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May 6, 2014

TO: Chief School Administrators
Charter School Lead Persons

FROM: David C. Hespe
Acting Commissioner

SUBJECT: 2013-2014 Program for Determining Grades under the *Anti-Bullying Bill of Rights Act*

This memorandum announces the opening of the 2013-2014 School Self-Assessment (Self-Assessment) program to grade each public school and school district's efforts to implement the *Anti-Bullying Bill of Rights Act* (ABR). The Self-Assessment tool has been revised for this school year, based on feedback the New Jersey Department of Education (NJDOE) received from the field during the first year of implementation. During the revision process, the maximum grade a school may receive was changed from 75 to 78 in order to address the statutory requirement that each school must post the issued grades.

The first step of the program is for each school, through its School Safety Team, to complete the Self-Assessment. Once the Self-Assessment is completed, the chief school administrator is required to obtain public comment and board of education approval prior to submitting each school's ratings to the NJDOE. The attached *Guidance for Determining Grades under the Anti-Bullying Bill of Rights Act* (guidance) document and its corresponding Appendices describe all of the steps required to complete this program.

The web-based system used to collect each school's Self-Assessment data is now open for input. This system requires the district homeroom administrator to create a **school-level username** for each new school user assigned to this project (HIB Grades), by using the homeroom administration application on the NJDOE Homeroom page at <http://homeroom.state.nj.us/>. New for this year, the chief school administrator must also be assigned to this project and obtain a **district-level username**. Users assigned to this project may visit the NJDOE Homeroom page, click on the link for HIB Grades and log in to enter and submit data. Additional information on creating user names is also included in the guidance. Please note: Charter schools still require only a school-level username.

The due date for completing, obtaining board of education approval, certifying and submitting the Self-Assessment is September 30, 2014. It is recommended that school staff review the guidance and associated materials as soon as possible. Should a Self-Assessment not be submitted by the due date, the NJDOE will issue a zero (0) for that school grade, which may also have a negative effect on the district's grade. The guidance and associated materials may be found at <http://www.state.nj.us/education/students/safety/behavior/hib/guidance/>.

Thank you for your ongoing efforts to provide safe and positive learning conditions for our students. If you have any questions, please email hib@doe.state.nj.us.

DCH/SM
Attachments

c: Members, State Board of Education
Senior Staff
Nancy Curry
Diane Shoener
Amanda Schultz
Kelly Allen

Executive County School Business Administrators
Executive County School Superintendents
Executive Directors for Regional Achievement Centers
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