An Overview of HIB Grades:
Understanding the Self-Assessment Process
& Data Entry Requirements

Office of Student Support Services
Spring 2016
Goals for this Training

To provide participants:

1) An understanding of the HIB* Grades process for the school and school district;

2) An overview of the School Self-Assessment for Determining Grades under the ABR** (Self-Assessment) core elements; and

3) Information on submitting required data to the New Jersey Department of Education (NJDOE).

* HIB: harassment, intimidation or bullying

**ABR: Anti-Bullying Bill of Rights Act
Anti-Bullying Bill of Rights Act and the Self-Assessment

Grade Schools and School Districts

Self-Assessment

- Developed in response to the requirement within the ABR for school and district grading.

- Created in consultation with two advisory groups and various offices within the NJDOE.

- Self-Assessment is intended to help schools and school districts evaluate efforts in implementing the ABR.

- Self-Assessment serves as an opportunity for schools and school districts to reinforce and strengthen HIB prevention and intervention programs, policies and practices.
HIB Grades Process

School and District Responsibilities
Self-Assessment Process

**SCHOOL-LEVEL**
- School Safety/School Climate Team completes Self-Assessment.
- Enters data in online application: HIB Grades.

**DISTRICT-LEVEL**
- Review ratings; request changes: HIB Grades.
- Present report at public Board of Education meeting.

**BOARD OF EDUCATION**
- Review Self-Assessment ratings.
- Approve scores before school district submits to NJDOE.

**CHIEF SCHOOL ADMINISTRATOR**
Submit Self-Assessment & Statement of Assurances to NJDOE.
Keeping Our Kids Safe, Healthy & In School

Commissioner's Program and Guidance for Determining Grades under the Anti-Bullying Bill of Rights Act

These materials explain the school and school district procedures for complying with the Commissioner's program for determining grades (N.J.S.A. 18A:17-46) under the Anti-Bullying Bill of Rights Act.

- Program Announcement Memo
- Program Guidance
- Technical Assistance Module—NEW Resource
- School Self-Assessment (Appendix A)
- Sample Summary Report (Appendix B)
- Statement of Assurances (Appendix C)
- Overview of Activities Checklist (Appendix D)
- An Overview of HIB Grades (Appendix E)

http://www.state.nj.us/education/students/safety/behavior/hib/
## Activities Checklist Excerpt*

### 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 references to the BOE includes the charter school governing authority.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Person(s) Responsible</th>
<th>Plan to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set-up usernames for this project (HIB Grades).</strong></td>
<td>District Homeroom Administrator</td>
<td></td>
</tr>
<tr>
<td>• Each school user will need a school-level account assigned to HIB Grades. <strong>Note:</strong> You do not need to create a new school-level username if this person is the same as last year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Each CSA will need a district-level account assigned to HIB Grades. <strong>Note:</strong> Charter schools still require only a school-level username.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Print and Review the School Self-Assessment and Guidance document.</strong></td>
<td>School Safety/School Climate Team</td>
<td></td>
</tr>
<tr>
<td><strong>Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation.</strong></td>
<td>School Safety/School Climate Team</td>
<td></td>
</tr>
<tr>
<td><strong>Following district policies, request that the Self-Assessment be added to the agenda for an upcoming public BOE meeting.</strong> <strong>Note:</strong> Meeting must be held prior to September 30, 2016.</td>
<td>Anti-Bullying Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.”</strong> <strong>Note:</strong> Charter schools do not need to “Submit Report for District Review.”</td>
<td>Anti-Bullying Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Print a summary report of the School Self-Assessment and review ratings.</strong> <strong>Note:</strong> The CSA may request the school make changes.</td>
<td>Chief School Administrator, Anti-Bullying Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

*Entire Activities Checklist may be found at: [http://www.state.nj.us/education/students/safety/behavior/hib/guidance/](http://www.state.nj.us/education/students/safety/behavior/hib/guidance/)
Overview of the Self-Assessment

Using the Evaluation Instrument
8 Core Elements

HIB Programs, Approaches & Other Initiatives

Training on HIB Policy

Other Staff Instruction & Training

HIB Incident Reporting Procedures

HIB Personnel

Curriculum & Instruction on HIB

HIB Investigation Procedures

HIB Reporting
Using the Self-Assessment

- Rating scale with 4 categories

0 - Does Not Meet the Requirements
1 - Partially Meets the Requirements
2 - Meets All Requirements
3 - Exceeds the Requirements
Core Element #1: HIB Programs, Approaches or Other Initiatives

- Did the school **annually establish, implement and assess** HIB programs, approaches or other initiatives?
  - Include school staff, students, administrators, volunteers, parents, law enforcement and community members?

- Did the school take efforts to **create school-wide conditions** to prevent and address HIB?

