

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



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Office of Student Support Services
Spring 2015

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

N.J.S.A. 18A:17-46

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 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 \(Appendix E\)](#)

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.

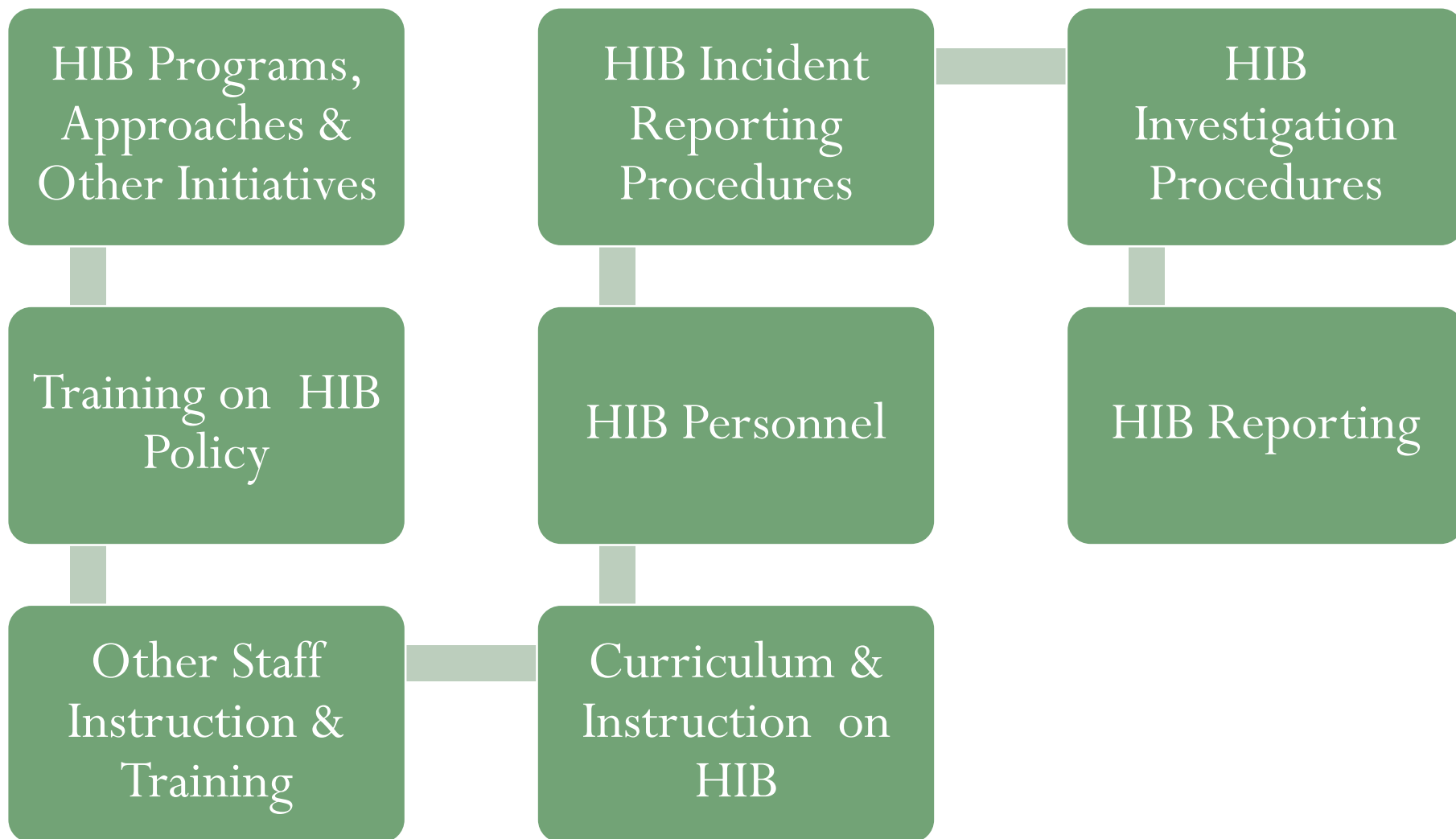
| Activities | Person(s) Responsible | Plan to Complete |
|---|---|------------------|
| <p>Set-up usernames for this project (HIB Grades).</p> <ul style="list-style-type: none"> Each school user will need a school-level account assigned to HIB Grades. <i>Note: You do not need to create a new school-level username if this person is the same as last year.</i> Each CSA will need a district-level account assigned to HIB Grades. <p><i>Note: Charter schools still require only a school-level user name.</i></p> | District Homeroom Administrator | |
| Print and Review the School Self-Assessment and Guidance document. | School Safety Team | |
| Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation. | School Safety Team | |
| 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 September 30, 2015.</i> | Anti-Bullying Coordinator | |
| Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.” | Anti-Bullying Specialist | |
| 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 | |

*Entire Activities Checklist may be found at: <http://www.state.nj.us/education/students/safety/behavior/hib/guidance/>

Overview of the Self-Assessment

Using the Evaluation Instrument

8 Core Elements



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 Team (SST)** 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 **SST** 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 **SST** 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 2014-2015 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.



