

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act
July 1, 2023–June 30, 2024

Instructions for Completing Preliminary Determination Section: In order to complete the following section, school teams will need to refer to their school district’s HIB policy to determine if the policy permits the use of the preliminary determination for reports of HIB during the 2023-2024 school year.

1. If your school district HIB policy allows for a preliminary determination for reports of HIB during the 2023-2024 school year, please select “Yes.”
 - a. Next, enter the number of times, the principal or designee in **your school** made the preliminary determination that an incident or complaint was outside the scope of HIB and **did not need to be investigated as HIB** during the 2023-2024 school year.
 - b. If you have this policy but did not utilize it during the 2023-2024 school year, select “Yes” and enter “0.”
2. If your school district HIB policy does not allow for a preliminary determination for reports of HIB, please select “No.” Users will not need to respond to a second question when “No” is selected.

Please note: The school’s total number of preliminary determinations made to not investigate an allegation as HIB may be different from the district’s total number.

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37- 17a)

Indicator A. The school annually *established* HIB programs, approaches or other initiatives.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	No HIB programs, approaches or other initiatives are established.
	Partially Meets the Requirements	HIB programs, approaches and initiatives are being established. or The annual establishment of programs, approaches and other initiatives involved some, but not all, of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members.
	Meets All Requirements	HIB programs, approaches and initiatives were established. and The annual establishment of programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members.
	Exceeds the Requirements	HIB programs, approaches and initiatives were embedded throughout the educational program for the purpose of improving school climate and fostering a culture of high expectations for safe, civil, and supportive student and staff behavior. and The annual establishment and embedding of programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and other community members, and involve others, as needed.

Sample Documentation

- School calendar.
- Meeting minutes.
- Meeting sign-in sheets.
- Agendas.
- Curriculum scope and sequence.
- Lesson plans.
- Action plans.
- Purchase orders.

Indicator B. The school annually *implemented* and documented HIB programs, approaches, or other initiatives.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	No programs, approaches and other initiatives are implemented.
	Partially Meets the Requirements	Plans are underway to implement programs, approaches or other initiatives (e.g., training has been scheduled or completed, but the programs, approaches or other initiatives either have not been implemented or have not been fully implemented). or The annual implementation of programs, approaches and other initiatives involved some, but not all, of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and other community members.
	Meets All Requirements	Programs, approaches or other initiatives were implemented. and The annual implementation of programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and other community members.
	Exceeds the Requirements	Evidence-based programs, approaches or other initiatives were implemented throughout the year. and The annual implementation of programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members, and involve others, as needed. and at least one of the following: <ul style="list-style-type: none"> • There is evidence that the programs, approaches and other initiatives were implemented according to the program design; or • HIB programs were implemented with concrete start dates and are well documented; or • Programs were implemented district-wide, school-wide and classroom-wide; or • Program and policy information were made easily accessible to the community.

Sample Documentation

- Programs from special events.
- Agendas with dates.
- Sign-In sheets/Roster with dates.
- Classroom and/or school observation forms.
- Staff and student interviews.
- Use of websites, newsletters, announcements or other informative materials and media.

Indicator C. The school annually *assessed* HIB programs, approaches or other initiatives.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of assessment of any programs, approaches or other initiatives.
	Partially Meets the Requirements	<p>Programs, approaches or other initiatives are evident but there is no evidence of assessment.</p> <p>or</p> <p>The annual assessment of programs, approaches and other initiatives involved some, but not all, of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members.</p>
	Meets All Requirements	<p>Programs, approaches or other initiatives were annually assessed.</p> <p>and</p> <p>The annual assessment of programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members.</p>
	Exceeds the Requirements	<p>Survey and other data were used to assess and track the effectiveness of HIB programs, approaches or other initiatives.</p> <p>and</p> <p>The annual assessment of the programs, approaches and other initiatives involved all of the following groups: school staff, students, administrators, volunteers, parents, law enforcement and community members, and involve others, as needed.</p> <p><i>and at least one of the following:</i></p> <ul style="list-style-type: none"> • The HIB programs, approaches or other initiatives were a part of staff members' performance evaluations on general standards related to school climate, culture and conditions for learning; or • The evaluation includes information on the degree of implementation fidelity and findings to guide improvements in the programs, approaches or other initiatives.

Sample Documentation

- Survey reports (e.g., school climate improvement survey).
- Student and staff member assessments.
- Evaluation reports.
- Assessment component of a program action plan.

Indicator D. The school’s HIB programs, approaches or other initiatives were designed to create *school-wide conditions* to prevent and address HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of HIB programs, approaches or other initiatives designed to create school-wide conditions to prevent and address HIB.
	Partially Meets the Requirements	There is evidence of HIB programs, approaches or other initiatives, but there is no evidence or incomplete evidence indicating that they were designed to create school-wide conditions to prevent and address HIB.
	Meets All Requirements	There is evidence of HIB programs, approaches or other initiatives that were designed to create school-wide conditions to prevent and address HIB.
	Exceeds the Requirements	<p>There is evidence of HIB programs, approaches or other initiatives designed to create positive school-wide conditions designed to prevent and address HIB is observable in classrooms and throughout the school building.</p> <p>and at least one of the following:</p> <ul style="list-style-type: none"> • HIB prevention themes are integrated into the instructional program; or • The school district’s core ethical values, expected student behaviors and options and resources for preventing and addressing HIB acts are visible and readily identified by students and staff.

Sample Documentation

- Staff, student and/or parent interviews.
- Conditions for learning/school climate checklists.
- SSDS incident data.
- Mission/Vision statement.
- Program goals and objectives.
- Use of evidence-based programs (e.g., identified by What Works Clearinghouse ([WWC](#)); the New Jersey Office of Juvenile Justice and Delinquency Prevention ([OJJDP](#)); or Collaborative for Academic, Social, and Emotional Learning ([CASEL](#))).
- Lesson plans.
- Needs assessment data supporting the program used.
- Evaluation data regarding the effects of the program on school-wide conditions.

