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May 5, 2015

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Nancy Curry, Director  
Office of Student Support Services

SUBJECT: 2014-2015 Program for Determining Grades under the *Anti-Bullying Bill of Rights Act*

This memorandum announces the opening of the 2014-2015 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). Schools and school districts are encouraged to utilize this annual requirement to assess, reinforce and strengthen harassment, intimidation and bullying (HIB) prevention and intervention programs, policies and practices.

The Self-Assessment content remains the same as the prior year and the maximum grade a school may receive also remains at 78. 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 New Jersey Department of Education (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. Additionally, the NJDOE is pleased to announce the availability of a new technical assistance module, *An Overview of HIB Grades: Understanding the Self-Assessment Process & Data Entry Requirements*, to assist school- and district-level staff in completing all steps of the Self-Assessment program. The technical assistance module, guidance and associated materials may be found at <http://www.state.nj.us/education/students/safety/behavior/hib/guidance/>.

The web-based system used to collect each school's Self-Assessment data 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/>. The chief school administrator must also be assigned to this project as a **district-level user**. The HIB Grade system is now open and ready for input. 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. 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, 2015.** 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 may issue a zero (0) for that school grade, which will have a negative effect on the district's grade.

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](mailto:hib@doe.state.nj.us).

NC/SM

Attachments

c:      Members, State Board of Education  
         Senior Staff  
         Diane Shoener  
         Amanda Schultz  
         Kelly Allen  
         Executive County Business Officials  
         Executive County School Superintendents  
         Executive Directors for Regional Achievement Centers  
         Garden State Coalition of Schools  
         NJ LEE Group