



***Harassment, Intimidation and Bullying (HIB)
Compliance Checklist
P.L.2010, Chapter 122***

***I. Required Components of the HIB Policy and Procedures; and
II: Other HIB Requirements***

School district name: _____
 Date HIB policy adopted by board of education: _____
 Date HIB policy submitted to executive county superintendent: _____

I. REQUIRED COMPONENTS OF THE HIB POLICY AND PROCEDURES

<u>Policy Requirement</u>			
<i>1. The policy shall contain a statement prohibiting harassment, intimidation and bullying of a student. [N.J.S.A. 18A:37-15b(1)]</i>			
<u>Policy Compliance</u>	Yes	No	Comments
a) Does the policy contain a statement prohibiting the following behaviors against a student:			
i. harassment?			
ii. intimidation? and			
iii. bullying?			

<u>Policy Requirement</u>			
<i>2. The policy shall contain a definition of harassment, intimidation or bullying no less inclusive than that set forth in N.J.S.A. 18A:37-14. [(N.J.S.A. 18A:37-15b(2)]</i>			
<u>Policy Compliance</u>	Yes	No	Comments
a) Does the policy contain a definition of harassment, intimidation and bullying (HIB)?			
i. Does the definition apply to single incidents of HIB?			
ii. Does the definition apply to a series of incidents of HIB?			
b) Does the definition incorporate the following means of HIB:			
i. gestures?			
ii. written acts?			
iii. verbal acts? and			
iv. physical acts?			

v. electronic communications, which includes, at a minimum:			
(1) telephone?			
(2) cellular telephone?			
(3) computer? and			
(4) pager?			
c) Does the definition of HIB include a list of perceived or actual characteristics as motivating factors for an act or a series of acts of HIB, that include:			
i. race?			
ii. color?			
iii. religion?			
iv. ancestry?			
v. national origin?			
vi. gender?			
vii. gender identity and expression?			
viii. sexual orientation?			
ix. a mental, physical or sensory disability? and			
x. by any other distinguishing characteristic?			
d) Does the definition or other portion of the HIB policy identify the following locations as being applicable to the HIB policy:			
i. school grounds*?			
ii. school-sponsored functions?			
iii. school buses? and			
iv. off school grounds as stipulated in <i>N.J.S.A. 18A:37-14 and 15.3</i> ?			
e) Does the definition require that the act or series of acts of HIB must:			
i. substantially disrupt or interfere with the orderly operation of the school or the rights of other students?			
f) Does the definition of HIB include the following conditions:			
i. that a reasonable person should know, under the circumstances, the act or series of acts will have the effect of -			
(1) physically or emotionally harming a student? or			
(2) damaging a student's property? or			
(3) placing a student in reasonable fear of physical or emotional harm to his person? or			
(4) placing a student in reasonable fear of damage to his property? or			
ii. that the act or series of acts has the effect of insulting or demeaning any student or group of students? or			
iii. that the act or series of acts create a hostile educational environment for the student by:			
(1) interfering with a student's education? or			
(2) severely or pervasively causing physical or emotional harm to the student?			

**Throughout this checklist, pursuant to N.J.A.C. 6A:15-1.3, the term "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C.*

6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

Policy Requirement			
3. The policy shall include a description of the type of behavior expected from each student. [N.J.S.A. 18A:37-15b(3)]			
Policy Compliance			
	Yes	No	Comments
a) Does the policy describe the type behavior expected from each student?			

Policy Requirement			
4. The policy shall include the consequences and appropriate remedial action for a person who commits an act of harassment, intimidation or bullying. [N.J.S.A. 18A:37-15b(4)]			
Policy Compliance			
	Yes	No	Comments
a) Does the policy describe the consequences for a person (i.e., student, school staff*) who commits an act of HIB?			
b) Does the policy describe appropriate remedial actions for a person (i.e., student, school staff) who commits an act of HIB?			