Indicator E. The school safety/school climate team (SS/SCT) *identified patterns* of HIB and *reviewed* school climate and school policies for the prevention of HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of a SS/SCT.
	Partially Meets the Requirements	<p>There is evidence of a SS/SCT, but there is no evidence of the SS/SCT's identification of patterns of HIB.</p> <p>or</p> <p>There is evidence of a SS/SCT, but there is no evidence of a review of school climate policies for the prevention of HIB.</p>
	Meets All Requirements	<p>There is evidence of a SS/SCT and the SS/SCT's identification of patterns of HIB and a review of school climate policies for the prevention of HIB.</p> <p>and</p> <p>There is evidence of collaboration with the district anti-bullying coordinator in the collection of district-wide data and in the development of policies to prevent and address HIB.</p> <p>and</p> <p>There is evidence of education to the school community (i.e., students, staff, administrators and parents) to prevent HIB.</p>
	Exceeds the Requirements	<p>There is evidence of a SS/SCT.</p> <p>and</p> <p>The SS/SCT used multiple data sources to identify patterns of HIB and used multiple strategies to review school climate policies and practices.</p> <p>and</p> <p>There are written recommendations regarding the reduction of the identified HIB patterns and the improvement of school climate policies that are based on the review, and there is evidence that the recommendations have been or are being implemented.</p> <p>and</p> <p>There is evidence of collaboration with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address HIB.</p> <p>and</p> <p>There is evidence of multiple education programs planned with and provided to the school community (i.e., students, staff, administrators and parents) to prevent HIB. The programs address both HIB and the social, emotional and character development of students.</p>

Sample Documentation

- Meeting minutes/notes.
- Reports of findings from reviews of HIB complaints and investigation reports.
- Reports of findings from focus group discussions and/or or interviews.
- Reports on the analysis of data (e.g., school climate improvement survey, program evaluation, student records).
- Written recommendations based on the findings (e.g., school climate improvement plan).
- School and district program plans.
- Agendas.
- Sign-in sheets.
- Letters of invitation.

- The findings are reflected in the school's program action plans.

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicator A: School employees, contracted service providers and volunteers were provided *training* on the HIB policy.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of training on the district's HIB policy, adopted subsequent to January 2022, being provided to school employees, contracted service providers and volunteers.
	Partially Meets the Requirements	Not all school employees, contracted service providers or volunteers have been provided with training on the district's HIB policy adopted subsequent to January 2022. or The district's HIB policy materials have been distributed to school employees, contracted service providers or volunteers, but no training has been provided.
	Meets All Requirements	All school employees, contracted service providers and volunteers have been provided with training on the most recent version of the district's HIB policy (adopted subsequent to January 2022).
	Exceeds the Requirements	Training on the most recent version of the district's HIB policy (adopted subsequent to January 2022) has been provided to community members as well as to all school employees, contracted service providers and volunteers who enter the building. and All school employees, contracted service providers and volunteers have signed statements of assurances indicating their understanding of the policy and agreement to implement the policy. and at least one of the following: <ul style="list-style-type: none"> • HIB policy information and clarifications are provided at staff meetings or in memos, circulars, newsletters or other forms; or • Ongoing technical assistance is provided on effectively implementing the HIB policy.

Sample Documentation

- Agendas.
- Sign-in sheets.
- Training evaluations.
- School calendar.
- Invitations/announcements.
- Training or related materials.
- Student handbooks.
- Statement of assurances.

Indicator B: The HIB policy training included instruction on preventing HIB on the basis of *protected categories* enumerated in the ABR and *other distinguishing characteristics* that may incite incidents of discrimination or HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of training on the HIB policy.
	Partially Meets the Requirements	All school employees, contracted service providers and volunteers have been provided with training on the HIB policy, but there is no evidence that the training included instruction on preventing HIB based on the protected categories and other distinguishing characteristics. or Materials on the protected categories and other distinguishing characteristics have been distributed to school employees, contracted service providers and volunteers, but no training has been provided.
	Meets All Requirements	All school employees, contracted service providers and volunteers have been provided with training on the HIB policy that included instruction on preventing HIB based on the protected categories and other distinguishing characteristics.
	Exceeds the Requirements	All school employees, contracted service providers and volunteers have been provided with training on the HIB policy that included instruction on preventing HIB based on the protected categories and other distinguishing characteristics. and at least one of the following: <ul style="list-style-type: none"> • Staff members are provided with concise written procedures to follow to implement the school’s formal system for implementing the HIB policy; or • Ongoing technical assistance and policy clarifications are provided at staff meetings or in memos, circulars, newsletters or other forms.

Sample Documentation

- Training or related materials (e.g., agendas, PowerPoint presentations, handouts).
- Policy or guidance documents.
- Written procedures for staff.

Indicator C: The HIB policy was *discussed* with students, in accordance with the district’s process for these discussions.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of the establishment and implementation of a process for student discussions on the district’s HIB policy.
	Partially Meets the Requirements	The district’s policy has been discussed with some but not all students. or There is no evidence of a process being established for the policy discussions, but there is evidence of discussions of the policy with some or all students.
	Meets All Requirements	There is evidence of the establishment of a process for discussing district HIB policy with students. and There is evidence the process was implemented.
	Exceeds the Requirements	There is evidence of the implementation of a process for district HIB policy discussions with all students in accordance with the district’s process for these discussions. and There is evidence that the discussions included large and small group discussions, explanations of practical implementation of the policy, supportive resources for preventing and intervening with HIB, and the establishment or reinforcement of staff and student behavioral norms characterized by safety, civility and support. and There is evidence that the HIB policy discussions were reinforced and continued throughout the school year in classrooms, throughout the school building and with parents.

Sample Documentation

- Written process for the discussions.
- Agendas.
- Schedules/calendar.
- Evidence of staff assignments (e.g., memos, agendas).
- Lesson plans.
- PowerPoint presentations.
- Media center or library material usage.
- Classroom or other materials used in the discussions.
- Public address announcements.
- Notes from discussions.
- Evidence (e.g., program action plans, goals and objectives, assessment data) that the discussions are part and integrated part of the school’s HIB prevention strategy.
- Materials used in communicating “themes” regarding the HIB policy.
- Newsletters, announcements or other informative materials.
- Discussions at grade-level meetings.

