

New Jersey Department of Education
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 Charter School Lead Person and Renaissance School Lead Person, and references to the BOE includes the charter school governing authority.

Activities to Fulfill Requirements of School Self-Assessment Program:

Activities	Person(s) Responsible	Plan to Complete
Set up usernames for this project (HIB Grades). 1. Each school user will need a school-level account assigned to HIB Grades. <i>Note: You do not need to create a new school-level username if this person is the same as last year.</i> 2. Each CSA will need a district-level account assigned to HIB Grades. <i>Note: Charter schools still require only a school-level username.</i>	District Homeroom Administrator	(blank)
Print and Review the School Self-Assessment and Guidance document.	School Safety/School Climate Team	(blank)
Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation.	School Safety/School Climate Team	(blank)
Following district policies, request that the Self-Assessment be added to the agenda for an upcoming public BOE meeting. <i>Note: Meeting must be held prior to October 31.</i>	Anti-Bullying Coordinator	(blank)
Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.” <i>Note: Charter schools do not need to “Submit Report for District Review.”</i>	Anti-Bullying Specialist	(blank)
Print a summary report of the School Self-Assessment and review ratings. <i>Note: The CSA may request the school make changes.</i>	Chief School Administrator, Anti-Bullying Coordinator	(blank)
Present School Self-Assessment at a public BOE meeting. <i>Note: The BOE may ask for further clarification and/or supporting documentation of ratings. Each School Self-Assessment must be approved by the BOE prior to being submitted to the NJDOE.</i>	Chief School Administrator	(blank)
Certify the Statement of Assurances and submit data to the NJDOE.	Chief School Administrator	Deadline: October 31
NJDOE will review data and create and issue school and district grade reports.	NJDOE	To be issued in the following school year
Review official Grade Report at public BOE meeting.	Chief School Administrator, Anti-Bullying Coordinator	After receiving official Grade Report from NJDOE