

**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 RSLP and references to the BOE includes the charter school governing authority.

<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Plan to Complete</b>
<p><b>Set-up usernames for this project (HIB Grades).</b></p> <ul style="list-style-type: none"> <li>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></li> <li>Each CSA will need a district-level account assigned to HIB Grades.</li> </ul> <p><i>Note: Charter schools still require only a school-level user name.</i></p>	District Homeroom Administrator	
<b>Print and Review the School Self-Assessment and Guidance document.</b>	School Safety/School Climate Team	
<b>Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation.</b>	School Safety/School Climate Team	
<p><b>Following district policies, request that the Self-Assessment be added to the agenda for an upcoming public BOE meeting.</b></p> <p><i>Note: Meeting must be held prior to September 30, 2016.</i></p>	Anti-Bullying Coordinator	
<p><b>Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.”</b></p> <p><i>Note: Charter schools do not need to “Submit Report for District Review.”</i></p>	Anti-Bullying Specialist	
<p><b>Print a summary report of the School Self-Assessment and review ratings.</b></p> <p><i>Note: The CSA may request the school make changes.</i></p>	Chief School Administrator, Anti-Bullying Coordinator	
<p><b>Present School Self-Assessment at a public BOE meeting.</b></p> <p><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	
<b>Certify the Statement of Assurances and submit data to the NJDOE.</b>	Chief School Administrator	<b>Deadline: September 30, 2016</b>
<b>NJDOE will review data and create and issue school and district grade reports.</b>	NJDOE	To be issued in the 2016-2017 school year
<b>Review official Grade Report at public BOE meeting.</b>	Chief School Administrator, Anti-Bullying Coordinator	After receiving official Grade Report from NJDOE
<b>Post the official Grade Report on the homepage of the school and on the homepage of the school district.</b>	District Homeroom Administrator, Webmaster	Ten days after receiving official Grade Report from NJDOE