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicator A. Each teaching staff member completed at least 2 hours of *instruction in suicide prevention that included information on HIB*, in each five-year professional development period.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that any teaching staff members completed 2 hours of instruction in suicide prevention that included information on HIB during each five-year professional development period. or For those who have not been trained, there is no plan for them to receive the instruction during each five-year professional development period.
	Partially Meets the Requirements	There is evidence that some, but not all teaching staff members completed 2 hours of instruction in suicide prevention that included information on HIB during each five-year professional development period. or Some or all teaching staff members have received less than 2 hours of instruction in suicide prevention that included information on HIB during each five-year professional development period. or For those who have not been trained, there is a plan for some, but not all, teaching staff members to receive the 2 hours of suicide prevention instruction during each five-year professional development period.
	Meets All Requirements	There is evidence that all teaching staff members completed 2 hours of instruction in suicide prevention that included information on HIB during each five-year professional development period. or For those who have not been trained, there is a plan for all teaching staff members to receive the 2 hours of instruction in suicide prevention during each five-year professional development period. and The instruction was provided by a licensed health care professional with training and experience in mental health issues.
	Exceeds the Requirements	There is evidence that all teaching staff members received at least 2 hours of instruction in suicide prevention that included information on HIB during each five-year professional development period. and The instruction was provided by a licensed health care professional with training and experience in mental health issues. and The instruction included applications of the information to the implementation of the district’s HIB policy and comprehensive at-risk behavior prevention program.

Sample Documentation

- Professional development plans.
- Documentation of completion.
- Agendas.
- PowerPoint presentations.
- Purchase orders.
- Staff interviews.
- Confirmations of completion of webinars.
- Personnel files or professional development tracking system.

Indicator B. Each teaching staff member completed at least 2 hours of *instruction on HIB prevention*, in each five-year professional development period.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that any teaching staff members completed 2 hours of instruction in each five-year professional development period in HIB prevention .</p> <p>or</p> <p>For those who have not been trained, there is no plan to receive the HIB prevention instruction during each five-year professional development period.</p>
	Partially Meets the Requirements	<p>There is evidence that some, but not all teaching staff members completed 2 hours of instruction in each five-year professional development period in HIB prevention.</p> <p>or</p> <p>Some or all teaching staff members have received less than 2 hours of instruction in each five-year professional development period in HIB prevention.</p> <p>or</p> <p>For those who have not been trained, there is a plan for some, but not all, teaching staff members to receive the HIB prevention instruction during each five-year professional development period.</p>
	Meets All Requirements	<p>There is evidence that all teaching staff members completed 2 hours of instruction in each five-year professional development period in HIB prevention.</p> <p>or</p> <p>For those who have not been trained, there is a plan for all staff members to receive the HIB prevention instruction during each five-year professional development period.</p>
	Exceeds the Requirements	<p>There is evidence that all teaching staff members received more than 2 hours of instruction in each five-year professional development period in HIB prevention.</p> <p>and</p> <p>The instruction included applications of the information to the implementation of the district’s HIB policy, HIB intervention procedures and comprehensive HIB prevention program.</p>

Sample Documentation

- Professional development plans.
- Documentation of completion.
- Agendas.
- PowerPoint presentations.
- Purchase orders.
- Staff interviews.
- Confirmations of completion of webinars.
- Personnel files or professional development tracking system.

Indicator C. The school anti-bullying specialist (ABS) was given *time during the usual school schedule* to participate in *in-service training* in preparation to act as the ABS.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the ABS was given time during the usual school schedule to participate in in-service training in preparation to act as the ABS after being identified as the ABS.
	Partially Meets the Requirements	Plans are underway to provide the ABS with training during the usual school schedule after the staff member was identified as the ABS.
	Meets All Requirements	There is evidence that staff was permitted release time, after being selected as the ABS, to receive in-service training preparing him or her to perform the responsibilities of the ABS.
	Exceeds the Requirements	There is evidence that staff was permitted release time, after being selected as the ABS, to receive in-service training preparing him or her to perform the responsibilities of the ABS and has received additional or ongoing training since the initial training. and Participation in training is a component of the ABS' scope of responsibility.

Sample Documentation

- Professional development plans.
- Documentation of completion.
- Agendas.
- Schedules.
- Purchase orders.
- Job descriptions.

Indicator D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that each SS/SCT member was provided with at least one professional development opportunity in effective practices of successful school climate improvement practices, programs or approaches.
	Partially Meets the Requirements	There is evidence that some or all SS/SCT members were provided with at least one professional development opportunity in effective practices of successful school climate improvement practices, programs or approaches. However, there is no documentation that the practices, programs or approaches will improve school climate.
	Meets All Requirements	There is evidence that each SS/SCT member was provided with at least one professional development opportunity in effective practices of successful school climate improvement practices, programs or approaches. and There is documentation that the practices, programs or approaches will improve school climate.
	Exceeds the Requirements	There is evidence that each SS/SCT member was provided with more than one professional development opportunity in effective school climate improvement practices, programs or approaches. and There is documentation that the practices, programs or approaches have been or will be applied for the improvement of school climate and culture. and There is evidence that school climate and culture have improved as a result of the implementation of the practices, programs or approaches.

Sample Documentation

- Professional development plans.
- Documentation of completion.
- Agendas.
- Schedules.
- Purchase orders.
- SS/SCT meeting minutes.
- Plans for improving school climate and culture (e.g., strategic plan, school climate improvement plan).

Indicator E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.

*“School leaders” are school district staff members who hold positions that require the possession of a chief school administrator, principal or supervisor endorsement.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that school leaders have received information on the <i>prevention</i> of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.
	Partially Meets the Requirements	There is evidence that some school leaders have received information on the <i>prevention</i> of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.
	Meets All Requirements	There is evidence that all school leaders have received information on the <i>prevention</i> of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.
	Exceeds the Requirements	<p>There is evidence that all school leaders have received information on the <i>prevention</i> of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.</p> <p>and</p> <p>There is evidence that the training included applications of the information to the implementation of the <i>Anti-Bullying Bill of Rights Act</i> and the school’s HIB prevention practices, programs or other approaches.</p> <p>and</p> <p>There is evidence that the HIB prevention information from the training has been applied to the school’s HIB prevention practices, programs or other approaches.</p>

Sample Documentation

- Professional development plans.
- Documentation of completion.
- Agendas.
- Schedules.
- Purchase orders.
- SS/SCT meeting minutes.
- Plans for improving school climate and culture (e.g., strategic plan, school climate improvement plan).