- Did the **School Safety/School Climate Team (SS/SCT)** identify **patterns of HIB** and review **school climate policies**?
Core Element #2: Training on BOE Approved HIB Policy & Procedures

- Were all school employees, contracted service providers and volunteers provided with training on HIB policy?
  - Including instruction on preventing HIB based on protected categories and other distinguishing characteristics?

- Was the HIB policy discussed with students?
Core Element #3: Other Staff Instruction & Training Programs

- Have school staff completed suicide prevention training?
  - Provided by licensed health care professional with experience in mental health?

- Have teaching staff completed instruction in HIB prevention?

- Did the anti-bullying specialist (ABS) receive training to act as ABS?

- Did all SS/SCT members receive professional development in school climate programs or approaches?

- Have school building leaders received information on prevention of HIB?
Core Element #4: Curriculum & Instruction on HIB and Related Information & Skills

- Has the school provided students with ongoing, age-appropriate instruction on preventing HIB?

- Did the school observe the **Week of Respect**?
Core Element #5: HIB Personnel

- Does the school have an appointed ABS?

- Did the ABS meet with the anti-bullying coordinator (ABC) at least 2 times during the school year?

- Did the SS/SCT meet at least 2 times to develop, foster and maintain a positive school climate?
Instructions for Core Elements #6 and #7

- There are two options for Core Elements #6 and #7:
  - Option A
  - Option B

- Each school must determine whether there was a minimum of 1 HIB report during the 2015-2016 school year.
  - Minimum of 1 HIB Report—select ratings for Option A
  - No HIB Reports—select ratings for Option B

- School must rate criteria in only Option A or Option B.
Core Element #6: School-Level HIB Incident Reporting Procedure

- 2 Different Rating Criteria

**Option A**
- Did the school implement the school district’s reporting procedure for reporting HIB?

**Option B**
- Does the school have process to ensure staff report HIB?
- Does the school foster a positive school climate that encourages reporting and prevents HIB?
Core Element #7: HIB Investigation Procedure

- 2 Different Rating Criteria

Option A

- Did the school notify parents of every incident?
- Was a written report completed for every incident? On time? Reported to chief school administrator (CSA)?

Option B

- Are school staff knowledgeable about the process to notify parents?
- Does the school have a process to ensure all reports are completed on time and reported to CSA?
Core Element #8: HIB Reporting

- Does the school have a procedure for ensuring all staff member reports include all the necessary information?

- Is the school’s HIB Grade Report posted on the school’s website per requirements of the NJDOE?
Submitting Self-Assessment to the NJDOE

Annual Requirement
Setting Up Usernames

- District Homeroom Administrator (HA) creates and maintains usernames and passwords.

- See *Homeroom Administrator Manual* for support in setting up usernames.

http://homeroom.state.nj.us/
For managing Homeroom Administration users or assigning DOE web applications, please sign to your the district Homeroom Administrator account.

Contact doeit@doe.state.nj.us for assistance
Self-Assessment=HIB Grades

- HIB Grades project is listed in the NJDOE Homeroom

<table>
<thead>
<tr>
<th>EVVRS</th>
<th>Electronic Violence Vandalism, Substance Abuse Reporting System</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAID</td>
<td>Application for Special Education Extraordinary Aid</td>
</tr>
<tr>
<td>Exemplary Educator <strong>NEW</strong></td>
<td>Exemplary Secondary Educator Recognition Program</td>
</tr>
<tr>
<td>FWEG</td>
<td>Grants: IDEA, NCLB, PERKINS and Discretionary</td>
</tr>
<tr>
<td>FICA</td>
<td>Social Security Contributions</td>
</tr>
<tr>
<td>GEOY</td>
<td>Governor’s Educator of the Year Program</td>
</tr>
<tr>
<td><strong>HIB-Grades</strong></td>
<td>School Self-Assessment for Determining HIB Grades - <strong>Guidance</strong></td>
</tr>
<tr>
<td>HIB Grades Report</td>
<td>School Self-Assessment for Determining HIB Grades Report - <strong>District Level</strong></td>
</tr>
<tr>
<td>HIB-ITP</td>
<td>Harassment, Intimidation and Bullying–Investigations, Trainings &amp; Programs - <strong>District Level</strong></td>
</tr>
</tbody>
</table>
Usernames for HIB Grades

- Each school user will need a **school-level account** assigned to HIB Grades.
- Each CSA will need a **district-level account** assigned to HIB Grades.
  - **Renaissance Schools:**
    - Renaissance school projects will need a **school-level account** AND a **district-level account**.
    - Each user must be assigned to HIB Grades.
  - **Charter Schools:**
    - The charter school user will need a school-level account assigned to this project.
    - Charter schools **do not need** a district-level account.
Anti-Bullying Bill of Rights Act

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

Public schools and charter schools may log-in to complete the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

Chief School Administrators should use the District Sign-In to approve and submit school Self-Assessment(s). (Charter Schools will submit Self-Assessment through School-Level User log-in.)

