



State of New Jersey

DEPARTMENT OF EDUCATION

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Commissioner

July 30, 2013

TO: Chief School Administrators
Charter School Lead Persons

FROM: Susan Martz, Acting Assistant Commissioner
Division of Student and Field Services

**Please share with
Anti-Bullying Coordinators
and Web User
Administrators**

DUE AUGUST 30, 2013

SUBJECT: School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*
Submission Deadline Extended

This memorandum is to advise you that the due date for submitting the School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act* (Self-Assessment) has been extended from August 15, 2013 to **August 30, 2013**. Since 2013 is the first year of implementation of the Self-Assessment, the extension is being provided to allow school districts additional time to obtain public comment and board of education (BOE) approval prior to submitting the school ratings with the chief school administrator's certification to the New Jersey Department of Education (NJDOE). **Should a school's Self-Assessment not be submitted by the due date, the NJDOE will issue a zero (0) for the school's grade, which will also have a negative effect on the district's grade.** All information regarding the Self-Assessment can be found at <http://www.state.nj.us/education/students/safety/behavior/hib/guidance/>.

As a reminder, in selecting a rating category on the Self-Assessment tool, each school must consider, at a minimum, data submitted by the district to the NJDOE in each of the following data collection systems:

- *Electronic Violence and Vandalism Reporting System (EVVRS)*;
- *Harassment, Intimidation and Bullying — Investigations, Trainings and Programs System (HIB-ITP)*; and
- *County District School System (CDS)*.

At this time, the only system still open for changes is the CDS. If you have entered "meets all requirements" or "exceeds all requirements" for Core Element #5A which states that "the principal appointed a school anti-bullying specialist (ABS)," the name and contact information of the ABS must be entered in the CDS. If this information is not entered in the CDS, it should be entered prior to submission of the Self-Assessment. Instructions for reporting the ABS in the CDS were provided in a broadcast announcement on January 23, 2012, which may be found at <http://education.state.nj.us/broadcasts/2012/JAN/23/5567/ABC%20Coordinators.pdf>.

The NJDOE reserves the right to adjust the selected rating for any indicator if the rating is inconsistent with the available data or information indicated above. Therefore, it is the responsibility of each school and district to ensure that each school's Self-Assessment is consistent with these data and associated information.

NOTE: If a Self-Assessment was submitted prior to receiving BOE approval, a copy of the BOE meeting minutes authorizing the submission must be submitted to the NJDOE. **In this case, your agency must send a copy of the BOE minutes authorizing the submission of the School Self-Assessment for Determining HIB Grades to the Office of Student Support Services by August 30, 2013 or the NJDOE will issue a zero (0) for the school's grade, which will also negatively affect the district's grade.** The minutes may be emailed to hib@doe.state.nj.us or faxed to (609) 633-9655.

Thank you in advance for submitting the required materials under the Commissioner's Program for Determining Grades under the *Anti-Bullying Bill of Rights Act* in a timely manner and for your continuing efforts to provide safe and positive learning conditions for our students. If you have any questions, please email hib@doe.state.nj.us.

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c: Members, State Board of Education
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