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills
(N.J.S.A. 18A:37-29)**

Indicator A. The school *provided ongoing, age-appropriate instruction* on preventing HIB in accordance with the [New Jersey Student Learning Standards](#).

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of ongoing, age-appropriate instruction on preventing HIB in accordance with the New Jersey Student Learning Standards.
	Partially Meets the Requirements	<p>There is evidence of age-appropriate instruction on preventing HIB to all students, but there is no evidence of a relationship to the New Jersey Student Learning Standards.</p> <p>or</p> <p>There is evidence of age-appropriate instruction on preventing HIB to some, but not all students.</p> <p>or</p> <p>There is evidence of age-appropriate instruction on preventing HIB, but there is no evidence that the instruction occurred on a regular basis.</p>
	Meets All Requirements	<p>There is evidence of age-appropriate instruction to all students on preventing HIB throughout the school year that is aligned with the current New Jersey Student Learning Standards.</p> <p>and</p> <p>The instruction is integrated into relevant subject areas, per the New Jersey Student Learning Standards.</p>
	Exceeds the Requirements	<p>There is evidence of age-appropriate instruction to all students on preventing HIB throughout the school year that is embedded within the instruction provided to implement the current New Jersey Student Learning Standards.</p> <p>and</p> <p>The instruction is integrated into multiple subject areas of the curriculum.</p> <p>and at least one of the following:</p> <ul style="list-style-type: none"> • All staff members have been provided training and materials for the implementation of the curriculum, and ongoing technical assistance is provided to staff and updates are provided to support implementation; or • Age-appropriate lessons have been provided to parents to reinforce the curriculum at home; or • Classroom discussions ensue whenever HIB situations arise; or • There is evidence that staff and students demonstrate understanding of what is taught as it is reinforced through staff and student interactions; or • The climate and culture of the school reflect an understanding of what is being taught on preventing HIB as evidenced by no incidents of HIB.

Sample Documentation

- Curriculum scope and sequence.
- Lesson plans.

- Output from curriculum implementation (e.g., material from class projects, bulletin board material).
- Notes from classroom discussions.
- Training agendas.
- Logs of technical assistance provided.
- Classroom observations.
- Staff meeting agendas.
- Program summaries from staff from outside agencies who provide instruction in school to students.
- Discussions at grade-level meetings.

Indicator B. The school observed the “Week of Respect,” during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the school observed the Week of Respect.
	Partially Meets the Requirements	<p>There is evidence that the school observed the Week of Respect, but it was not observed during the week beginning with the first Monday in October of each year.</p> <p>or</p> <p>There is evidence that the school observed the Week of Respect, but there is no evidence of activities recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.</p>
	Meets All Requirements	There is evidence that the school observed the “Week of Respect,” during the week beginning with the first Monday in October of each year, which featured activities recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.
	Exceeds the Requirements	<p>There is evidence that the school observed the “Week of Respect,” during the week beginning with the first Monday in October of each year, which featured activities recognizing the importance of character education, both in school and in the community that included age-appropriate instruction in school focusing on HIB prevention.</p> <p>and at least one of the following:</p> <ul style="list-style-type: none"> • There is evidence that the Week of Respect activities were planned in collaboration with school staff, students and community members; or • The school activities were reinforced or continued throughout the school year.

Sample Documentation

- Curriculum scope and sequence.
- Lesson plans.
- Output from activities and/or curriculum implementation (e.g., material from class projects, bulletin board material).
- Agendas.
- Program/action plans.
- Program announcements.
- Program materials.
- Program evaluations.
- News reports.
- Board of education minutes.
- Monthly reports.
- Newsletters, announcements or other informative materials.
- Reports/involvement of school and local communications media.

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicator A. The principal *appointed* a school anti-bullying specialist (ABS).

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the principal appointed a staff member to perform the ABS duties.
	Partially Meets the Requirements	There is evidence that the principal appointed a staff member to perform the ABS duties, but there is no evidence that the individual performed the duties. or There is evidence that the ABS performed some but not all of the duties. or There is evidence that the ABS performed the duties inconsistently. and The name, school phone number, school address and school email address of the ABS is not listed on the school’s website.
	Meets All Requirements	There is evidence that the principal appointed a staff member to perform the ABS duties and that the ABS performed the required duties. and The name, school phone number, school address and school email address of the ABS is listed on the school’s website. and The name, school phone number, school address and school email address of the district anti-bullying coordinator is listed on the school’s website.
	Exceeds the Requirements	There is evidence that the principal appointed a staff member to perform the ABS duties and that the ABS consistently performed the duties in accordance with the anti-bullying law and board of education (BOE) policies. and The name, school phone number, school address and school email address of the ABS is listed on the school’s website as well as in other locations or through other means. and The staff member regularly coordinates HIB duties with the principal. and The name, school phone number, school address and school email address of the district anti-bullying coordinator is listed on the school’s website and the school district’s as well as in other locations or through other means.

Sample Documentation

- Staff assignment notices.
- BOE minutes.
- Documentation that includes the ABS’ name and title.
- Incident reports.
- Website review.
- Newsletters, announcements or other informational materials.

Indicator B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of meetings between the ABS and ABC when the role of the ABS and ABC is performed by different individuals.
	Partially Meets the Requirements	There is evidence that the ABS and ABC met once during the school year when the role of the ABS and ABC is performed by different individuals.
	Meets All Requirements	<p>There is evidence that the ABS and ABC met twice during the school year to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district.</p> <p>or</p> <p>If the role of the ABS and the ABC are performed by the same individual, there is evidence that this individual reviewed procedures and policies to prevent, identify and address HIB in the district.</p>
	Exceeds the Requirements	<p>There is evidence that the ABS and ABC maintained regular contact and met regularly and as needed during the school year.</p> <p>and</p> <p>The ABC and ABS submitted recommendations to decision makers for consideration.</p> <p>or</p> <p>If the role of the ABS and the ABC are performed by the same individual, there is evidence that this individual reviewed procedures and policies to prevent, identify and address HIB in the district.</p> <p>and</p> <p>This individual submitted recommendations to decision makers for consideration.</p>

Sample Documentation

- Correspondence.
- Logs.
- Agendas.
- Meeting notes.
- Written recommendations or decisions.
- Action plans.

