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July 15, 2011

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Barbara Gantwerk, Assistant Commissioner  
Division of Student Services

SUBJECT: Anti-Bullying Bill of Rights, P.L. 2010, Chapter 122

On April 11, 2011, Acting Commissioner Christopher Cerf sent a memo distributing the *Revised Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying* (<http://www.state.nj.us/education/parents/bully.htm>) and encouraged you to review the new anti-bullying law in its entirety at [http://www.njleg.state.nj.us/2010/Bills/PL10/122\\_PDF](http://www.njleg.state.nj.us/2010/Bills/PL10/122_PDF). At this time, I am reminding you that the law will be in effect at the beginning of the 2011-2012 school year.

Many of you had staff members attend training sponsored by the department that were provided in each county on anti-bullying policies and other requirements in the new law. To facilitate your understanding and to assist with local inservice activities on the law, the PowerPoint used in this training is available on our website at: <http://www.state.nj.us/education/students/safety/behavior/hib/overview.pdf>.

In addition to adopting and implementing policies that prohibit harassment, intimidation and bullying (HIB), there are other district responsibilities that the law requires by the beginning of the school year. The document titled *HIB Compliance Checklist* (<http://www.state.nj.us/education/students/safety/behavior/hib/checklist.pdf>) has been developed to assist you in planning for district compliance with the new policy and other requirements. The new requirements also are summarized in Part 3 of the model policy and guidance document. Listed below are some of the actions that must be taken before or early in the 2011-2012 school year:

- 1) Appointing an anti-bullying coordinator for the school district and a school anti-bullying specialist for each school in the district;
- 2) Posting the name, school phone number, school address and school email address of each school anti-bullying specialist and the district anti-bullying coordinator on each *school's* Website and also listing the information for the anti-bullying coordinator on the *district's* Website;
- 3) Forming a school safety team in each school in the district to develop, foster and maintain a positive school climate;
- 4) Establishing, implementing, documenting and assessing bullying prevention programs and approaches;
- 5) Incorporating information regarding the school district's policy against HIB into a school's employee training program, and training all school employees and volunteers on the district's HIB policy;

- 6) Developing a process for discussing the district's HIB policy with students; and
- 7) Observing the week beginning with the first Monday in October as a "Week of Respect," by recognizing the importance of character education and providing age-appropriate instruction on preventing HIB.

In support of the law and the district's efforts, the department is collaborating with district staff and experts in school bullying and education to develop: 1) training for the district anti-bullying coordinators and the school anti-bullying specialists; 2) an online tutorial on bullying; and 3) guidance for use by parents, students and school staff. We expect to make these trainings and resources available to districts in September 2011.

To aid you in planning release time for staff to attend the department's professional development sessions on the roles and responsibilities of the district anti-bullying coordinators and the school anti-bullying specialists, be advised that we plan to provide seven, full-day regional sessions in September 2011. The northern region sessions are scheduled for September 12, 14 and 21; the central region sessions are scheduled for September 13 and 26; and the southern region sessions are scheduled for September 19 and 20. Each session will be open to *only one staff* member per school district or charter school, preferably the district anti-bullying coordinator, who will be responsible for providing the information to the school anti-bullying specialists and other staff.

The announcement with registration information, locations and times will be sent later this summer. Materials will be posted on the department's Website subsequent to the training programs.

In closing, it is important to keep in mind that the intent of the law is to ensure that schools maintain positive school climates and cultures that promote civility, respect and caring. We will continue to update you on available professional development opportunities, resources and guidance. Thank you for your efforts to address the provisions in the new anti-bullying law, which will help district staff in providing safe and supportive school environments in which all students can succeed.

BG/SM

c: Acting Commissioner Christopher Cerf  
Andrew Smarick  
Susan Martz  
LEE Group  
Garden State Coalition of Schools  
Executive County Superintendents