



HOPE SCHOLARSHIP PROGRAM FLOW CHART

Click to access forms in SharePoint:

- [BCPS Schools in DMS SharePoint](#)
- [Charter Schools in SC&D SharePoint Hub](#)

COMPLAINT OF A STUDENT BEING THE VICTIM OF A HOPE ELIGIBLE INFRACTION IS RECEIVED

- All complaints are investigated by the Principal or Investigative Designee (ID).
- The complaint can be received orally, anonymously, or in writing.
- All forms are in SharePoint.

- Within 24 hours both parties are mailed the initial notification documents:
 - Mail the alleged victim the completed original Hope Scholarship Notification Form, retain a copy.
 - Mail the accused the Accused Notification Letter.
- Within 48 hours interview the accused and victim separately.
- Interview any witnesses, take written statements, and gather evidence.
- Complete the investigation within 15 days of complaint receipt and mail both parties the Final Notification Letters containing findings. If founded, the victim will also receive the Hope Scholarship Application.
- As needed, provide any interventions to all parties and document electronically.
- Use the Bullying Management System (BMS) to document allegations of bullying or harassment no matter the determination and upload all documentation.

THE INFRACTION IS FOUNDED

- The victim may apply for the Hope Scholarship.
- The victim must also receive the Hope Scholarship Application which details the student's ability to apply for the Hope Scholarship along with directions.
- The family must apply within 15 days.
- The accused receives the Accused Positive Findings Notification Letter referencing the right to appeal per Code of Student Conduct.
- Hope Scholarship applications are not held in abeyance awaiting appeal determinations.

THE INFRACTION IS UNFOUNDED

- The victim is unable to apply for the Hope Scholarship.
- Only alleged victims of bullying and harassment may appeal negative findings following the Code of Conduct processes and Policy 5.9.

Please Note:

- 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.
- Corresponding BCPS Incident Types eligible for the Hope Scholarship include: Battery Serious, Hazing (Grades 6-12), Kidnapping or Abduction, Physical Attack, Robbery or Attempted Robbery, Robbery (Armed) or Attempted Armed Robbery, Sexual Assault /Threat, Sexual Battery/Rape (Actual or Attempted), Sexual Misconduct and/or Indecent Exposure, Assault/Threat – High, Assault/Threat – Serious, Bullying, Fighting – Medium, Fighting – Major (Mutual Combat), and Harassment, Sexual Harassment.
- All complaints of bullying or harassment must follow the timelines and procedures in 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 processes are to be directed to the School Climate & Discipline Department.
- Questions related to applying to BCPS schools once awarded the Hope Scholarship are to be directed to the Demographics & Student Assignments Department.