

To: Administrators
From: Shelley Rossitto
Date: September 6, 2005
Re: Phone policies

Phone calling procedures:

- Office phones (main, guidance, AP): Can make long distance, receive calls from anywhere.
- In HS subject offices (offices that have 7912's) have the same rights as classrooms at this time. They cannot call long distance or receive calls from the outside. They can call the same as classroom phones. Administrators can call classrooms directly. All other staff members will be transferred through the main office or teachers can give out their extensions to be dialed in automatically when the main number is called.
- Directors and Coordinators offices can call long distance, receive calls, and call anywhere.
- Classroom phones can call local exchanges which are: Chase- 888, HS- 794, 796, 888, 583, Duggan- 583, KLR- 794, 796, 888, 583, MS- 794, 796, 888, 583, Cooke- 794, 796, 888, and 583. You need to dial 8 to get out.
- Classroom phones voice mail is not associated with their phones. A classroom teacher can get their voice mail anywhere. Office phones voice mail is associated with the phone. A red light appears on the handset to let you know there is a call.
- Aides and assistants do not have voice mail at this time.
- **PLEASE MAKE SURE ALL STAFF USE 5 DIGIT DIALING WITHIN THE DISTRICT.** That will utilize the network and avoid telephone charges.