Welcome to the NJDOE Homeroom

Homeroom Administration

Data Collection Information Center

Homeroom Administrator Manual

Homeroom Administrators! Please read the Manual before you enter the site

<http://homeroom.state.nj.us/>



For managing Homeroom Administration users or assigning DOE web applications, please sign to your the district Homeroom Administrator account.

Login



District ID:

**Homeroom
Administrator ID:**

Password:

Log on

Contact doeit@doe.state.nj.us for assistance

Self-Assessment=HIB Grades

- HIB Grades project is listed in the NJDOE Homeroom



New Jersey
Department of Education

Welcome to the NJDOE Homeroom

| | |
|-------------------------------|--|
| EVVRS | Electronic Violence Vandalism, Substance Abuse Reporting System |
| EXAID | Application for Special Education Extraordinary Aid |
| Exemplary Educator NEW | Exemplary Secondary Educator Recognition Program |
| EWEG | Grants: IDEA, NCLB, PERKINS and Discretionary |
| FICA | Social Security Contributions |
| GEOY | Governor's Educator of the Year Program |
| HIB-Grades | School Self-Assessment for Determining HIB Grades - Guidance |
| HIB Grades Report | School Self-Assessment for Determining HIB Grades Report - District Level |
| HIB-ITP | Harassment, Intimidation and Bullying–Investigations, Trainings & Programs - District Level |

Username for HIB Grades

- Username Requirements:
 - 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.
- 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.

School/Charter Sign-In

District Code:

Username:

Password:

Sign-In

<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, 2014 - June 30, 2015

Instructions for 2014 - 2015 Self-Assessment

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

2014 - 2015 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.

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graph TD; S1([Step 1: Enter data at each link.]) --> C[Contact Information]; S2([Step 2: Print a copy of the summary report.]) --> SR[Summary Report]; S3([Step 3: Submit data to the district.]) --> SDR[Submit Report for District Review];
```

Step 2: Print a copy of the summary report.

Step 3: Submit data to the district.

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
2014 - 2015

District Name:

School Name:

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

Indicators

Score (0-3)

A. The school annually established HIB programs, approaches or other initiatives. 2

B. The school annually implemented and documented HIB programs, approaches or other initiatives. 2

C. The school annually assessed HIB programs, approaches or other initiatives. 1

D. The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB. 1

E. The school safety team (SST) identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB. 0

SUB-TOTAL (possible 15) 6



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

July 1, 2014 - June 30, 2015

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- >> [Instructions - School Level](#) (PDF)
- >> [Hard Copy of Self-Assessment](#) (PDF)
- >> [Activities Checklist](#) (PDF)

2014 - 2015 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.

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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.

District Sign-In

District Code:

Username:

Password:

Sign-In

<https://education.state.nj.us/abrd/>



Anti-Bullying Bill of Rights Act

District:

County:

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](#)

A District User Can:

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

Summary of Self-Assessment Process

- May 2015: NJDOE distributes Self-Assessment and opens on-line system
- May-September 2015: **Completion of the 2014-2015 Self-Assessment**
 - Actions required of school, district, board of education
- 2015-2016 School Year: **NJDOE Releases HIB Grade Report for 2014-2015**
 - District User: Accesses the Grade Report from NJDOE Homeroom
- 2015-1016 School Year: **Public Review of HIB Grade Report for 2014-2015**
 - 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 Resources
 - National School Climate Center: <http://www.schoolclimate.org>
 - A Review of School Climate Research, Amrit Thapa, Jonathan Cohen, Shawn Guffey and Ann Higgins-D'Alessandro, Review of Educational Research, September 2013:
<http://rer.sagepub.com/content/83/3/357>
 - National School Boards Association: <https://www.nsba.org/>

Resources

- New Jersey School Climate Survey
 - <http://www.state.nj.us/education/students/safety/behavior/njscs/>
- 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