Policy Requirement			
5. The policy shall include a procedure for reporting an act of harassment, intimidation or bullying, including a provision that permits a person to report an act of harassment, intimidation or bullying anonymously; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. [N.J.S.A. 18A:37-15b(5) and 16b]			
Policy Compliance			
	Yes	No	Comments
a) Does the policy provide for the following in regard to reporting an act of HIB:			
i) Does the reporting procedure include a provision for anonymous reporting of an act of HIB?			
ii) Does the policy prohibit formal disciplinary action based solely on an anonymous report?			
iii) Does the policy require school staff who witness or receive reliable information regarding any incident of harassment, intimidation, or bullying to verbally report the incident to the school principal?			
iv) Does the policy require the verbal report to be made to the school principal on the same day when the school staff witnessed or received reliable information regarding any such incident?			
v) Does the policy require school staff who witness or			

receive reliable information that a student had been subject to harassment intimidation, or bullying to also submit written reports of the harassment, intimidation, or bullying to the school principal?			
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**Throughout this checklist, the term “school staff” means full- or part-time staff/employees, persons contracted by the district to provide services to students, and volunteers who have significant contact with students.*

vi. Does the policy require the written reports to be submitted to the school principal within 2 school days of when the school staff witnessed or received reliable information that a student had been subject to harassment intimidation, or bullying?			
vii. Does the policy require the principal to inform the parents* of all students involved in the alleged incident?			
viii. Does the policy establish that the principal may discuss with parents, as appropriate, the availability of counseling and other intervention services?			

Policy Requirement

6. The policy shall include a procedure for prompt investigation of reports of harassment, intimidation or bullying policy violations and complaints. [N.J.S.A. 18A:37-15b(6)]

Policy Compliance

	Yes	No	Comments
a) Does the policy require the investigation to be initiated by the principal or the principal's designee within 1 school day of the verbal report of the incident?			
b) Does the policy require the investigation to be conducted by a school anti-bullying specialist?			
c) Does the policy require the investigation to be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying?			
d) Does the policy permit that in the event there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information?			
e) Does the policy require the results of the investigation to be reported to the superintendent of schools?			
f) Does the policy require the report to the superintendent of schools to be submitted within two school days of the completion of the investigation?			
g) Does the policy stipulate that the superintendent may decide to provide:			

** Throughout this checklist, pursuant to N.J.A.C. 6A:16-1.3 the term “parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are*

separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

***Throughout this checklist, the term "school employee" means any full- or part-time staff/employee hired by the district board of education.*

i. intervention services? or			
ii. establish training programs to reduce harassment, intimidation, or bullying and enhance school climate? or			
iii. establish training programs to enhance school climate? or			
iv. impose discipline? or			
v. order counseling as a result of the findings of the investigation? or			
vi. take or recommend other appropriate action?			
i) Does the policy require the results of each investigation to be reported to the board of education, along with information on:			
i. any services provided,			
ii. training established,			
iii. discipline imposed, or			
iv. other action taken or recommended by the superintendent?			
j) Does the policy require the report of each investigation to be made to the board of education no later than the date of the regularly scheduled board of education meeting following the completion of the investigation?			
k) Does the policy indicate that the parents of the students who are parties (i.e., offenders, victims) to the investigation must receive information about the investigation, in accordance with Federal and State law and regulation?			
l) Does the policy indicate that the information about the investigation that parents of the students who are parties (i.e., offenders, victims) to the investigation are entitled to receive includes:			
i. the nature of the investigation?			
ii. whether the district found evidence of harassment, intimidation, or bullying?			
iii. whether discipline was imposed to address the incident of harassment, intimidation, or bullying? and			
iv. whether services were provided to address the incident of harassment, intimidation, or bullying?			
m) Does the policy establish that the investigation information to be provided to the parents is required to be submitted in writing within 5 school days after the results of the investigation are reported to the board of education?			
n) Does the policy permit a parent to request a hearing before the board after receiving the information about the investigation?			
i. Does the policy stipulate that the hearing must be held within 10 days of the request?			

ii. Does the policy stipulate that the board must meet in executive session for the hearing, to protect the confidentiality of the students?			
iii. Does the policy stipulate that, at the hearing, the board may hear:			
(1) from the school anti-bullying specialist about the incident?			
(2) recommendations for discipline?			
(3) recommendations for services? and			
(4) any programs instituted to reduce such incidents?			
o) Does the policy require that at the next regularly scheduled board of education meeting following its receipt of the report, the board must issue a decision to affirm, reject, or modify the superintendent's decision?			
p) Does the policy require that the board's decision to affirm, reject, or modify the superintendent's decision must be issued in writing?			
q) Does the policy explain that the board's decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the board's decision?			
r) Does the policy explain that a parent, student or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group, as enumerated in the "Law Against Discrimination" (<i>P.L.1945, c.169; N.J.S.A. 10:5-1 et seq.</i>)?			

