



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Policies on Telecommunications

**NUMBER:** BUL-1031.1

**ISSUER:** Margaret A. Klee  
Chief Information Officer

**DATE:** July 12, 2004

**ROUTING**  
Administrators

**POLICY:** The purpose of this bulletin is to establish policies for telecommunications on classroom safety, long distance calling, placing international calls and replacement of local telephone directory.

**MAJOR CHANGES:** This bulletin has been revised to reflect a change of contact information. If you need to place long distance business telephone calls outside of Los Angeles and international calls, please contact a telecommunications district associate at (213) 241-2525. Please also note that the “Request for Long Distance Exceptions” (Attachment A) requires an Administrator’s signature. This bulletin replaces Bulletin No. K-36 dated June 27, 2003.

**GUIDELINES:** The following guidelines apply.

**I. CLASSROOM SAFETY**

California Education Code, Section 17077.10 requires a telephone to be provided to the classroom in new facilities or modernization projects that include state funding. This same code requires the classrooms to be able to dial out directly to 911. To accomplish this, generally, phone service will be provided to the classroom when new Public Address systems are installed, and interfaced with the school’s telephone switch. The switch must be programmed to allow direct dialing to 911 from every classroom. Individual schools will need to monitor use of telephones in the classroom to prevent false emergency calls, and provide security for the telephone equipment in the classrooms.

All classroom telephones will be programmed to allow calls only to the school’s Main Office and directly to 911.

**II. LONG-DISTANCE CALLING**

Long-distance service will be available to the greater Los Angeles metropolitan area for all telephone and fax lines. This includes the following area codes: 213, 310, 323 562, 626, 661, 714, 760, 805 (Simi Valley and Thousand Oaks only), 818, 909, 949 & 951. All toll free area codes will also be included. Long



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distance access codes such as 10-10-xxx will not be allowed, as well as “0” for the operator. If a location needs to occasionally place a long-distance business telephone call outside of Los Angeles, they may do so through a telecommunications district associate at 213-241-2525. After placing the call, select the option for the Telecommunications Branch and follow the prompts. International calls may also be placed by calling 213-241-2525.

If a school or office requires calling access to specific area codes on a routine basis for District business, fill out “Request for Long Distance Exception” (Attachment A.) Please be sure to fill out the extension or telephone number where access is needed, the area codes required and the reason for the request. Include the name of the person requesting the access, and the name and signature of the requestor’s supervisor. Exception requests (Attachment A) must be faxed to Pam Anderson at 213 241-8900.

Due to the surcharge for each call, information calls such as 411 are not available. If replacement telephone books are required, you may contact the Telecommunications Branch at 213-241-2525 or use electronic look up sites on the Internet, such as <http://www.anywho.com>, <http://www.yellowpages.com>, <http://www.whitepages.com>, <http://www.switchboard.com>.

**ASSISTANCE:** For further information, please contact Pam Anderson, Director, Telecommunications at (213) 241-2525.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Information Technology Division

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ATTACHMENT A

REQUEST FOR LONG DISTANCE EXCEPTIONS

To: Telecommunications Branch Date: \_\_\_\_\_  
Please fax requests to 213-241-8900

From: SCHOOL/DEPARTMENT NAME: \_\_\_\_\_

Address: \_\_\_\_\_

City Zip Code  
LOCATION CODE: \_\_\_\_\_ Local District: \_\_\_\_\_

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An exception to the long distance policy is requested for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

The extensions are:

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

The telephone numbers are:

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

# \_\_\_\_\_ Area Codes Needed: \_\_\_\_\_

Name of Requesting Employee: \_\_\_\_\_ Phone No. \_\_\_\_\_

Title: \_\_\_\_\_ Signature \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_