Indicator C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence of a SS/SCT or of SS/SCT meetings.
	Partially Meets the Requirements	<p>There is evidence of a SS/SCT, but there is no evidence of SS/SCT meetings.</p> <p>or</p> <p>There is evidence of SS/SCT meetings, but there is no evidence of the SS/SCT developing, fostering and maintaining a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues such as HIB.</p>
	Meets All Requirements	<p>There is evidence of a SS/SCT.</p> <p>and</p> <p>There is evidence that the SS/SCT conducted at least 2 meetings during the school year.</p> <p>and</p> <p>There is evidence that the SS/SCT includes, at a minimum, the principal or his or her designee, a teacher in the school, a school-anti-bullying specialist and a parent of a student in the school.</p> <p>and</p> <p>There is evidence that the SS/SCT reviewed all HIB complaints reported to the principal, all investigation reports of HIB incidents and related data (e.g., SSDS, student and staff attendance, conduct referrals and dispositions).</p> <p>and</p> <p>The SS/SCT made recommendations to strengthen or improve school climate and the policies and procedures and for preventing and addressing HIB.</p> <p>and</p> <p>There is evidence of the SS/SCT developing, fostering and maintaining a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues such as HIB.</p> <p>and</p> <p>The SS/SCT made recommendations for educating the community (i.e., students, teachers, administrators, parents) to prevent and address HIB.</p> <p>and</p> <p>There is evidence the SS/SCT engaged in a collaborative process to complete the School Self-Assessment for Determining Grades (if the school was required to submit during the time period of 2022-23).</p>
	Exceeds the Requirements	<p>There is evidence of a SS/SCT that conducted regularly scheduled SS/SCT meetings (i.e., more than two meetings) throughout the school year.</p> <p>and</p> <p>There is evidence that the SS/SCT includes the principal or his or her designee, a teacher in the school, a school-anti-bullying specialist, a parent of a student in the school and, as appropriate, other members</p>

Rating	Rating Categories	Criteria
		<p>determined by the principal.</p> <p>and</p> <p>There is evidence that the SS/SCT reviewed all HIB complaints, investigation reports and related data (e.g., Student Safety Data System, student and staff attendance, conduct referrals and dispositions, police reports, academic records) and identified patterns of HIB in the school.</p> <p>and</p> <p>There is evidence that the SS/SCT reviewed the climate of the school. The review included an analysis of school climate survey and/or other data (see above), and input from parents, staff and students.</p> <p>and</p> <p>There is evidence that the SS/SCT reviewed the board of education’s HIB policies and procedures. The review included the analysis of relevant data (see above) and input from parents, staff and students.</p> <p>and</p> <p>There is evidence that the SS/SCT made recommendations, based on the priority findings from the data analysis, to strengthen or improve school climate and the policies and procedures for preventing and addressing HIB, and for educating the community (i.e., students, teachers, administrators, parents) to prevent and address HIB.</p> <p>and</p> <p>There is evidence the SS/SCT engaged in a collaborative process to complete the School Self-Assessment for Determining Grades (if the school was required to submit during the time period of 2022-23).</p> <p>and at least one of the following:</p> <ul style="list-style-type: none"> • There is evidence that priority recommendations of the SS/SCT for improvements to school climate, the HIB policies and procedures and for educating the community were implemented in a timely manner; or • There is evidence that the SS/SCT’s findings were used to identify professional development needs and deliver professional development opportunities designed to address the professional development needs; or • There is evidence that school climate activities, including related programming for students, were designed to address the SS/SCT’s findings; or • There is evidence that the SS/SCTs findings were used to improve HIB reporting procedures.

Sample Documentation

- SS/SCT member invitations or staff member assignments.
- Meeting agendas.
- Meeting notes/minutes.
- Written recommendations.
- Action plans.
- Reports on the analysis of data (e.g., school climate improvement survey, program evaluation, student records).

- Written recommendations based on the findings (e.g., school climate improvement plan).
- Reports to the community and the board of education.

Instructions for Completing Core Elements #6 and Core Elements #7:

1. Determine whether there was, at a minimum, one HIB report during the 2023-2024 school year.
During the 2023-2024 school year, was there at least 1 report of HIB?
 - a. If “Yes,” provide all ratings for criteria described in Option A for each rating category.
 - b. If “No”, provide all ratings for criteria described in Option B for each rating category.

Please note: The system will not allow you to respond to criteria for both option A and B. The school must rate the criteria in *only* Option A or Option B.

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A:37-15b(6)(a))

Option A

Indicator A. The school *implemented* the district’s procedure for reporting HIB that includes all required elements.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that the responsible school staff implemented any of the required elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report; and • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers.
	Partially Meets the Requirements	<p>There is evidence that the responsible school staff implemented some, but not all of the required elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>Or</p> <p>There is evidence that the district’s procedure for reporting HIB was implemented in some, but not all instances.</p>
	Meets All Requirements	<p>There is evidence that the responsible school staff implemented all of the required elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB in all instances, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report.

Rating	Rating Categories	Criteria
		<ul style="list-style-type: none"> Means for parents to confidentially submit HIB 338 Form for Families/Caregivers.
	Exceeds the Requirements	<p>There is evidence that, in all instances, the responsible school staff implemented all of the required elements of the district's procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> Anonymous reporting of HIB acts; Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>and at least one of the following:</p> <ul style="list-style-type: none"> There are multiple ways for parents to anonymously report HIB allegations to the school; or Translated versions of the reporting forms are easily accessible to parents; or There is evidence of a monitoring/accountability/follow-up system to ensure that all procedures are implemented in all instances and in accordance with the district's procedures and the <i>Anti-Bullying Bill of Rights Act</i>.

Sample Documentation

- Records of verbal HIB reports and HIB 338 Forms.
- HIB reporting procedure.
- Logs of technical assistance and follow-up contacts.
- Minutes from staff meetings.
- Staff handbook
- Statement of assurances.

