

Overview of Activities to Fulfill Requirements of the School Self-Assessment Program to Determine Grades under the *Anti-Bullying Bill of Rights Act*

Note: The term CSA includes the CSLP and references to the BOE includes the charter school governing authority.

Activities	Person(s) Responsible	Plan to Complete
<p>Set-up usernames for this project (HIB Grades).</p> <ul style="list-style-type: none"> • Each school user will need a school-level account assigned to HIB Grades. <i>Note: You do not need to create a new school-level username if this person is the same as last year.</i> • Each CSA will need a district-level account assigned to HIB Grades. <p><i>Note: Charter schools still require only a school-level user name.</i></p>	District Homeroom Administrator	
<p>Print and Review the School Self-Assessment and Guidance document.</p>	School Safety Team	
<p>Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation.</p>	School Safety Team	
<p>Following district policies, request that the Self-Assessment be added to the agenda for an upcoming public BOE meeting. <i>Note: Meeting must be held prior to September 30, 2014.</i></p>	Anti-Bullying Coordinator	
<p>Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.”</p> <p><i>Note: This step does not apply to charter schools.</i></p>	Anti-Bullying Specialist	
<p>Print a summary report of the School Self-Assessment and review ratings. <i>Note: The CSA may request the school make changes.</i></p>	Chief School Administrator, Anti-Bullying Coordinator	
<p>Present School Self-Assessment at a public BOE meeting. <i>Note: The BOE may ask for further clarification and/or supporting documentation of ratings. Each School Self-Assessment must be approved by the BOE prior to being submitted to the NJDOE.</i></p>	Chief School Administrator	
<p>Certify the Statement of Assurances and submit data to the NJDOE.</p>	Chief School Administrator	Deadline: September 30, 2014
<p>NJDOE will review data and create and issue school and district grade reports.</p>	NJDOE	To be issued in the 2014-2015 school yr
<p>Review official Grade Report at public BOE meeting.</p>	Chief School Administrator, Anti-Bullying Coordinator	After receiving official Grade Report from NJDOE
<p>Post the official Grade Report on the homepage of the school and on the homepage of the school district.</p>	District Homeroom Administrator, Webmaster	Ten days after receiving official Grade Report from NJDOE