunnbauer • Main Entrance - Off of Weis Avenue • Parking - Lot to the left of the Main entrance

SABISH MIDDLE SCHOOL - 100 N. Peters Avenue • 920-929-2800 • Start Time - 7:55 a.m.
Principal-Matt Wolfert • Main Entrance-Off of Peters-Left set of doors•Parking-Lot in front of the school

STEM ACADEMY - 401 S. Military Road • 920-906-6700 ext. 4605 • Start Time - 8:15 a.m.
Principal-Amy Kunstman • Main Entrance - Off of Walker Street • Parking - Back of school off of Ann Street

THEISEN MIDDLE SCHOOL - 525 E. Pioneer Road • 920-929-2850 • Start Time - 7:55 a.m.
Principal-Brad Nerat • Main Entrance - Off of Pioneer Road - middle set of doors • Parking - Lot to the left of Main entrance

WATERS ELEMENTARY SCHOOL - 295 Wabash Avenue • 920-929-2845 • Start Time - 8:15 a.m.
Principal-Kelly Sarah • Main Entrance - Off of Wabash Avenue • Parking - Lot to the right of Main entrance

WOODWORTH MIDDLE SCHOOL - 101 Morningside Drive • 920-929-6900 • Start Time - 7:55 a.m.
Principal-Michael Lytle • Main Entrance - Off of Morningside Drive, left set of doors • Parking - Lot in front of the school

ADMINISTRATION CENTER - 72 W. 9th Street Substitute Coordinator - Tonya Neil (920) 906-6504