

BCPS administrators access forms within the [DMS SharePoint](#) or the DMS landing page via BASIS. Charter administrators may access forms within the [SharePoint Charter Hub](#).

AN ALLEGATION OF A STUDENT BEING THE VICTIM OF A HOPE ELIGIBLE INCIDENT IS MADE

- Corresponding BCPS Incident Types eligible for the 14 Hope Scholarship Program include: Aggravated Battery (23), Bullying (ZA), Fighting (F1, F2), Harassment (HA), Hazing (ZT), Kidnapping (K1), Physical Attack (PA), Robbery (R2), Sexual Assault (S2), Sexual Battery (S1), Sexual Harassment (50), Sexual Misconduct/Sexual Offense-Other (56), Threat/Intimidation (TT, TW, TV), allegation or request relating to, or as a result of, a school district's COVID-19 health protocols, including mask requirement
- All complaints are investigated by the Principal or the Investigative Designee (ID)
- The complaint can be received orally, anonymously, or in writing
- A qualifying incident must be reported during the same school year in which it occurred



- Within 24 hours:
 - Mail the alleged student victim the original 2-page form (the State's Hope Scholarship Notification Form and Hope Scholarship Initial Notification Form). It details the Hope Scholarship Program rights and provides directions on the application process. The family must apply within 15 days. Retain a copy for your records.
 - Mail the accused student the Initial Student Accused Hope Eligible Incident Notification Form. Retain a copy for your records.
- If the infraction is bullying, harassment, or sexual harassment:
 - Within 48 hours interview the accused and alleged victim separately and take written statements.
 - Within 15 days:
 - Interview any witnesses, take written statements, and gather evidence.
 - Complete the investigation and make a determination of substantiated or unsubstantiated.
 - Mail the alleged victim and the accused a Final Bullying Harassment Notification Form letter.
- As needed, provide interventions to all parties and document them electronically. BCPS staff will use the BMS to document allegations of bullying, harassment, or sexual harassment no matter the determination. Scan and upload all investigation documentation.

Please Note:

- The Investigative Designee (ID) must be an administrator.
- No matter what the determination, the investigator will monitor and follow up with all parties regularly.
- "Days" refers to school days for student or parent accused, work days for staff accused.
- All complaints of bullying, harassment, or sexual harassment must follow the timelines and procedures in Anti-Bullying Policy 5.9.
- If the accused is instructional staff, the immediate supervisor of the accused conducts the investigation. If the accused is a principal, the Office of School Performance and Accountability conducts the investigation.
- Questions related to Hope processes are to be directed to the School Climate & Discipline Department at 754-321-1655.
- Questions related to applying to District schools once provided the Hope Scholarship forms are to be directed to the Office of School Choice at 754-321-2480.