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***Guidance for Determining Grades  
under the Anti-Bullying Bill of Rights Act (P.L.2010, c.122)  
2017-18 School Year***

The Commissioner of the New Jersey Department of Education (NJDOE) is required by state law 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/School Climate Team (SS/SCT) fulfill its responsibility to complete the School Self-Assessment for Determining Grades under the ABR (Self-Assessment), and to help the chief school administrator (CSA), charter school and renaissance school project lead person to fulfill their required responsibilities. For the purpose of this guidance, the term CSA includes charter school and renaissance school project lead persons, and references to the Board of Education (BOE) include the charter school and renaissance school governing authority.

**Conducting the School Self-Assessment**

Each school, through its SS/SCT, is required to evaluate its implementation of the ABR from July 1, 2017 through June 30, 2018 by using the Self-Assessment. The Self-Assessment tool includes eight core elements that address ABR requirements for schools. The SS/SCT 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. The maximum grade a school may receive remains 78.

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 the Student Safety Data System (SSDS) and the County District School System (CDS);
- 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 “exceeds the requirements” for any indicator that has not been corrected after there has been documentation of non-compliance during the period of July 1, 2017 through June 30, 2018. The NJDOE reserves the right to adjust the school’s 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 the NJDOE’s online system that is accessed by selecting the “HIB Grades” link found on the [NJDOE Homeroom](#) webpage. 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 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. 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 **October 31, 2018**.

*Note:* The ratings may not be changed once submitted. Instructions for completing the online form will be available after logging into the system.

### **Support Resources**

The NJDOE’s [Guidance for Determining Grades under the ABR webpage](#) contains a number of resources, including the “Overview of Activities” checklist and other resources to support schools in successfully completing the Self-Assessment program.

If you have any questions, please email [hib@doe.nj.gov](mailto:hib@doe.nj.gov).