Policy Requirement

7. The policy shall contain the range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified which shall be defined by the principal in conjunction with the school anti-bullying specialist, but shall include an appropriate combination of counseling, support services, intervention services, and other programs. [N.J.S.A. 18A:37-15b(7)]

Policy Compliance

	Yes	No	Comments
a) Does the policy describe the range of ways in which a school will respond once an incident of HIB is identified?			
b) Does the policy establish that the range of responses must include an appropriate combination of:			
i. counseling?			
ii. support services?			
iii. intervention services? and			
iv. other programs?			
c) Does the policy require the principal, in conjunction with the school anti-bullying specialist, to appropriately apply the range of ways in which a school will respond once an incident of HIB is identified, consistent with the range of responses established in the board of education's HIB policy and code of student conduct?			

Policy Requirement

8. The policy shall contain a statement that prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying and the consequences and appropriate

remedial action for a person who engages in reprisal or retaliation. [N.J.S.A. 18A:37-15b(8) and 16a)]

Policy Compliance	Yes	No	Comments
a) Does the policy prohibit reprisal or retaliation against a student, school staff member, or board of education member who reports an act of HIB?			
b) Does the policy describe the consequence for a student, school staff member, and board of education member who engages in reprisal or retaliation against a student, school staff member, or board of education member, who reports an act of HIB?			
c) Does the policy describe the appropriate remedial actions for a student, school staff member, or board of education member, who engages in reprisal or retaliation against a student, school staff member, or board of education member who reports an act of HIB?			

Policy Requirement

9. The policy shall contain the consequences and appropriate remedial action for a person found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation or bullying. [(N.J.S.A. 18A:37-15b(9))]

Policy Compliance	Yes	No	Comments
a) Does the policy describe the consequences for a student, school staff member, or board of education member found to have falsely accused another as a means of retaliation or as a means of HIB?			
b) Does the policy describe appropriate remedial actions for a student, school staff member, or board of education member found to have falsely accused another as a means of retaliation or as a means of HIB?			

Policy Requirement

10. The policy shall contain a statement of how the policy is to be publicized, including notice that the policy applies to participation in school-sponsored functions. [N.J.S.A. 18A:37-15b(10)]

Policy Compliance	Yes	No	Comments
a) Does the policy contain a statement of how it is to be publicized?			
b) Does the statement on how the policy is to be publicized specify that the policy applies to school-sponsored functions?			

Policy Requirement

11. The policy shall contain a requirement that a link to the policy be prominently posted on the home page of the school district's website and distributed annually to parents who have children enrolled in a school in the school district. [N.J.S.A. 18A:37-15b(11)]

Policy Compliance	Yes	No	Comments
a) Does the policy require a link to the policy to be prominently			

posted on the home page of the school district's Website?			
b) Does the policy require the policy to be distributed annually to parents and guardians who have children enrolled in the school district?			

Policy Requirement

12. The policy shall contain a requirement that the name, school phone number, school address and school email address of the district anti-bullying coordinator be listed on the home page of the school district's website and that on the home page of each school's website the name, school phone number, school address and school email address of the school anti-bullying specialist and the district anti-bullying coordinator be listed. [N.J.S.A. 18A:37-15b(12)]

Policy Compliance

	Yes	No	Comments
a) Does the policy require the name, school phone number, school address and school email address of the <i>district anti-bullying coordinator</i> to be listed on the home page of the <i>school district's</i> Website?			
b) Does the policy require the name, school phone number, school address and school email address of <i>both the school anti-bullying specialist and the district anti-bullying coordinator</i> to be listed on the home page of <i>each school's</i> Website?			

