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***Guidance for Determining Grades  
under the Anti-Bullying Bill of Rights Act (P.L.2010, c.122)***

***2013-2014 School Year***

The Commissioner of Education is required to grade each public school and school district's efforts to implement the *Anti-Bullying Bill of Rights Act (ABR)* (N.J.S.A.18A:17-46). This guidance document has been developed to help the School Safety Team (SST) fulfill its responsibility to complete the School Self-Assessment for Determining Grades under the ABR (Self-Assessment) and the chief school administrator (CSA) and charter school lead person (CSLP) to fulfill their required responsibilities. For the purpose of this guidance, the term CSA includes CSLP and references to the Board of Education (BOE) include the charter school governing authority.

***Revisions to the Self-Assessment***

The Self-Assessment tool (Appendix A) has been revised (see highlights in the tool) for this school year based on feedback the NJDOE received from the field during the first year of implementation and to include previous clarifications outlined in a memorandum dated June 4, 2013. During the revision process, the maximum grade a school may receive was changed from 75 to 78, as the Self-Assessment now includes the statutory requirement that each school must post the issued school and district grades on the home page of the school's website as an additional three point indicator in Core Element #8.

**A significant change was made to Core Elements #6 and #7** to include separate indicators and criteria for schools that did or did not have at least one report of HIB during the 2013-2014 school year, at the time of completion of the Self-Assessment. For schools with at least one report of HIB, SSTs should evaluate their school's efforts using **Option A** for Core Elements #6 and #7. For schools that had zero reports of HIB, SSTs should evaluate their school's efforts using **Option B** for Core Elements #6 and #7. **The SST must rate the criteria in only Option A or Option B for these elements.**

**Another significant improvement was made to assist school leaders in certifying and submitting the Self-Assessment.** New for the 2013-14 school year, the chief school administrator must also be assigned to this project and obtain a district-level username. District-level users will now have the ability to review the Self-Assessment submitted for all schools in the district in one location, send them back to schools for discussion and edits, as necessary, and certify and submit each school's data from one webpage after the school-level user enters the data, rather than using a separate username for each school as required in the past.

The school-level username assigned for the prior Self-Assessment submission is still valid if the person assigned with school-level access remained the same. **New school-level users and now a district-level user assigned to this project are required to obtain a user name from the district homeroom administrator (HA) as soon as possible.** The homeroom administrator may access the instructions for

creating user names under “Homeroom Administrator Manual” on the NJDOE Homeroom page at <http://homeroom.state.nj.us/>. Please note: Charter schools still require only a school-level username.

Minor language changes, including the addition of “and,” “or,” “and at least one of the following” were made throughout the Self-Assessment to provide a clearer understanding of the criteria in each rating category. Language revisions were also made to Core Elements 2A, 2C, 3A, 3B, 3C, 3D, 4A, 4C, and 6A for clarity.

### ***Conducting the School Self-Assessment***

Each school, through its SST, is required to evaluate its implementation of the ABR from July 1, 2013 through June 30, 2014 by using the attached Self-Assessment. The Self-Assessment tool includes eight core elements which address all of the ABR requirements for schools. SSTs must assign a rating for each indicator based on the criteria and available documentation. Samples of documentation that could be used to substantiate the ratings are provided for each indicator. It is essential for school staff to maintain sufficient documentation that will substantiate its ratings on each indicator.

Each school’s Self-Assessment must be consistent with associated information and data collected by the district and data reports submitted to the NJDOE. In selecting a rating category on the Self-Assessment, each school must consider, at a minimum, the following information to verify its status regarding the indicators under each of the core elements:

- Data submitted by schools in each of the following data collection systems:
  - *Electronic Violence and Vandalism Reporting System,*
  - *Harassment, Intimidation and Bullying – Investigations, Trainings and Programs System,* and
  - *County District School System;*
- The findings from monitoring under the New Jersey Quality Single Accountability Continuum (NJQSAC);
- The findings from investigations of complaints of noncompliance conducted by the NJDOE’s county offices of education or the Office of Fiscal Accountability and Compliance; and
- Other sources of information (e.g., student conduct referrals and dispositions, student and staff attendance, student suspensions, school climate surveys, at-risk student behavior surveys).

**NOTE:** Schools are not permitted to assign a rating of “meets all requirements” or “exceeds the requirements” for any indicator that has been identified as non-compliant or that is unresolved as a result of an investigation by the NJDOE. The NJDOE reserves the right to adjust the selected rating for any indicator, if the rating is inconsistent with data or information available to the NJDOE.

### ***Entering, Certifying, and Submitting the Self-Assessment Data***

Once the Self-Assessment is completed, a school-level user must enter the school’s ratings into a web-based system titled HIB Grades, found on the NJDOE Homeroom page at <http://homeroom.state.nj.us/>. After the school-level user enters the ratings, he/she will be prompted to send the data to the CSA. The CSA (district-level user) will have the ability to review the Self-Assessment, print a *Summary Report* (Appendix B) and request the school make any necessary changes prior to officially submitting the data to the NJDOE.

The CSA is responsible for presenting the completed Self-Assessment at a public BOE meeting in order to obtain public comment and BOE approval. Once the BOE approval is granted, the CSA will formally submit the ratings. The system will not permit the user to submit the Self-Assessment prior to the date of the BOE meeting. The formal submission includes the CSA's certification of the school's electronically submitted ratings and the *Statement of Assurances* (Appendix C). The district-level user will be able to print a receipt of the submission. The **due date** for completing, certifying and submitting the Self-Assessment is **September 30, 2014**.

**NOTE:** The ratings may not be changed once submitted. Instructions for completing the web-based form will be available upon logging into the system.

***New for 2013-14***

The attached *Overview of Activities* checklist (Appendix D) was created to support schools in successfully completing all aspects of this program. Additional guidance and associated materials may be found at <http://www.state.nj.us/education/students/safety/behavior/hib/guidance/>.