

**Bay City Independent School District**  
Campus Procedures  
For Bullying, Harassment, or Intimidation

Upon allegations of a bullying, harassment, or intimidation incident, please follow the steps below:

1. Students/Parent/Staff members will complete a **Bullying, Harassment, or Intimidation Reporting Form** and turn in to a teacher, counselor, principal, or other District employee.
2. The BHIR Form will be immediately submitted to the campus principal or designee.
3. The principal or designee will investigate complaints by completing the **Bully, Harassment, or Intimidation Incident School Investigation Form**. The completing of this form requires meeting with the parties involved in the incident.
4. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.
5. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
6. The investigation should be completed within 10 District business days from the date of the report, however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.
7. The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.
8. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
9. If an incident of bullying is confirmed and involves a student with a disability, the Director of Special Education needs to be notified and an IEP Meeting/ARD should convene on the campus.
10. If an incident of bullying is confirmed and involves a student Under Section 504, the campus' 504 coordinator should be informed and the campus' 504 team should convene.
11. Documentation of all BHI Reporting and Investigation Forms and follow-up actions will be retained in the principal's office and a copy will be sent to the Superintendent.