II. OTHER HIB REQUIREMENTS

Requirement

1. The first revised policy following the effective date of P.L.2010, c.122 (N.J.S.A. 18A:37-13.1 et seq.) shall be transmitted to the executive county superintendent of schools by September 1, 2011. (N.J.S.A. 18A:37-15c)

Compliance

	Yes	No	Comments
a) Was the first revised policy submitted to the executive county superintendent of schools by September 1, 2011?			

Requirement

2. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent of schools within 30 school days of the revision. (N.J.S.A. 18A:37-15c)

Compliance

	Yes	No	Comments
a) As appropriate, has the most recent board of education-adopted HIB policy, revised subsequent to the first revision submitted by September 1, 2011, been submitted to the executive county superintendent of schools within 30 school days of the board-adopted revision?			

Requirement

3. Each school district shall adopt the [harassment, intimidation and bullying] policy through a process that includes representation of parents, school employees, volunteers, students, administrators

<i>community representatives. (N.J.S.A. 18A:37-15a)</i>			
Compliance	Yes	No	Comments
a) Did representatives of parents, school staff and administrators, students, and community representatives participate in the development of the revised HIB policy submitted by September 1, 2011?			
a) Did representatives of parents, school staff and administrators, students, and community representatives participate in HIB policy revisions made subsequent to the revised HIB policy submitted by September 1, 2011?			

Requirement			
<i>4. Notice of the school district's policy shall appear in any publication of the school district that sets forth the comprehensive rules, procedures and standards of conduct for schools within the school district, and in any student handbook. (N.J.S.A. 18A:37-15e)</i>			
Compliance	Yes	No	Comments
a) Does <i>notice</i> of the school district's HIB policy appear in any publication of the school district that sets forth the comprehensive rules, procedures and standards of conduct for schools within the school district, including in any student handbook?			

Requirement			
<i>5. A school district shall: (1) provide training on the school district's harassment, intimidation, or bullying policies to school employees and volunteers who have significant contact with students; (2) ensure that the training includes instruction on preventing bullying on the basis of the protected categories enumerated in section 2 of P.L.2002, c.83 (C.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying;... (N.J.S.A. 18A:37-17b)</i>			
Compliance	Yes	No	Comments
a) Is training provided on the school district's HIB policies to school staff?			
b) Does the training include instruction on preventing bullying on the basis of the protected categories enumerated in <i>N.J.S.A. 18A:37-14</i> and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying?			

Requirement			
<i>6. Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students. (N.J.S.A. 18A:37-17c)</i>			
Compliance	Yes	No	Comments
a) Is information regarding the school district policy against HIB incorporated into the training program for all new school staff?			

Requirement			
<i>7. A school district shall...(3) develop a process for discussing the district's harassment, intimidation or bullying policy with students. (N.J.S.A. 18A:37-17b)</i>			
Compliance			
a) Does the school district implement a process for discussing the district's HIB policy with students?		Yes	No

Requirement			
<i>8. A school district shall annually conduct a re-evaluation, reassessment, and review of its policy, making any necessary revisions and additions. (N.J.S.A. 18A:37-15c)</i>			
Compliance			
a) Does the district conduct an annual re-evaluation, reassessment, and review of its HIB policy?		Yes	No
b) Does the district consider input from the school anti-bullying specialist(s) in the re-evaluation, reassessment, and review of the HIB policy?		Yes	No
c) Does the district board of education make revisions and additions to its HIB policy consistent with the findings and recommendations from the annual or other re-evaluation, reassessment, and review of the policy, as appropriate?		Yes	No

Requirement			
<i>9. The superintendent of schools shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:</i>			
<ul style="list-style-type: none"> • <i>be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;</i> • <i>collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;</i> • <i>provide data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students; and</i> • <i>execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools.</i> 			
<i>The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district. (N.J.S.A. 18A:37-20b and c)</i>			
Compliance			
a) Is there a district anti-bullying coordinator appointed by the superintendent of schools?		Yes	No
i. Has the superintendent made every effort to appoint an employee of the school district to the position?		Yes	No
b) Is the district anti-bullying coordinator responsible for the following functions:		Yes	No
i. coordinating and strengthening the school district's policies		Yes	No

to prevent, identify, and address HIB of students?			
ii. collaborating with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to HIB of students in the district?			
iii. meeting at least twice per school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district?			
iv. collaborating with the superintendent of schools to provide data regarding HIB of students to the Department of Education?			
v. executing such other duties related to school HIB as requested by the superintendent of schools?			

