



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 19, 2023
To: Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities (APSSDs)
Route To: Principals, Anti-Bullying Coordinators, Anti-Bullying Specialists
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Release of HIB 338 Forms for the 2023-2024 School Year

To promote consistency in the manner in which allegations of harassment, intimidation, and bullying (HIB) are reported across local educational agencies (LEAs), amendments to the *Anti-Bullying Bill of Rights Act* require the use of a standardized form [HIB 338 Form for LEA Personnel](#) and [HIB 338 Form for Families/Caregivers](#), collectively referred to as the HIB 338 Forms. The HIB 338 Forms for the 2023-2024 school year are now available on the New Jersey Department of Education's (NJDOE) [HIB website](#).

Following the release of the HIB 338 Forms in August 2022, the NJDOE solicited feedback from LEAs on potential ways to improve the format, content, and use of the HIB 338 Forms. This valuable feedback is incorporated into the revised [HIB 338 Form](#) which must be used for the 2023-2024 school year.

In addition to formatting adjustments, the revised forms include:

- A timestamp box to document the date and time the report is received. This box also includes space for an optional incident number should an LEA use a system to track alleged incidents of HIB.
- A section where the individual completing the form can sign and date the document.
- Language for families/caregivers who prefer to report anonymously to include their name in the list of witnesses so they may remain anonymous yet still contribute to the investigation.
- Additional guidance on the use of the preliminary determination and specific next steps for each role.

The most significant revision was made to the HIB 338 Form for LEA Personnel. LEA personnel cannot anonymously report allegations of HIB and, in fact, must submit the HIB 338 Form to the principal within two school days of witnessing or receiving reliable information that a student has been subject to HIB ([N.J.S.A. 18A:37-15b\(5\)](#)). LEA personnel must respond to all items in the "individual completing this form" section and cooperate with any related HIB investigations. In addition to contributing helpful information to intervene when allegations of HIB are reported, LEA personnel are essential to the development of safe school environments that prevent HIB from occurring.

Key Steps/Actions

- Incorporate the newly revised HIB 338 Forms into LEA procedures for the 2023-2024 School Year.
- Provide a means for caregivers to complete the HIB 338 Form for Families and Caregivers online, confidentially, and anonymously.
- Post the HIB 338 Forms on the LEA's website.

Contact Information

For questions, please email the Office of Student Support Services via HIB@doe.nj.gov.

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