Indicator B. The school *implemented* the district’s procedure for reporting new information on a prior HIB report.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence of a district procedure for reporting new information on a prior HIB report.</p> <p>or</p> <p>There is no evidence that the school implemented the district’s procedure for reporting new information on a prior HIB report, in instances when additional information was obtained after submission of an investigation report.</p>
	Partially Meets the Requirements	<p>There is evidence of a district procedure for reporting new information on a prior HIB report.</p> <p>However, the school implemented the district’s procedure in some, but not all instances when additional information was obtained after submission of an investigation report.</p>
	Meets All Requirements	<p>There is evidence of a district procedure for reporting new information on a prior HIB report.</p> <p>and</p> <p>The school implemented the district’s procedure for reporting new information on a prior HIB report, in all instances when additional information was obtained after submission of an investigation report.</p>
	Exceeds the Requirements	<p>There is evidence of a district procedure for reporting new information on a prior HIB report.</p> <p>and</p> <p>There is evidence that the school implemented the district’s procedure for reporting new information on a prior HIB report, in all instances when additional information was obtained after submission of an investigation report.</p> <p>and at least one of the following:</p> <ul style="list-style-type: none"> • All full- and part-time staff, volunteers who have significant contact with students and persons contracted by the district to provide have been trained in the procedure for reporting new information on a prior HIB report; or • There is evidence of a monitoring/accountability/follow-up system to ensure that all new information is included in reports and that all new information is reviewed and prior actions reconsidered, as appropriate to the new information.

Sample Documentation

- Prior investigation report.
- Revised investigation report.
- Procedure for reporting new information.

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))

Option B

Indicator A. The school has a process for ensuring that staff are implementing the district’s procedure for reporting HIB that includes all required elements.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that the school district has a process for ensuring that staff are implementing the required elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>Or</p> <p>There is no evidence that the responsible school staff are aware of the procedure for reporting HIB and their responsibility to implement the procedure.</p>
	Partially Meets the Requirements	<p>There is evidence the school district has a process for ensuring that staff are implementing some, but not all of the required elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>or</p> <p>There is evidence that the responsible school staff has limited knowledge of the elements of the procedure for reporting HIB listed above and their responsibility to implement the procedure.</p>
	Meets All Requirements	<p>There is evidence that the school district has a process for ensuring that the staff are implementing all of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB in all instances, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts;

Rating	Rating Categories	Criteria
		<ul style="list-style-type: none"> • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>and</p> <p>There is evidence that the responsible school staff are knowledgeable of all of the required elements of the district’s procedure listed above and their responsibility to implement the procedure.</p>
	Exceeds the Requirements	<p>There is evidence that the school district has a process for ensuring that staff are implementing all of the elements of the district’s procedure and the <i>Anti-Bullying Bill of Rights Act</i> for reporting HIB, including the requirements for:</p> <ul style="list-style-type: none"> • Anonymous reporting of HIB acts; • Verbal reports of HIB acts on the same day when a school employee, contracted service provider or volunteer witnessed or received reliable information regarding HIB acts; • Completed HIB 338 Forms for LEA Personnel submitted by the school employee, contracted service provider or volunteer to the principal within two days of the verbal report. • Means for parents to confidentially submit HIB 338 Form for Families/Caregivers. <p>and</p> <p>There is evidence that the responsible school staff are knowledgeable of all of the elements of the procedure for reporting HIB listed above and their responsibility to implement the procedure.</p> <p>And at least one of the following:</p> <ul style="list-style-type: none"> • There are multiple ways for parents to anonymously report HIB allegations to the school; or • Translated versions of the reporting forms are easily accessible to parents; or • There is evidence of a monitoring/accountability/follow-up system to ensure that all procedures are implemented in all instances and in accordance with the district’s procedures and the <i>Anti-Bullying Bill of Rights Act</i>.

Sample Documentation

- HIB reporting procedure.
- HIB 338 Forms.
- Minutes from staff meetings.
- Staff handbook
- Training materials.
- Student handbook.
- Curriculum scope and sequence.
- Lesson plans.
- Use of evidence-based programs (e.g., identified by What Works Clearinghouse ([WWC](#)); the New Jersey Office of Juvenile Justice and Delinquency Prevention ([OJJDP](#)); or Collaborative for Academic, Social, and Emotional Learning ([CASEL](#))).
- Program materials.
- Survey materials.

Indicator B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that the school fosters a positive school climate that encourages reports of all concerns regarding behaviors, including HIB.</p> <p>and</p> <p>There is no evidence that the school incorporates effective HIB prevention strategies which could result in no incidents of HIB.</p>
	Partially Meets the Requirements	<p>There is evidence that the school fosters a positive school climate and encourages reports of all concerns including HIB through some, but not all of the following: development and enforcement of consistent rules against HIB, school leaders encourage reports of all behavior concerns, and “upstander” behavior is encouraged and valued.</p> <p>or</p> <p>There is evidence that the school implemented a multifaceted and long-term approach to preventing HIB by including some, but not all of the following: a school-wide component centered on training and assessment of climate; a classroom component focused on reinforcing school-wide rules and building social and emotional skills; and a plan for intervention if a student becomes a frequent target or perpetrator of bullying.</p>
	Meets All Requirements	<p>There is evidence that the school fosters a positive school climate and encourages reports of all concerns including HIB through all of the following: development and enforcement of consistent rules against HIB, school leaders encourage reports of all behavior concerns, and “upstander” behavior is encouraged and valued.</p> <p>and</p> <p>There is evidence that the school implemented a multifaceted and long-term approach to preventing HIB by including all of the following: a school-wide component centered on training and assessment of climate; a classroom component focused on reinforcing school-wide rules and building social and emotional skills; and a plan for intervention if a student becomes a frequent target or perpetrator of bullying.</p>
	Exceeds the Requirements	<p>There is evidence that the school fosters a positive school climate and encourages reports of all concerns including HIB through all of the following: development and enforcement of consistent rules against HIB, school leaders encourage reports of all behavior concerns, and “upstander” behavior is encouraged and valued.</p> <p>and</p> <p>There is evidence that the school implemented a multifaceted and long-term approach to preventing HIB by including all of the following: a school-wide component centered on training and assessment of climate; a classroom component focused on reinforcing school-wide rules and building social and emotional skills; and a plan for intervention if a student becomes a frequent target or perpetrator of bullying.</p>

Rating	Rating Categories	Criteria
		<p><i>And at least one of the following:</i></p> <ul style="list-style-type: none"> • There is evidence that school staff are effectively trained to draw distinction between conflict and bullying; or • There is evidence students are taught strategies for responding to and reporting bullying; or • There is evidence that school staff demonstrate ongoing commitment to anti-bullying efforts; or • There is evidence that the school incorporates some of the following characteristics of best practices: HIB programs that focus on creating school-wide climate of caring, ongoing staff development, integration of bullying prevention themes across curriculum disciplines, and involvement of parents in bullying prevention and intervention activities.