Requirement

10. The principal in each school in a school district shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting this criterion is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- **chair the school safety team as provided in section 18 of P.L.2010, c.122 (C.18A:37-21); lead the investigation of incidents of harassment, intimidation, and bullying in the school; and**
- **act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school. (N.J.S.A. 18A:37-20a)**

Compliance	Yes	No	Comments
a) Is there a school anti-bullying specialist in each school building of the school district that has been appointed by the principal of each school?			
b) Is the school anti-bullying specialist currently employed as a school guidance counselor, or school psychologist, or as another currently employed staff member who is trained as a school anti-bullying specialist?			
c) Is the school anti-bullying specialist responsible for the following functions:			
i. chairing the school safety team?			
ii. leading the investigation of incidents of HIB in the school?			
iii. preventing, identifying, and addressing incidents of HIB in the school?			

Requirement

11. Each board of education shall provide time for in-service workshops and training programs during the usual school schedule in order to ensure that appropriate personnel are prepared to act in the district as district anti-bullying coordinators and school anti-bullying specialists.(N.J.S.A. 18A:37-26a)

Compliance	Yes	No	Comments
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a) Is time provided during the usual school schedule for the <i>district anti-bullying coordinator</i> to participate in HIB training programs?			
b) Is time provided during the usual school schedule for each <i>school anti-bullying specialist</i> to participate in HIB training programs?			

Requirement

12. A school district shall form a school safety team in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. A school safety team shall meet at least two times per school year.

A school safety team shall consist of the principal or his designee who, if possible, shall be a senior administrator in the school and the following appointees of the principal: a teacher in the school; a school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- **receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;**
- **receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;**
- **identify and address patterns of harassment, intimidation, or bullying of students in the school;**
- **review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;**
- **educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;**
- **participate in the training required pursuant to the provisions of P.L.2002, c.83 (N.J.S.A. 18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;**
- **collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and**
- **execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.**

The members of a school safety team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches.

Notwithstanding any provision of this section to the contrary, a parent who is a member of the school safety team shall not participate in the activities of the team set forth in [the first three bullets above] or any other activities of the team which may compromise the confidentiality of a student. (N.J.S.A. 18A:37-21)

Compliance	Yes	No	Comments
a) Is there a school safety team in each school in the district that develops, fosters, and maintains a positive school climate by focusing on the on-going, systemic process and practices in the			

school and addresses school climate issues, such as HIB?			
b) Does each school safety team include the principal or his designee who, if possible, is a senior administrator in the school and the following appointees of the principal:			
i. a teacher in the school?			
ii. a school anti-bullying specialist?			
iii. a parent of a student in the school? and			
iv. other members determined by the principal, as appropriate?			
c) Is each school safety team responsible for:			
i. receiving any complaints of HIB of students that have been reported to the principal?			
ii. receiving copies of any report prepared after an investigation of an incident of HIB?			
iii. identifying and addressing patterns of HIB of students in the school?			
iv. reviewing and strengthening school climate and the policies of the school in order to prevent and address HIB of students?			
v. educating the community, including students, teachers, administrative staff, and parents, to prevent and address HIB of students?			
vi. participating in the training required pursuant to the provisions of <i>P.L.2002, c.83 (N.J.S.A. 18A:37-13 et seq.)</i> and other training which the principal or the district anti-bullying coordinator may request?			
vii. collaborating 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 of students?			
viii. executing such other duties related to HIB as requested by the principal or the district anti-bullying coordinator?			
d) Is a parent who is a member of a school safety team prohibited from participating in the following activities of the school safety team:			
i. receiving any complaints of HIB of students that have been reported to the principal?			
ii. receiving copies of any report prepared after an investigation of an incident of HIB?			
iii. identifying and addressing patterns of HIB of students in the school?			
iv. any other activities of the team which may compromise the confidentiality of a student?			
e) Does the school anti-bullying specialist serve as the chair of each school safety team?			
f) Does each school safety team meet at least two times per school year?			
g) Are the members of each school safety team provided with professional development opportunities that address effective practices of successful school climate programs or approaches?			

