



ADMINISTRATIVE PROCEDURE

TELEPHONE STANDARDS

3516

Procedure No.

March 17, 1975

Date

- I. **PURPOSE:** To provide the approved telephone standards for the schools of Prince George's County and to provide instructions for requesting any change in telephone service.
- II. **INFORMATION:** Following is an outline of approved telephone service for senior high schools, junior high schools, and elementary schools:

Senior High	
Trunk lines	2,000 enrollment and above - 5
	1,000 - 2,000 enrollment - 4
	Below 1,000 enrollment - 3
Alternative line	This alternate line would be a direct unlisted number to the principal's office.
Extensions	Principal Each Vice Principal Each Secretary Each Guidance Person Media Center Cafeteria Physical Education (When school has two gyms, and extension will be placed in one office of the gym.) Investigator Counselor (if one is assigned)
Junior High	
Trunk lines	3
Alternate line	1 (Direct unlisted number to principal's office)
Extensions	Principal Each Vice Principal Each Secretary Each Guidance Person Media Center Cafeteria Physical Education (When school has two gyms, and extension will be placed in one office of the gym.) Investigator Counselor (if one is assigned)
Elementary Schools	
Trunk lines	2 (A third line may be furnished when justified by the principal.)
Extensions	Principal



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	Each Vice Principal Each Secretary Each Guidance Person Cafeteria Health (If health aide is assigned)
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- III. **PROCEDURES:** Any request for a change in telephone service is to be submitted to the Assistant Superintendent for Facilities and Supporting Services on the Request for Telephone Service form. Any request made should be in accordance with the approved telephone standards. Upon arrival of the Assistant Superintendent, he will then forward these requests to the County Communications Officer in order that he may approve the technical communication features as required. The County Communications Officer will then forward the order to the Telephone Company authorizing the change in service and billing.
- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be updated by the Division of Facilities and Supporting Services whenever necessary.
- V. **CANCELLATIONS AND SUPERSEDURES:** These procedures cancel Superintendent's Memorandum #78-71 and Memorandum #5-75.
- VI. **EFFECTIVE DATE:** March 17, 1975

Approved by:
 Carl W. Hassel
 Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, and 6