Managing Building Time

There are times when building data is not available from the Principal's Building Report. Examples include but are not limited to non-accredited private / parochial schools, community based preschools, special education programs in off campus settings, etc. It is the duty of MIS clerk to discover the information needed to complete the building profile

To determine building information to be entered in the building profile the following details must be known.

I. The building's configuration
   a. Is the building administered by the public school system {(USD or COOP) [type D0]} or is it privately run {type X0}.
   b. What are the grade levels are present in the building? {Level 2 –High school, 3 – Jr. High, 4 middle school, 5 – preschool, 7 – elementary, 9 - multilevel, 10 – Infant toddler network.}
   c. What service settings are available in the building? Is it attended by only IEP students or a combination of IEP and non-IEP students, what type of preschool programs?

II. The building's schedule
   a. The bell schedule must be identified, first bell, dismissal bell, lunch period.
   b. The number of days in session is needed
   c. What school calendar does the building follow?

To determine this information the MIS clerk must call the building's administrator. The follow series of questions serve as an example of how to ask an administrator to discover the information needed.

1. Q. What time is first bell? –
   a. A. 8:10 am
2. Q. What time is dismissal bell? –
   a. A. 3:20 pm
3. Q. How much time is taken for lunch? –
   a. A. 30 minutes
4. Q. Is you school in session 5 days per week?
   a. – A. Yes, 5 days
5. Q. Can you fax me a copy of your school calendar?
6. Q. How many days per week is kindergarten in session? –
   a. A. 4 days.
7. Q. What is the start and end times of your Kindergarten session? –
   a. A. 8:15 am to 11:45 pm
8. Q. Is the kindergarten class a single session or a morning and afternoon session? –
   a. A. 1 session
9. Q. Does the building's preschool program follow the same daily schedule as the KG? –
   a. A. No
      i. If no, then questions 5 through 8 must be asked in terms of the preschool.
      ii. New calendars must be created in all cases where the building or program does not follow the same calendar as the USD.

Building Profile Information

Using the data in questions 1-9, one can determine the building profile information.

Element	Data
Start	8:10 am
End	3:20 pm
Total Day	430 minutes
(minus Lunch)	(30)
Class time	400 minutes

Element	Data
Days in session	5
KG minutes	210
KG days in session	5
PR minutes	180
PR days in session	4

There are times when a kindergarten or preschool deviates from the schedule of grades 1-12. In this case a new building must be set up in the 99xx series to accommodate the program.

In any case it is imperative that all building profile data be coordinated with the KSDE SPED Data manager to assure the local building profile and the Master Profile are identical. All new buildings must be marked to "USE this building" in the building profile, retired buildings would have the "USE" deselected.

Building Information

This is a table in the MIS database that contains information about all buildings used in a student record.

Definitions

1. Total Building minutes – The number of minutes between the staring bell and dismissal bell
2. Class time – The number of instructional minutes in the buildings school day (includes recess and passing periods). Class time equal the total building minutes minus the lunch period.
3. Kindergarten minutes – The number of minutes of the longest kindergarten session offered.
4. Days per week – The number of days per week the building is in session
5. Weeks per year – The number of weeks equals the total school days for the school year divided by the number of days per week The building is in session (rounded up to the next whole week).
6. Preschool Minutes per session - The number of minutes of the longest preschool session offered.
7. Preschool Days per week - The number of days per week the preschool is in session.
8. Preschool Weeks per year – The preschool weeks equals the total preschool days for the school year divided by the number of days per week the preschool is in session (rounded up to the next whole week).
9. Preschool calendar – The schedule of when the preschool is in session from the first day to the last day of preschool classes accounting for vacation dates, holidays, and other off days.
10. Total Preschool minutes per day – The total minutes of consecutive preschool session(s) per day
    a. All day preschool – The minutes per session plus the lunch period
    b. Single Half Day Session (children dismissed) – Same as minutes per session
    c. Two Half Day Session (children dismissed between sessions) – Session 1 + session 2.
    d. Two Half Day Session (children may stay for lunch) – Session 1 + session 2 + lunch
11. Preschool settings – The MIS code of the preschool program(s) offered in the building
    a. B – Early Childhood settings (Headstart, regular preschool etc.)
    b. G – Resource rooms in elementary or secondary buildings & locations or rooms where preschoolers are removed to from their non-disabled peers.
    c. R – Integrated Special education classrooms

d. W – Reverse Mainstream classrooms
e. K - Early Childhood settings (Headstart, regular preschool etc.) without services.

12. Itinerant services – Services delivered to children who do not participate in preschool programs but travel to an elementary or secondary school for services delivered in resource room settings, then depart upon completion of the services.

Itinerant preschoolers – If an elementary or secondary school does not offer preschool programs, but students are brought to the building for "itinerate" services, then preschool data must be entered into the building profile. To assure itinerate preschoolers calculate the same as other children, replicate the preschool session, days, weeks and calendar designation that is offered in another local elementary school. The service setting for itinerate preschoolers is "G".

Program descriptions and examples

Off campus – non public

Locations outside of school buildings or campus where students receive services

Work locations, job sites, library, stores, restaurants, swimming pools, parks, etc.

Home

Homes or a residence where students receive services

Home based or home bound or home school

Public off campus

Programs run by a school district, Coop or interlocal located outside of Elementary or Secondary school buildings

18 – 21 year old programs, day schools, alternative schools

Community based preschools

Preschool programs run by private organizations located in the community

Yogi Bear preschool, Topeka head-start, Happy Diaper preschool, etc.

Public off site preschools

Preschool administered / operated by a district, coop or interlocal, not housed in a public school building

USD 123 preschool

K time building

Organized structured child care program not housed in a public school building, were no special education services or support occurs

Mary Jones child care, St. Patrick's church day care, YMCA child care, etc.

Incarceration

Local or county, regional jail facilities

Douglas County jail, Topeka Juvenile, etc.

Hospital

Local or county hospitals

Allen County Hospital, Kansas Rehab Hospital, Hays Medical Center, etc.