

Broward County Public Schools (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

- Qualifying incidents include battery, harassment, hazing, bullying, kidnapping, simple battery, sexual offenses, threat or intimidation, or fighting at school.
- 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.
- Transportation is not provided by the District for Hope Scholarship BCPS school transfers.



- 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 and how to apply. 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 accused the Final Bullying Harassment Notification Form letter.
- As needed, provide interventions to all parties and document them electronically. BCPS staff will use the Bullying Management System (BMS) to document allegations of bullying, harassment, or sexual harassment no matter the determination. Scan and upload all investigation documentation into the BMS.

### 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 the Anti-Bullying Policy 5900.
- Questions related to Hope processes are to be directed to the Equity, Diversity and School Climate Department at 754-321-1655.
- Questions related to Hope application status should be directed to the receiving entity:
  - The Office of School Choice (754-321-2480) if changing BCPS schools.
  - [Step Up for Students](#) if requesting a scholarship to a private school or for transportation to a public school out of BCPS.