

Stanley-Boyd Area Schools

**JAMES B. JONES, DISTRICT ADMINISTRATOR
507 EAST 1ST AVENUE
STANLEY, WISCONSIN 54768
715-644-5534**

**HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768**

**MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768**

**STANLEY ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768**

**BOYD ELEMENTARY
303 E. Park Street
Boyd, WI 54726
715-667-3221**

Administrative Rule: Sub Calling

Written By: Jim Jones

Date: February 28, 2007

- 1. For all unforeseen absences, please call the sub caller voice mail box at (715) 644-5534 to make the sub caller aware of your illness. Enter 782 when asked for an extension number. You must call before 6:45 AM.**
- 2. At no time shall teachers personally line up their own subs.**
- 3. Do not call the sub caller at his or her home phone number.**
- 4. While you are encouraged to suggest specific subs to the sub caller, it will remain the duty of the sub caller to determine which substitutes will be placed where.**