2012-13
PRINCIPAL'S BUILDING REPORT (PBR)

THIS FORM IS FOR REFERENCE ONLY AND MUST BE COMPLETED ON THE WEB AT: https://svapp15586.ksde.org/authentication/login.aspx
Due on or before Wednesday, OCTOBER 10, 2012

Items below shaded in gray are PREPOPULATED to the PBR from either the KSDE Directory Application or the KIDS Collection System. If items do not populate correctly, an *authorized* user must log into these applications and update the source data where appropriate. Items are presented below in the order they appear on the online application. To avoid confusion on targeted questions, some screens, or portions thereof, will not display for certain building types in the online application.

ADMINISTRATIVE DATA

School Year:	Building Type:	Building Level:	Point of Contact Name:
District Name:	USD #:	Principal Name:	Point of Contact Position/Title:
School Name:	Building Number:	Year Built:	Point of Contact Number:

SCHEDULE INFO – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org
Daily Schedule (To be reported by ALL schools.)

Starting Time		Dismissal Time		Total Minutes
_____	to	_____	equals	_____
Less: Break Periods (Do not include Passing Period)				_____
Less: Lunch Period				_____
Total Class Time Minutes				_____

Weekly Schedule/Other – (All High Schools will need to have one copy of your class schedule and bell schedule available at the time of the KSDE audit.)

1. Does this building have a block schedule for the 2012-13 school year? (If no, complete #2.) Yes/No
2. Number of class periods, excluding activity periods, for this building (High Schools only). _____
3. School days at this building per week _____4 days per week _____5 days per week _____not selected
4. What are the total units (credits) required for graduation? _____

Kindergarten Sessions – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org
Report lunch period in minutes. If length varies, report the longest lunch period, including any recess break and passing time immediately preceding and following. Please indicate the number of the kindergarten format for each session. Each class, including those scheduled at the same time of day, should be reported as a SEPARATE session.

	Starting Time	Lunch Time	Dismissal Time	Headcount	Days Per Week	**Kindergarten Formats**
Kindergarten Session 1						
Kindergarten Session 2						

Format Options: 1. Full-day, every day; 2. Full-day, every other day; 3. Half day, every day; 4. Other

ANTI-BULLYING POLICY – Refer questions to Kent Reed, (785) 296-8109 email, kreed@ksde.org
KSA 72-8256 Anti-Bullying Legislation requires school districts to adopt policies prohibiting bullying on school property, in school vehicles, or at school sponsored activities, and to adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students.

Does your school have a bullying prevention policy prohibiting bullying on school property or at school sponsored activities that aligns with the district policy?	Yes/No
Does your school have a plan for implementation of its bullying prevention policy?	Yes/No
Does your school bullying prevention policy and plan include cyber-bullying?	Yes/No
Is your school implementing its bullying prevention plan with fidelity?	Yes/No
Are all staff and students receiving training regarding its bullying prevention policy and plan?	Yes/No

TEACHER ATTESTATION – Refer questions to Judi Miller, (785) 296-5081 email: judim@ksde.org or Norma Cregan (785) 296-4906 email: ncregan@ksde.org
NOTE: Check "No' on the top of the screen if you are not a Title I School (or you do NOT receive Title I Funds), and proceed to the next screen.

No Child Left Behind Act of 2001 (NCLB) requires principals of Title I schools to annually verify compliance with the NCLB Section 1119 requirements regarding highly qualified teachers and paraprofessionals. Please read the requirements listed below and check the appropriate box as it applies to your Title I school. NCLB also requires copies of this verification be on file at the school and district's offices.

1. All new teachers hired for the 2012-13 school year to teach a *core academic subject meet the No Child Left Behind *highly qualified* teacher requirements.
2. All teachers teaching core academic subjects meet the *highly qualified teacher* requirements.
3. All paraprofessionals have either a high school diploma or a recognized equivalent, i.e. GED.
4. All **paraprofessionals meet one of the following three requirements:
   a. Have 48 hours of higher education or
   b. Have an associate's degree or higher or
   c. Have passed one of the State-approved paraprofessional assessments.
5. Title I paraprofessionals who provide instructional support work under the direct supervision of a highly qualified teacher.

I, hereby, attest that _____ (school's name) in USD # _____ is in compliance with the requirements of No Child Left Behind Section 1119.
I, hereby, attest that _____ (school's name) in USD # _____ is not yet in compliance with the requirements of No Child Left Behind Section 1119.

Principal's Name _____ Date _____

*Core academic subjects include: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.
**In Title I Targeted Assistance Schools, the requirements apply only to paraprofessionals paid with Title I funds. In Schoolwides, all paraprofessionals providing instructional support must meet the requirements.

HEADCOUNT TABLE – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	English Language Learner Headcount	Concurrent High School Student Headcount	FTE
Kindergarten[1]							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							
3, 4, 5, Pre-K (IEP)							
Nongraded							
4 yr old At-Risk[2]							
TOTAL							
Pre-kindergarten (non-IEP)[3]							

[1] Include special education kindergarten students in kindergarten. (Do not duplicate in Nongraded)
[2] Must be approved by State Board of Education.
[3] Prekindergarten is a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten. INCLUDE Headstart Programs.

WEIGHTINGS TABLE – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

Vocational information is to be reported by High Schools only

(a) Career and Technical Education Contact Minutes	_____
(b) Seminar Minutes (Report whole minutes) on September 20, 2012.	_____
(c) Total number of vocational student contact hours* for all students in an approved vocational education course on September 20, 2012	_____
Total number of ESOL/Bilingual student contact hours* for all students in an approved ESOL/Bilingual education course on September 20, 2012.	_____
Total number of Part Time Students.	_____
Number of students enrolled in an approved virtual education program	_____

*Cannot exceed six (6) hours for any individual student.