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

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Goals for this Presentation

To provide:

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 RightsAct*

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/School Climate 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.
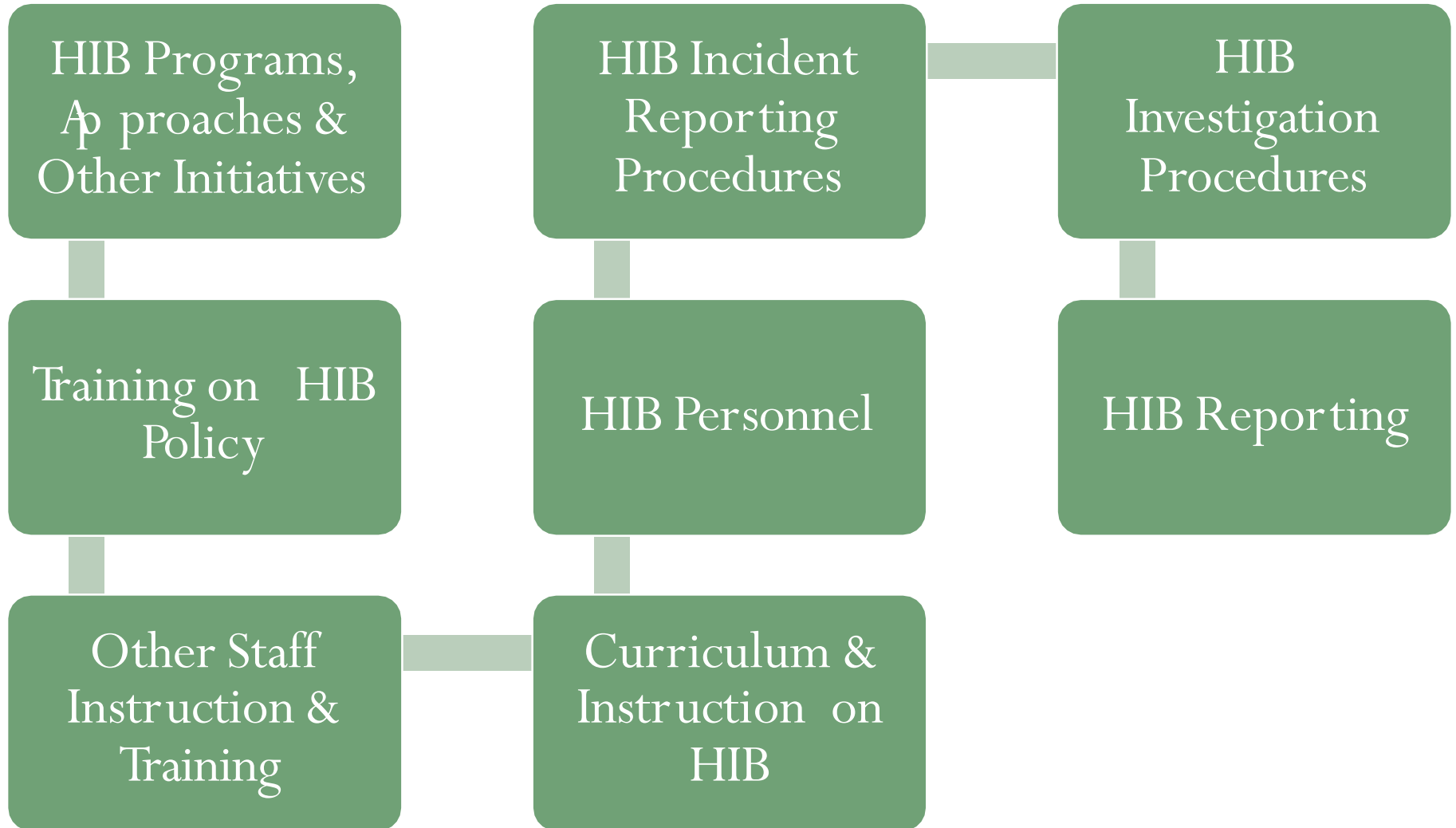- Approve scores before school district submits to NJDOE.

CHIEF SCHOOL ADMINISTRATOR

Submit Self-Assessment & Statement of Assurances to NJDOE.

Overview of the Self-Assessment

Using the Evaluation Instrument

8 Core Elements

HIB Programs, Approaches & Other Initiatives

HIB Incident Reporting Procedures

HIB Investigation Procedures

Training on HIB Policy

HIB Personnel

HIB Reporting

Other Staff Instruction & Training

Curriculum & Instruction on HIB

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/School Climate Team (SS/SCT)** 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 **SS/SCT** 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 **SS/SCT** 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:
  - OptionA
  - Option B

- Each school must determine whether there was a minimum of 1 HIB report during the 2015-2016 school year.
  - Minimum of 1 HIB Report—select ratings for OptionA
  - No HIB Reports—select ratings for Option B

- School must rate criteria in <u>only</u> 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?

Submission of Self-Assessment to the NJDOE

Annual Requirement

Summary of Self-Assessment Process

- <u>May 2017</u>: **NJDOE distributes Self-Assessment and opens on-line system**

- <u>May-September 2017</u>: **Completion of the 2015-2016 Self-Assessment**
  - Actions required of school, district, board of education

- <u>2017-2018 School Year</u>: **NJDOE Releases HIB Grade Report for 2016-2017**
  - District User: Accesses the Grade Report from NJDOE Homeroom

- <u>2017-2018 School Year</u>: **Public Review of HIB Grade Report for 2016-2017**
  - District posts Official HIB Grade Report on homepage of school and homepage of school district websites
  - District presents report at board of education meeting