



# BROWARD COUNTY PUBLIC SCHOOLS HOPE SCHOLARSHIP PROGRAM FLOW CHART

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

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

- Within 24 hours both parties are mailed the initial notification documents:
  - Mail the alleged victim the completed original Initial Victim Hope Scholarship Notification Form, retain a copy.
  - Mail the accused the Initial Accused Notification Form.
- Within 48 hours interview the accused and alleged 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 of Findings letter with determination. If founded, the victim will also receive the Hope Scholarship Application.
- As needed, provide interventions to all parties and document electronically. BCPS staff will use the Bullying Management System (BMS) to document allegations of bullying or harassment no matter the determination. Upload all documentation.

### THE INFRACTION IS FOUNDED

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

### THE INFRACTION IS UNFOUNDED

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