Requirement			
13. Schools and school districts shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches [or other initiatives] shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying. (N.J.S.A. 18A:37-17a)			
Compliance	Yes	No	Comments
a) Does the <i>school district</i> annually establish, implement, document, and assess HIB prevention programs or approaches, and other initiatives involving school staff and administrators, students, parents, law enforcement and community members?			
b) Are the <i>school district's</i> programs or approaches designed to create school-wide conditions to prevent and address HIB?			
c) Do the <i>schools</i> of the school district annually establish, implement, document, and assess HIB prevention programs or approaches, and other initiatives involving school staff and administrators, students, parents, law enforcement and community members?			
d) Are <i>each school's</i> programs or approaches designed to create school-wide conditions to prevent and address HIB?			

Requirement			
14. The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. School districts, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined in section 2 of P.L.2002, c.83 (N.J.S.A.18A:37-14). Throughout the school year the school district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation, and bullying in accordance with the core curriculum content standards. (N.J.S.A. 18A:37-29)			
Compliance	Yes	No	Comments
a) Does the school district observe a "Week of Respect," beginning with the first Monday in October of each year?			
b) Does the observance address the importance of character education and provide age-appropriate instruction focusing on preventing HIB as defined in <i>N.J.S.A. 18A:37-14</i> ?			
c) Does the school district provide ongoing age-appropriate instruction on preventing HIB in accordance with the core curriculum content standards, throughout the school year?			

Requirement			
15. ... each public school teaching staff member [is required] to complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.			

<i>(N.J.S.A. 18A:6-112)</i>			
Compliance	Yes	No	Comments
a) Does each public school teaching staff member complete at least two hours of instruction in suicide prevention provided by a licensed health care professional with training and experience in mental health issues, in each five-year professional development period?			
b) Does the instruction include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide?			

Requirement			
<i>16. ... each public school teacher [is required] to complete at least two hours of instruction on harassment, intimidation, or bullying prevention in each professional development period. (N.J.S.A. 18A:37-22d)</i>			
Compliance	Yes	No	Comments
a) Does each public school teacher in the school district complete at least two hours of instruction on harassment, intimidation, or bullying prevention in each five-year professional development period?			

Requirement			
<i>17. A school leader shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders, required pursuant to State Board of Education regulations, which includes information on the prevention of harassment, intimidation, and bullying. (N.J.S.A. 18A:26-8.2)</i>			
Compliance	Yes	No	Comments
a) Do all school leaders complete the school leader training that includes information on the prevention of harassment, intimidation, and bullying?			

Requirement			
<i>18. Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under P.L.2002, c.83 (C.18A:37-13 et seq.). A board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies. (N.J.S.A. 18A:12-33)</i>			
Compliance	Yes	No	Comments
a) Do school board members who are newly elected or appointed or who are being re-elected or re-appointed complete the HIB			

training provided by the New Jersey School Boards Association?			
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Requirement

19. Two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing, the superintendent of schools shall report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period.

The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (N.J.S.A. 18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

The information shall also be reported once during each reporting period to the Department of Education.

The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (N.J.S.A. 18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The reports shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L.2002, c.83 N.J.S.A. 18A:37-13 et seq.) [and the Commissioner of Education's guidelines for this purpose.]

The grade received by a school and the district shall be posted on the homepage of the school's website.

The grade for the district and each school of the district shall be posted on the homepage of the district's website.

A link to the report shall be available on the district's website.

The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district. (N.J.S.A. 18A:17-46)

Compliance	Yes	No	Comments
a) Between September 1 and January 1 , does the superintendent of schools report to the board of education, at a public hearing, all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred between January 1 and June 30 (i.e., the previous reporting period)?			
i. Does the report include the following information:			
(1) the number of reports of HIB?			
(2) the status of all investigations?			
(3) the nature of the HIB based on one of the protected categories identified in N.J.S.A. 18A:37-14?			
(4) the names of the investigators?			
(5) the type and nature of any discipline imposed on any student engaged in HIB? and			
(6) any other measures imposed, training conducted, or programs implemented, to reduce HIB?			

ii. Does the report include data broken down by:			
(1) the enumerated categories as listed in section <i>N.J.S.A. 18A:37-14</i> ? and			
(2) each school in the district, in addition to district-wide data?			
iii. Is a link to the report for January 1 and June 30 available on the district's Website?			
iv. Is the information also reported once during each reporting period to the Department of Education?			
v. Are measures taken to ensure confidential information not authorized by Federal or State law is not released to the public?			
b) Between January 1 and June 30 , does the superintendent of schools report to the board of education, at a public hearing, all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred between September 1 and January 1 (i.e., the previous reporting period)?			
i. Does the report include the following information:			
(1) the number of reports of HIB?			
(2) the status of all investigations?			
(3) the nature of the HIB based on one of the protected categories identified in <i>N.J.S.A. 18A:37-14</i> ?			
(4) the names of the investigators?			
(5) the type and nature of any discipline imposed on any student engaged in HIB? and			
(6) any other measures imposed, training conducted, or programs implemented, to reduce HIB?			
ii. Does the report include data broken down by:			
(1) the enumerated categories as listed in section <i>N.J.S.A. 18A:37-14</i> ? and			
(2) each school in the district, in addition to district-wide data?			
iii. Is a link to the report for September 1 and January 1 available on the district's Website?			
iv. Is the information also reported once during each reporting period to the Department of Education?			
v. Are measures taken to ensure confidential information not authorized by Federal or State law is not released to the public?			
c) Is the grade for the <i>school district and each school</i> in the district, per the Commissioner of Education's guidelines for a program to grade districts, posted on the homepage of the <i>district's Website</i> ?			
i. Are the grades posted on the district's Website within 10 days of assignment of the grades?			
d) Is the grade for <i>a school and for the school district</i> , per the Commissioner of Education's guidelines for a program to grade schools, posted on the homepage of the <i>school's Website</i> .			
i. Are the grades posted on the school's Website within 10 days			

of assignment of the grades?			
e) Does the board of education provide ongoing staff training in fulfilling the reporting requirements?			
f) Does the majority representative of the school employees have access monthly to the number and disposition of all reported acts of school violence, vandalism, and HIB?			

Requirement			
<i>20. Report cards issued pursuant to section 2 of this act shall include, but not be limited to, the following information for the school district and for each school within the district, as appropriate: ... data identifying the number and nature of all reports of harassment, intimidation, or bullying. (N.J.S.A. 18A:7E-3)</i>			
Compliance	Yes	No	Comments
a) Does the district annually submit data for each school and for the school district to the Department of Education that identifies:			
i. the number of all reports of harassment, intimidation, or bullying for each school and for the school district?			
ii. the nature (i.e., per the protected categories in the HIB definition at N.J.S.A. 18A:37-14) of all reports of harassment, intimidation, or bullying for each school and for the school district?			

Requirement			
<i>21. An individual shall be permanently disqualified from employment or service that involves regular contact with pupils if the individual's criminal history record check reveals a record of conviction for...a crime of...bias intimidation[, pursuant to] N.J.S.2C:16-1...or conspiracy to commit or an attempt to commit [a crime of bias intimidation] (N.J.S.A. 18A:6-7.1)</i>			
Compliance	Yes	No	Comments
a) Does the district board of education prohibit the employment of or contracting for school staff positions with individuals whose criminal history record checks reveal a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation?			

Requirement			
<i>22. Nothing contained in the "Anti-Bullying Bill of Rights Act," P.L.2002, c.83 (N.J.S.A.18A:37-13 et seq.)...shall alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special educational services and supports. (P.L.2010, c.122)</i>			
Compliance	Yes	No	Comments
a) The rights of a student with a disability with regard to disciplinary actions or to general or special educational services and supports have not been altered or reduced as a result of the implementation of P.L.2010, c.122.			

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