Sample Documentation

- Curriculum scope and sequence.
- Lesson plans.
- Output from curriculum implementation (e.g., material from class projects, bulletin board material).
- Training materials.
- Student handbook.
- Minutes from staff meetings.
- Program summaries.

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option A

The school followed the BOE-approved policy on HIB investigation procedures, which provide for:

Indicator A. Notification to parents of alleged offenders and alleged victims in each reported HIB incident.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that parents of alleged offenders and alleged victims were notified regarding each reported HIB incident.
	Partially Meets the Requirements	There is evidence that some, but not all parents of alleged offenders and alleged victims were notified regarding each reported HIB incident.
	Meets All Requirements	There is evidence that all parents of alleged offenders and alleged victims were notified regarding each reported HIB incident as documented in the principal’s written record of the date, time and manner of notification to the parents or guardians. and There is evidence that the principal informed the parents of the availability of counseling or other intervention services, when appropriate to the situation.
	Exceeds the Requirements	There is evidence that all parents of alleged offenders and alleged victims were notified regarding each reported HIB incident as documented in the principal’s written record of the date, time and manner of notification to the parents or guardians. and There is evidence that the principal informed the parents of the availability of counseling or other intervention services, when appropriate to the situation. and School staff informed parents of all steps of the investigation procedure and their rights, and provided assistance as requested and as appropriate to each circumstance.

Sample Documentation

- Phone or activity logs.
- Principal’s written record of contact with parent.
- Correspondence.
- HIB 338 Forms.
- School and/or community resource lists.

Indicator B. *Completion of the investigation within 10 school days of the written incident report.*

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that all investigations were completed within 10 school days of the written incident report.
	Partially Meets the Requirements	There is evidence that some, but not all investigations were completed within 10 school days of the written incident report.
	Meets All Requirements	There is evidence that all investigations were completed within 10 school days of the written incident report.
	Exceeds the Requirements	There is evidence that all investigations were completed within 10 school days of the written report, and all investigations were completed as efficiently as possible in each circumstance.

Sample Documentation

- Investigation reports
- Timelines in the investigation reports
- HIB 338 Forms.

Indicator C. Preparation of a *written report* on the findings of each HIB investigation

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that written reports were prepared on the findings of the HIB investigations.
	Partially Meets the Requirements	There is evidence that written reports were prepared on the findings of some, but not all of the HIB investigations.
	Meets All Requirements	There is evidence that written reports were prepared on the findings of all of the HIB investigations.
	Exceeds the Requirements	There is evidence that written reports were prepared on the findings of all of the HIB investigations. and All involved or knowledgeable parties, records and facts were accurately and completely represented in all reports.

Sample Documentation

- Investigation reports
- Supportive investigation documents (e.g., interview notes, HIB 338 Forms)

Indicator D. Results of the investigation *reported* to the chief school administrator (CSA) within 2 school days of completion of the investigation.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the results of any investigations were reported to the CSA within 2 school days of completion of the investigations.
	Partially Meets the Requirements	There is evidence that the results of the investigations were reported to the CSA within 2 school days of the completion of some, but not all of the investigations.
	Meets All Requirements	There is evidence that the results of all investigations were reported to the CSA within 2 school days of completion of the investigations.
	Exceeds the Requirements	There is evidence that the results of each investigation were reported to the CSA within 2 school days of completion of the investigations. and As appropriate to the circumstances of each investigation, sufficient information was provided for the chief school administrator to make a determination on the need for intervention services; the need for training programs to reduce HIB and enhance school climate; and/or the need to impose discipline, order counseling or take or recommend other appropriate action to remediate the situation.

Sample Documentation

- Investigation reports
- Transmittal correspondence
- HIB 338 Forms

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option B

Indicator A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that the school has a process for notifying parents of alleged offenders and parents of alleged victims regarding each reported HIB incident.</p> <p>or</p> <p>There is no evidence that the responsible school staff are aware of the process for notifying parents of alleged offenders and alleged victims in each reported HIB incident.</p>
	Partially Meets the Requirements	<p>There is evidence that the school has a process for notifying parents of alleged offenders regarding each reported HIB incident, but does not have a process for notifying parents of alleged victims.</p> <p>or</p> <p>There is evidence that the school has a process for notifying parents of alleged victims regarding each reported HIB incident, but does not have a process for notifying parents of alleged offenders.</p> <p>or</p> <p>There is evidence that the responsible school staff have limited knowledge of the process for notifying parents of alleged offenders and alleged victims in each reported HIB incident.</p>
	Meets All Requirements	<p>There is evidence that the school has a process for notifying parents of alleged offenders and parents of alleged victims regarding each reported HIB incident which includes the creation of a written record of the date, time, and manner of notification to the parents or guardians.</p> <p>and</p> <p>Responsible school staff are knowledgeable of the process for notifying parents of alleged offenders and alleged victims in each reported HIB incident and how to implement it.</p> <p>and</p> <p>This process stipulates that the principal will inform the parents, as appropriate, of the availability of counseling or other intervention services.</p>
	Exceeds the Requirements	<p>There is evidence that the school has a process for notifying parents of alleged offenders and parents of alleged victims regarding each reported HIB incident which includes the creation of a written record of the date, time, and manner of notification to the parents or guardians.</p> <p>and</p> <p>Responsible school staff are knowledgeable of the process for notifying parents of alleged offenders and alleged victims in each reported HIB incident.</p> <p>and</p> <p>This process stipulates that the principal will inform the parents, as appropriate, of the availability of counseling or other intervention services.</p> <p>and</p> <p>This process also stipulates that school staff will inform parents of all</p>

Rating	Rating Categories	Criteria
		steps of the investigation procedure and their rights, and provide assistance as requested and as appropriate to each circumstance.

Sample Documentation

- HIB notification procedure
- HIB correspondence forms
- Minutes from staff meetings
- Training materials
- Informational materials for parents
- School and/or community resource lists

Indicator B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the school has a process to ensure completion of all investigations within 10 school days of the written incident report. or There is no evidence that the responsible school staff are aware of the process.
	Partially Meets the Requirements	There is evidence that the school has a process to complete investigations, but no evidence that the process ensures each investigation will be completed within 10 school days of the written incident report. or There is evidence that the responsible school staff have limited knowledge of the process.
	Meets All Requirements	There is evidence that the school has a process to ensure completion of all investigations within 10 school days of the written incident report. and There is evidence that the responsible school staff are knowledgeable of all of the processes.
	Exceeds the Requirements	There is evidence that the school has a process to ensure completion of all investigations within 10 school days of the written incident report. and There is evidence that the responsible school staff are knowledgeable of all of the processes. and The district's investigation forms are aligned with the district's HIB policies and procedures and the <i>Anti-Bullying Bill of Rights Act</i> .

Sample Documentation

- HIB investigation form
- HIB investigation process
- HIB procedure forms and checklists
- Minutes from staff meetings
- Training materials
- Informational materials for parents

Indicator C. The school has a process in place to prepare a written report on the findings of each HIB investigation.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence that the school has a process to prepare a written report on the findings of each HIB investigation. or There is no evidence that the responsible school staff are aware of the process.
	Partially Meets the Requirements	There is evidence that the school has a process to prepare a written report on the findings of some, but not all of the HIB investigations. or There is evidence that the responsible school staff have limited knowledge of the process.
	Meets All Requirements	There is evidence that the school has a process to prepare a written report on the findings of each HIB investigation. and There is evidence that the responsible school staff are knowledgeable of all of the processes.
	Exceeds the Requirements	There is evidence that the school has a process to prepare a written report on the findings of each HIB investigation. and There is evidence that the responsible school staff are knowledgeable of all of the processes. and The district's investigation forms are aligned with the district's HIB policies and procedures and the <i>Anti-Bullying Bill of Rights Act</i> .

Sample Documentation

- HIB investigation forms.
- HIB 338 Forms.
- HIB procedure forms and checklists.
- Minutes from staff meetings.
- Training materials.

Indicator D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	<p>There is no evidence that the school has a procedure for reporting the results of each investigation to the CSA within 2 school days of completion of each investigation.</p> <p>or</p> <p>There is no evidence that the responsible school staff are aware of the procedure.</p>
	Partially Meets the Requirements	<p>There is evidence that the school has a procedure for reporting the results of each investigation to the CSA, but no evidence that the procedure ensures each report will be made within 2 school days of the completion of each investigation.</p> <p>or</p> <p>There is evidence that the responsible school staff have limited knowledge of the procedure.</p>
	Meets All Requirements	<p>There is evidence that the school has a procedure for reporting the results of each investigation to the CSA within 2 school days of completion of each investigation.</p> <p>and</p> <p>There is evidence that the responsible school staff are knowledgeable of all aspects of the procedure.</p>
	Exceeds the Requirements	<p>There is evidence that the school has a procedure for reporting the results of each investigation to the CSA within 2 school days of completion of each investigation.</p> <p>and</p> <p>There is evidence that the responsible school staff are knowledgeable of all aspects of the procedure.</p> <p>and</p> <p>The procedure also stipulates that as appropriate to the circumstances of each investigation, sufficient information was provided for the chief school administrator to make a determination on the need for intervention services; the need for training programs to reduce HIB and enhance school climate; and/or the need to impose discipline, order counseling or take or recommend other appropriate action to remediate the situation.</p>

Sample Documentation

- HIB 338 Forms.
- HIB procedure forms and checklists.
- Minutes from staff meetings.
- Training materials.

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicator A. The school has a *procedure* for *ensuring* that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	There is no evidence the school has a procedure for ensuring that staff members report the required information for all incidents of violence, vandalism and HIB.
	Partially Meets the Requirements	There is evidence the school has a procedure for ensuring that staff members report the required information for all incidents of violence, vandalism and HIB; however, there is no mechanism to ensure all reports include all required information. or There is evidence that not all reports include all required information.
	Meets All Requirements	There is evidence the school has a procedure for ensuring that staff members report the required information for all incidents of violence, vandalism and HIB and a mechanism to ensure all reports include all required information. or There is evidence that all reports include all required information.
	Exceeds the Requirements	There is evidence the school has a procedure for ensuring that staff members report the required information for all incidents of violence, vandalism and HIB and a mechanism to ensure all reports include all required information. and There is evidence that all reports include all required information. And at least one of the following: <ul style="list-style-type: none"> • There is evidence that staff members actively participate in the provision and collection of information to support the reports; or • The ABC actively assists the chief school administrator in collecting information from the reports and providing data on reports to the NJDOE; or • There is evidence that improvements are made, as appropriate, to HIB incident reporting procedures and investigation reporting procedures, based on the recommendations from the School Safety/School Climate Team’s review.

Sample Documentation

- Records of verbal HIB reports and HIB 338 Forms.
- HIB reporting procedure
- Logs of technical assistance and follow-up contacts
- Minutes from staff meetings
- Statement of assurances

Indicator B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school’s website per the ABR and the requirements of the NJDOE.

Rating	Rating Categories	Criteria
	Does Not Meet the Requirements	The exact HIB Grade Report received from the NJDOE for the school district is not posted on the home page of the school’s website. or An altered grade report is posted on the school’s website.
	Partially Meets the Requirements	The exact HIB Grade Report received from the NJDOE for the school district is posted on the home page of the school’s website but not by the required date.
	Meets All Requirements	The exact HIB Grade Report received from the NJDOE for the school district is posted on the home page of the school’s website by the required date. or The school did not operate during the previous reporting period and did not receive an HIB Grade Report from the NJDOE but plans to post the grades upon receipt. or The school does not have a functioning website and is unable to post the grades, but there is evidence that the exact HIB Grade Report is posted elsewhere (i.e. bulletin, newsletter, district website).
	Exceeds the Requirements	The exact HIB Grade Report received from the NJDOE for the school district are posted on the home page of the school’s website and the homepage of the district’s website by the required date. and The website includes information that explains the meaning of the grades, their relationship to the school self-assessments and the requirements of the <i>Anti-Bullying Bill of Rights Act</i> and resources where supportive information can be found.

Sample Documentation

- Website URL.
- Newsletters, announcements or other informative materials.
- Reports/involvement of school and local communications media.