- This system requires each school to have a school-level username assigned to the HIB Grades project.
- To establish an account and to obtain a username/password, contact your district Homeroom Administrator (HA).
- The guidance and associated materials may be found at http://www.state.nj.us/education/students/safety/behavior/hib/guidance/.
- For assistance other than username and password, please contact hib@doe.state.nj.us.

https://education.state.nj.us/abrs/
New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act
July 1, 2015 - June 30, 2016

Instructions for 2016 Self-Assessment

>> Guidance Document (PDF)
>> Instructions - School Level (PDF)
>> Hard Copy of Self-Assessment (PDF)
>> Activities Checklist (PDF)

2016 Submissions

Please complete all sections:

► Contact Information
Core Element #1
Core Element #2
Core Element #3
Core Element #4
Core Element #5
Core Element #6 & #7
Core Element #8

► Summary Report
► Submit Report for District Review

Step 1: Enter data at each link

Step 2: Print a copy of the summary report

Step 3: Submit data to the district
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

**Indicators**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The school annually <strong>established</strong> HIB programs, approaches or other initiatives.</td>
<td>2</td>
</tr>
<tr>
<td>B. The school annually <strong>implemented</strong> and documented HIB programs, approaches or other initiatives.</td>
<td>2</td>
</tr>
<tr>
<td>C. The school annually <strong>assessed</strong> HIB programs, approaches or other initiatives.</td>
<td>1</td>
</tr>
<tr>
<td>D. The school’s HIB programs, approaches or other initiatives were designed to create <strong>school-wide conditions</strong> to prevent and address HIB.</td>
<td>1</td>
</tr>
<tr>
<td>E. The school safety/school climate team (SS/SCT) <strong>identified patterns</strong> of HIB and <strong>reviewed</strong> school climate and school policies for the prevention of HIB.</td>
<td>0</td>
</tr>
</tbody>
</table>

**SUB-TOTAL (possible 15)** 6
Step 1: Enter data at each link.

Step 2: Print a copy of the summary report.

Step 3: Submit data to the district.
Anti-Bullying Bill of Rights Act

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

District-level users may log-in to review, certify and submit the School Self-Assessment for each school in the district.

Schools and Charter Schools should use the School Sign-In.

- This system requires each district (except Charter Schools) to have a district-level username assigned to the HIB Grades project.
- To establish an account and to obtain a username/password, contact your district Homeroom Administrator (HA).
- The guidance and associated materials may be found at http://www.state.nj.us/education/students/safety/behavior/hib/guidance/.
- For assistance other than username and password, please contact hib@doe.state.nj.us.

https://education.state.nj.us/abrd/
A District User Can:

- Review report for every school in the district;
- Request a school to make changes; and
- Submit data to the NJDOE.

SCHOOL #1
- Review Report Score
- Return to School for Edits
- Statement of Assurances

SCHOOL #2
- Review Report Score
- Return to School for Edits
- Statement of Assurances

SCHOOL #3
- Review Report Score
- Return to School for Edits
- Statement of Assurances
Summary of Self-Assessment Process

- **May 2016**: NJDOE distributes Self-Assessment and opens on-line system

- **May-September 2016**: Completion of the 2015-2016 Self-Assessment
  - Actions required of school, district, board of education

- **2016-2017 School Year**: NJDOE Releases HIB Grade Report for 2015-2016
  - District User: Accesses the Grade Report from NJDOE Homeroom

- **2016-2017 School Year**: Public Review of HIB Grade Report for 2015-2016
  - District posts Official HIB Grade Report on homepage of school and homepage of school district websites
  - District presents report at board of education meeting
Resources

- School Self-Assessment for Determining Grades under the ABR
  - http://www.state.nj.us/education/students/safety/behavior/hib/guidance/

- Anti-Bullying Bill of Rights Act Resources
  - http://www.state.nj.us/education/students/safety/behavior/hib/

- School Climate and Social-Emotional Resources
  - National School Climate Center: http://www.schoolclimate.org
  - Collaborative for Academic, Social, and Emotional Learning (CASEL): http://www.casel.org
  - Center on Great Teachers & Leaders at AIR: http://www.gtlcenter.org/sel-school
Resources

• New Jersey School Climate Survey
  • [http://www.state.nj.us/education/students/safety/behavior/njscs/](http://www.state.nj.us/education/students/safety/behavior/njscs/)

• Available in English, Spanish and French Creole

• 4 Different Surveys:
  • Elementary School Student Survey (grades 3-5)
  • Middle-High School Student Survey (grades 6-12)
  • School Staff Survey
  • Parent Survey

• Additional Materials:
  • Survey Administration Guide
  • Class Roster Sheet
  • Sample Selection Form
  • Survey and Data Entry Display Tool
Thank You!

Questions may be sent to:

HIB@doe.state.nj.us