

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

**District Name:**

Waterford

**School Name:**

Thomas

Richards

<b>Core Element #1: Harassment Intimidation or Bullying (HIB) Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)</b>	
<b>Indicator</b>	
A. The school annually <u>established</u> HIB programs, approaches and initiatives.	1
B. The school annually <u>implemented</u> and documents HIB programs, approaches or other initiatives.	1
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	1
D. The school's HIB programs, approaches or other initiatives are designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) has <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
<b>SUB-TOTAL (possible 15)</b>	<b>7</b>
<b>Core Element #2: Training on the board of education (BOE)- approved HIB Policy (N.J.S.A. 18A:37-17b and c)</b>	
<b>Indicator</b>	
A. School employees, contracted service providers and volunteers are provided <i>training</i> on the HIB policy.	1
B. The HIB policy training includes instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR, and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
<b>SUB-TOTAL (possible 9)</b>	<b>5</b>
<b>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)</b>	
<b>Indicator</b>	
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the SS/SCT were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School 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.	2
<b>SUB-TOTAL (possible 15)</b>	<b>12</b>
<b>Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)</b>	
<b>Indicator</b>	

A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	1
B. The school observed the “ <u>Week of Respect</u> ,” during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3

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<b>SUB-TOTAL (possible 6)</b>	<b>4</b>
<b>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)</b>	
<b>Indicator</b>	
A. The principal <u>appointed</u> a school ABS.	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC). Enter the total number of meetings ____.	2
C. The SS/SCT <u>met</u> 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. Enter the total number of all SS/SCT meetings: _____	2
<b>SUB-TOTAL (possible 9)</b>	<b>7</b>
<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))</b>	
<b>Indicator--Option A (for schools that had at least one report of HIB)</b>	
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	2
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
<b>Indicator--Option B (for schools that had no reports of HIB)</b>	
A. The school not only has a process for implementing the district's procedure for reporting HIB but also incorporates elements of effective prevention which resulted in no incidents of HIB.	
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB.	
<b>SUB-TOTAL (possible 6)</b>	<b>4</b>
<b>Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))</b>	
<b>Indicator--Option A (for schools that had at least one report of HIB)</b>	
The school <u>followed</u> the BOE-approved policy on HIB investigation procedures, which provides for:	
A. Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	2
B. Completion of the investigation within 10 school days of the written incident report.	3
C. Preparation of a written report on the findings of each HIB investigation.	3
D. Results of the investigation reported to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
<b>Indicator--Option B (for schools that had no reports of HIB)</b>	
A. The school has a procedure for notifying parents of alleged offenders and alleged victims in each reported HIB incident.	
B. The school has a procedure in place to ensure completion of each investigation within 10 school days of the written report.	
C. The school has a procedure in place to prepare a written report on the findings of each HIB investigation.	
D. The school has a procedure for reporting the results of each investigation to the CSA within 2 school days of completion of the investigation.	
<b>SUB-TOTAL (possible 12)</b>	<b>11</b>

<b>Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)</b>	
<b>Indicator</b>	
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2

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B. The official grades received from the New Jersey Department of Education (NJDOE), for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the school's website per the ABR and the requirements of the NJDOE.	3
<b>SUB-TOTAL (possible 6)</b>	5
<b>TOTAL SCORE (possible 78)</b>	55