

# Howard Gardner MI Charter School 26-27

## Anti-Bullying and Anti-Hazing Parent Complaint Form

Complete this form as fully and accurately as possible and submit it to the Main Office.

### 1. Understanding bullying and hazing

**Bullying:** An intentional electronic, written, verbal, or physical series of acts, directed at another student or students in a school setting, that is severe, persistent, or pervasive and substantially interferes with a student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school. School settings include school grounds, school transportation, designated bus stops, and school-sponsored activities.

A disagreement, mutual conflict, or isolated unkind comment does not automatically establish bullying; concerning conduct can still require intervention under other school rules. Off-campus or online concerns will be reviewed under applicable school policy.

**Hazing concerns:** Report harmful, humiliating, or dangerous activities connected to joining, remaining in, or gaining status in a group or team. Describe any pressure to participate. The school will determine whether the conduct meets its hazing policy.

### 2. Parent/guardian and student information

Parent/guardian name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Student affected (first and last name): \_\_\_\_\_ Grade: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Preferred contact method: \_\_\_\_\_

Student(s) alleged to be involved / grade(s), if known: \_\_\_\_\_

\_\_\_\_\_

### 3. Types of behavior reported – check all that apply

- ☐ **Physical:** Hitting, pushing, tripping, unwanted contact, or taking/damaging belongings.
- ☐ **Verbal / written:** Name-calling, insults, taunts, threats, or hurtful notes.
- ☐ **Social / relational:** Spreading rumors, purposeful exclusion, encouraging others to reject a student, or public humiliation.
- ☐ **Cyber / electronic:** Harmful texts, posts, images, messages, impersonation, or sharing private information online.
- ☐ **Sexual or identity-related conduct:** Unwanted sexual comments or behavior, or targeting a student's race, religion, disability, sex, or other personal characteristics. This may also require a separate harassment review.
- ☐ **Hazing / group-related pressure**
- ☐ **Other / unsure:** \_\_\_\_\_

Definition reference: 24 P.S. § 13-1303.1-A; [www.stopbullying.gov/resources/laws/pennsylvania](http://www.stopbullying.gov/resources/laws/pennsylvania).

These examples help describe concerns; checking a box does not establish a policy violation.

# HGMICS

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### 4. Incident details

Date(s) / approximate time(s): \_\_\_\_\_

Location(s), bus route, or online platform: \_\_\_\_\_

How did you learn about this? Direct observation / Student report / Other: \_\_\_\_\_

**Describe what happened.** Include specific words/actions, who was involved, and what you personally observed versus what others reported.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this happened before? Describe frequency, earlier dates, and any power imbalance (e.g., age, size, group influence, or fear of retaliation).

\_\_\_\_\_

Witness names / grades or roles, if known: \_\_\_\_\_

Previously reported to whom / when? What response occurred? \_\_\_\_\_

\_\_\_\_\_

Available evidence (attach copies): messages / screenshots / photos / other: \_\_\_\_\_

### 5. Impact and immediate support needs

Describe effects on safety, attendance, learning, emotional well-being, or friendships. Include current safety concerns, injuries, fear of retaliation, and requested support.

\_\_\_\_\_

\_\_\_\_\_

### 6. Investigation notice and parent/guardian acknowledgment

**Review and investigation:** The school will review and investigate this report in accordance with applicable school policies and procedures. This may include interviews, review of available evidence, and consideration of appropriate safety supports. Submitting a complaint does not establish that bullying or hazing occurred or guarantee a particular disciplinary outcome. Findings and next steps will be based on the information obtained and applicable policies.

**Privacy and follow-up:** Information will be shared only as needed to investigate, respond, or meet legal obligations. Absolute confidentiality cannot be promised. The school will communicate with you as permitted by law; privacy requirements may limit disclosure of another student’s records or disciplinary consequences.

I confirm that the information provided is accurate to the best of my knowledge. I understand that this report will be reviewed and investigated as described above.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School use only:** Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Case #: \_\_\_\_\_