



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 29, 2022
To: Local Educational Agency Leads and Administrators of Approved Private Schools of Students with Disabilities (APSSDs)
Route To: Anti-Bullying Coordinators, Anti-Bullying Specialists, and Principals
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Implementing Amendments to the Anti-Bullying Bill of Rights Act

On January 10, 2022, Governor Murphy signed into law [P.L. 2022., c. 338](#), which amended New Jersey's *Anti-Bullying Bill of Rights Act* (ABR). The amendments require local educational agencies (LEAs) to revise their harassment, intimidation, and bullying (HIB) policies and require the use of new incident reporting forms created by the New Jersey Department of Education (NJDOE).

NJDOE has revised the [Model Policy for Prohibiting HIB](#) (Model Policy) to reflect the amendments to the ABR. Included in the Model Policy is a description of a new requirement, where any board of education members, school employees, and volunteers and contracted service providers who have contact with students must submit a written report to the principal of a school using a numbered form developed by the NJDOE within two school days of being made aware of or witnessing any alleged acts of HIB. Please note, the timeframe, which require HIB investigations to be completed within 10 school days of the written report being submitted to the principal, has not changed.

The newly required form, titled the *HIB 338 Form*, was developed in consultation with stakeholders and is designed to provide a consistent reporting form to be used by all LEAs and APSSDs to report allegations of HIB. There are two versions of the HIB 338 Form, [one for LEA Personnel](#) and [one for families and caregivers](#). LEAs are required to incorporate these exact forms into their procedures for reporting allegations of HIB. Additionally, pursuant to P.L. 2022., c. 338, LEAs are required to provide a means for a caregiver to complete the *HIB 338 Form* for families and caregivers online and confidentially.

The amended ABR also established the School Climate State Coordinator. This individual will serve as a resource to parents, students and educators at the NJDOE. LEAs are required to add the contact information for the School Climate State Coordinator onto the LEA websites.

Key steps/actions

- LEAs must revise HIB policies to reflect the amendments to the ABR. A copy of the revised policy must be submitted to the LEAs' respective Executive County Superintendent of Schools.
- LEAs are required to provide a link to the revised HIB policy and *HIB 338 Forms*, and add the contact information for the NJDOE's State School Climate Coordinator (hib@doe.nj.gov) on the LEA's website.
- Visit the [NJDOE website](#) to review the model policy and frequently asked questions.

Contact information

NJDOE recognizes LEAs will need to change their HIB policies and procedures, including the use of new standardized reporting forms. Please share any suggestions on ways the NJDOE can improve upon the *HIB 338 Forms* and/or supports for implementing the amendments by emailing HIB338@doe.nj.gov by January 13, 2023.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group