Application Instructions for Funds to Support Implementation of the Anti-Bullying Bill of Rights Act

July 1, 2013 – June 30, 2014

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Application Due Date: February 19, 2014

NEW JERSEY DEPARTMENT OF EDUCATION
P.O. Box 500
Trenton, NJ 08625-0500

(This document is available at: http://www.state.nj.us/education/students/safety/behavior/hib/)
APPLICATION FOR FUNDS
TO SUPPORT IMPLEMENTATION OF THE ANTI-BULLYING BILL OF RIGHTS ACT

INSTRUCTIONS
HIB = Harassment, Intimidation and Bullying

Purpose
This application is to be used only by a school district or a charter school that is applying for funds to support implementation of the Anti-Bullying Bill of Rights Act (P.L.2010, c.122).

Time Period
A school district or a charter school may apply for reimbursement of expenditures in support of the Anti-Bullying Bill of Rights Act (ABR) incurred only for the time period of July 1, 2013 through June 30, 2014.

Eligible Expenses
A school district or a charter school may request funds for expenses only in the following areas:

- **HIB Training** — Training on the district’s HIB policy; information on improving school climate; information on preventing HIB on the basis of the protected categories and other distinguishing characteristics that might incite incidents of discrimination and HIB, pursuant to N.J.S.A. 18A:37-14 and 17.
- **HIB Prevention Programs, Approaches or Other Initiatives** — Programs, approaches or other initiatives intended to create school-wide conditions for the prevention of HIB, pursuant to N.J.S.A. 18A:37-17. The district may apply for prevention funds only after district officials have explored HIB prevention programs, approaches or other initiatives that are available at no cost.
- **HIB Intervention Programs and Services** — Programs or services (e.g., counseling services, support services, restitution or restoration) that are necessary to respond to, intervene in or remEDIATE one or more reported incidents of HIB, pursuant to N.J.S.A. 18A:37-15b(7), that are not available within the school district and are only available from resources outside of the school district. These services may be provided on school grounds as appropriate.
- **Best Practices for Creation of Positive School Climates** — Activities regarding the effective creation of positive school climates to prevent and address harassment, intimidation, and bullying, pursuant to N.J.S.A. 18A:37-17. The district may apply for these funds only after district officials have explored activities supporting best practices for creation of positive school climates that are available at no cost.

Application
The application includes four forms: Funding Request, Certifications and Assurances, Board Resolution to Apply for Funds, and, when applicable, Justification for HIB Prevention Costs. The forms must be correctly completed for the application to be considered for funding by the New Jersey Department of Education (NJDOE). The completed application forms should be sent by the district and emailed as attachments to the Executive County School Business...
Administrator no later than February 19, 2014. The Funding Request form must be completed using the Excel spreadsheet provided electronically by the NJDOE County Office.

An application will be funded to the extent that it is approvable and funds are available. If the total number of approvable applications exceeds the available funds, district awards will be pro-rated and adjusted accordingly.

**Directions For Completing Forms**

**Funding Request Form**

*County Code:*
- Enter the code for the county in the cell.

*School District Name:*
- Enter the full name of the school district or charter school in the cell.

*School District Code:*
- Enter the code for the district or charter school in the cell.

✓ **NOTE:** Enter all costs in whole dollars. For Sections I-V all Subtotals and the Grant Total will automatically calculate.

**Section I:** District and School Staff or Other Personnel HIB Costs

- **Salary Type:** For each staff type [e.g., district anti-bullying coordinator (ABS), school anti-bullying specialist (ABS), school safety team (SST)] indicate with a “check” whether the funds are provided to non-district personnel as a stipend or are provided to district personnel in addition to current salary or as a portion of existing salary.
- **Total Number of People:** Indicate the total number of ABCs, ABSs, or SST members for whom funds are requested.
- **Total Cost:** Indicate the total cost for the ABCs, ABSs and/or SST members for whom funds are requested.

**Section II:** HIB Training Costs

- **Training Dates:** List all dates for which each of the indicated types of trainings have been or will be conducted in the 2013-14 school year.
- **Total Cost:** Indicate the total amount requested for each of the indicated types of HIB trainings.

**Section III:** HIB Prevention Costs

- **HIB Prevention Programs, Approaches or Other Initiatives:** Provide the title (not a description) for each prevention program, approach or other initiative (e.g., Promoting Alternative Thinking Strategies, Steps to Respect, Success in Stages Program, etc.) intended to create school-wide conditions for the prevention of HIB, for which funds are requested.
- **Total Cost:** Include the total amount requested for each prevention program title.
  ✓ If the district is applying for funds in Section III, please complete the Justification for HIB Prevention Costs document (page 2) in the application. Describe the no-
cost HIB program(s) approach(es) or other initiative(s) that the district considered, other than the one(s) identified, and explain the district’s reason for not implementing the no-cost program(s), approach(es) or initiative(s).

Section IV: HIB Intervention Costs
• Programs or Services: Provide a title (not a description) to identify each program or service (e.g., counseling, support services, restitution or restoration) provided to respond to, intervene in or remediate one or more reported HIB incidents, for which funds are requested.
• Total Cost: Include the total amount requested for each intervention program or service title.

Section V: Creation of Positive School Climate Costs
• Creation of Positive School Climates: Provide a brief description (no more than 30 words) for each best practice school climate improvement activity, for which funds are requested.
• Total Cost: Include the total amount requested for each school climate improvement activity listed.

Certification and Assurances
By signature, the Chief School Administrator certifies and assures the district’s compliance with all listed requirements. The Certification and Assurances must include an electronic signature or scan a signed form for submission by email.

Board Resolution to Apply for Funds
If the board of education is unable to meet to act on the Board Resolution to Apply for Funds by the submission date of February 19, 2014, the district must submit a letter, signed by the board secretary, indicating the date the board will act on the resolution. In this event, the resolution must arrive no later than March 5, 2014 for an application to be considered for funding. No payment may be issued without the signed board resolution. The board resolution must include an electronic signature or be signed and scanned for submission by email.