



Safe and Drug-Free Schools and Communities Project
Center for Applied Psychology

Rubric for Reviewing LEA Policy on Prohibiting Harassment, Intimidation and Bullying (HIB)

Instructions: This rubric should be used as an assessment tool when reviewing or updating your district’s HIB Policy. Each statute and regulatory requirement is listed on this rubric, and should be viewed as the integral components of a comprehensive policy. The New Jersey Department of Education’s April 2007 Updated Model HIB Policy can be used as a guide, however, your district’s policy must comply with New Jersey’s statutes and regulatory requirements.

Using the definitions provided below, rate the extent to which each of the statutes and regulatory requirements is addressed in your policy and include any comments suggesting strengths or areas for improvement for each one. The rubric will also direct you to ask a number of follow-up questions in your district to determine whether your district’s policy has been implemented effectively.

Definitions of Ratings:

Exemplary	Satisfactory	Emerging	Incomplete
<ul style="list-style-type: none"> Exceeds statutory and regulatory requirements by addressing issues for consideration (see model policy) Statutory and regulatory requirements are clearly addressed and connected to or integrated with other components of the policy Sample forms, examples or additional district-specific information are provided 	<ul style="list-style-type: none"> Addresses all statutory and regulatory requirements It is evident that individual school district needs are addressed 	<ul style="list-style-type: none"> An attempt to address statutory and regulatory requirements is made but inadequate This component of the policy does not connect to other components of the policy because of inconsistent application of definitions, policies or procedures Policy is not tailored to the individual school district 	<ul style="list-style-type: none"> Statutory and regulatory requirements are not addressed and do not appear in the policy

Name of District: _____

	Exemplary	Satisfactory	Emerging	Incomplete
<p>1. The policy shall contain a statement prohibiting harassment, intimidation or bullying of a student. <i>N.J.S.A. 18A:37-15(3)(b)(1) and N.J.A.C. 6A:16-7.9(a)2i</i></p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>2. The policy shall contain a definition of harassment, intimidation or bullying, no less inclusive than the definition set forth in the model policy. <i>N.J.S.A. 18A:37-15(3)(b)(2) and N.J.A.C. 6A:16-7.9(a)2ii</i></p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>3. The policy shall include a description of the type of behavior expected from each student. N.J.S.A. 18A:37-15(3)(b)(3) and N.J.A.C. 6A:16-7.9(a)2iii</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>4. The policy shall include the consequences and appropriate remedial actions for a person who commits an act of harassment, intimidation or bullying. N.J.S.A. 18A:37-15(3)(b)(4) and N.J.A.C. 6A:16-7.9(a)2iv</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>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:37-15(3)(b)(5) and N.J.A.C. 6A:16-7.9(a)2vii</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>6. The policy shall include a procedure for prompt investigation of reports of violations and complaints, identifying either the principal or the principal’s designee as the person responsible for the investigation. N.J.S.A. 18A:37-15(3)(b)(6) and N.J.A.C. 6A:16-7.9(a)2viii</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>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. N.J.S.A. 18A:37-15(3)(b)(7) and N.J.A.C. 6A:16-7.9(a)2ix</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>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 consequence and appropriate remedial action for a person who engages in reprisal or retaliation. N.J.S.A. 18A:37-15(3)(b)(8) and N.J.A.C. 6A:16-7.9(a)2x</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>9. The policy shall contain the consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment, intimidation or bullying. N.J.S.A. 18A:37-15(3)(b)(9) and N.J.A.C. 6A:16-7.9(a)2xi</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>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:37-15(3)(b)(10) and N.J.A.C. 6A:16-7.9(a)2xii</p> <p>Is the policy accessible based on the above statement?</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>11. Information regarding the district’s policy against harassment, intimidation and bullying, must be incorporated into a school’s employee training program. <i>N.J.S.A.: 37-17(5)(c) N.J.A.C. 6A:16-7.9(d)1i</i></p> <p>Is there evidence in the district’s employee training program?</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:
<p>12. The district is required to annually review the extent and characteristics of harassment, intimidation and bullying in the school’s buildings and implement locally determined programmatic responses if appropriate. <i>N.J.A.C. 6A:16-7.9(d)3</i></p> <p>When did the review take place and what were the results?</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>13. The school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation and bullying policy and implement locally determined staff training programs consistent with the annual review and update of the code of student conduct, as determined appropriate by the district board of education. N.J.A.C. 6A:16-7.9(d) 1</p> <p>When did the review take place and what were the results?</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:

	Exemplary	Satisfactory	Emerging	Incomplete
<p>14. The school district is required to develop a process for annually discussing the school district's harassment, intimidation and bullying policy with students. N.J.A.C. 6A: 16-7.9(d) 2</p> <p>When and how did the discussion take place?</p>	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments:	<input type="checkbox"/> Comments: