August 26, 2014

TO: Chief School Administrators
    Charter School Lead Persons

FROM: Nancy Curry, Director
      Office of Student Support Services

SUBJECT: School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act Submission

A review of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act (Self-Assessment) system indicates that many school districts have not submitted the Self-Assessment for all schools in the district. If your district fulfilled this requirement, you received an email from the New Jersey Department of Education (NJDOE) instructing you to disregard this memorandum.

The due date for completing, obtaining board of education approval, and submitting the Self-Assessment to the NJDOE is September 30, 2014. Should a board of education-approved Self-Assessment not be submitted by the due date, the NJDOE will issue a zero (0) for that school’s grade which will have a negative effect on the district’s grade.

As a reminder, a school-level user must enter the School Safety Team’s ratings into the Self-Assessment system. After the school-level user enters the ratings, he/she will be prompted to send the data to the chief school administrator (CSA). The CSA (district-level user) will have the ability to review the Self-Assessment and request the school to make any necessary changes, if needed, prior to officially submitting the data to the NJDOE.

The Self-Assessment can be accessed by going to the NJDOE Homeroom at http://homeroom.state.nj.us/ and selecting the link titled HIB Grades. The system requires the district Homeroom Administrator to issue a school-level username and password for each school in the district assigned to this project AND to assign this project to the CSA (district-level user). In the Homeroom and Project Administration Login, this project is listed as #72: School Self-Assessment for Determining HIB Grades.

PLEASE SHARE THIS MEMORANDUM WITH THE DISTRICT ANTI-BULLYING COORDINATOR
The guidance and associated materials describing all of the steps in entering, certifying and submitting Self-Assessment data may be found at http://www.state.nj.us/education/students/safety/behavior/hib/guidance/.

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 for a prompt response.