

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5626

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CATEGORY: Support Services, Communications

EFFECTIVE: 1-29-66

SUBJECT: Allocation Formula for School Telephones

REVISED: 10-21-2002

## A. PURPOSE AND SCOPE

- To outline administrative procedures governing the allocation formula for school telephone instruments, lines, and equipment funded by the central telephone budget.

## B. LEGAL AND POLICY BASIS

- Reference:** Board policy: E-2050, E-2100, E-4000, G-4000, G-7000.

## C. GENERAL

- Originating Office.** Suggestions or questions concerning this procedure should be directed to the Telecommunications Office, Administration Program, Maintenance and Operations Department, Facilities Management Branch.
- Telephone Allocations** (allocations to positions are to full-time positions only)

### Site Allocation by Position, Function, and Location

Position/Function/Location	Elementary	Middle Level	Senior High
Principal	1 ea.	1 ea.	1 ea.
Vice Principal	1 ea.	1 ea.	1 ea.
ASB	—	—	1 ea.
General Secretary	1 ea.	1 ea.	1 ea.
Clerical Position	1 ea.	1 ea.	1 ea.
Attendance	1 ea.	1 ea.	1 ea.
Cafeteria	1 ea.	1 ea.	1 ea.
Classroom	1 ea.	1 ea.	1 ea.
Counseling Clerk/Guidance Aide	1 ea.	1 ea.	1 ea.
Custodian/B.S.S.	1 ea.	1 ea.	1 ea.
Library/Media Ctr. Textbook	1 ea.	1 ea.	1 ea.
Newspaper, Yearbook/Journalism	—	1 ea.	1 ea.
Nurse/aide	1 ea.	1 ea.	1 ea.
Physical Education (Boys)	1 ea.	1 ea.	1 ea.
Physical Education (Girls)	1 ea.	1 ea.	1 ea.
Registrar	1 ea.	1 ea.	1 ea.
ROTC or Cadet Corps	—	—	1 ea.
Staff Lounge	1 ea.	1 ea.	1 ea.
School Counselor	1 ea.	1 ea.	1 ea.
Financial Office	—	1 ea.	1 ea.
School Police Officer	—	1 ea.	1 ea.
SIS Technician	1 ea.	1 ea.	1 ea.

3. **Specially funded programs.** Allocations are as approved and budgeted by the Major Categorical Programs, Budget Department, Finance Division, Business Operations Branch. Telephones are not to be charged to the district general fund.

4. **Cellular telephones.** Allocations are as approved by the site administrator and/or instructional leader. Cellular phones are to be budgeted to site funds, *not* charged to the district general fund telephone budget.

5. **Telephone Trunk Lines**

a. **Elementary schools**

(1) Minimum telephone trunk line allocations

<b>Attendance Level</b>	<b>Trunks</b>
Below 300	8
301 to 1,099	12
1,100 and over	24

(2) Requests for traffic analysis may be submitted to the Telecommunications Office if additional trunks are desired.

b. **Middle level and senior high schools.** The number of trunk lines per site is determined by the ratio of one trunk to five stations. Ongoing traffic studies by the Telecommunications Office will be performed to ascertain if trunks need to be added or deleted to conform with actual demand.

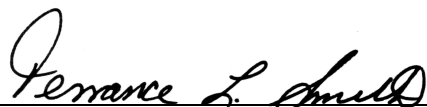
6. **General Instrument Restriction Policy.** Normally, telephone-calling areas will be restricted to the San Diego County area. **Exceptions:** Telephone lines assigned to the principal, vice principal, and others designated by the principal.

**D. IMPLEMENTATION** (Section C.)

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education