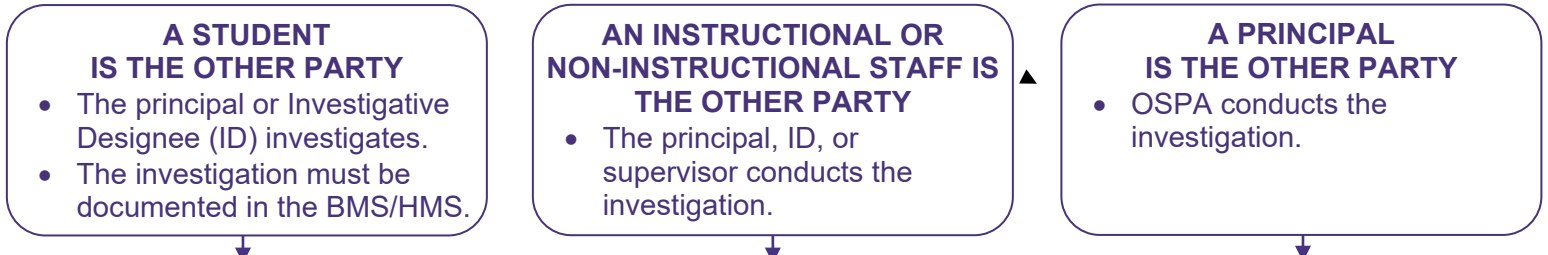


**ADULT NON-STAFF ACCUSED OF OR BEING A VICTIM OF BULLYING/HARASSMENT**

- All complaints are investigated.
- Complaints can be received orally or in writing.
- The Bullying Management System (BMS) will become the Hope Management System (HMS). At that time, it will not only track all bullying and harassment allegations, but also all Hope eligible incidents. Until then, BCPS administrators access forms within the [DMS SharePoint](#) or the DMS landing page via BASIS. Charter administrator may access forms within the [SharePoint Charter Hub](#).



- Complaints must be handled as Formal (not Informal).
  - Within 24 hours both parties are mailed the initial notification letters. Alleged student victims are eligible for the Hope Scholarship and receive a 2-page Student Victim Hope Notification Form found in the BMS/HMS. Hope application details are within this form. Retain a copy for your records.
- All interviews will be conducted separately.
- Complete the investigation within 15 days of complaint receipt and mail both parties the Final Notification Letters containing findings.
- If founded:
  - Staff or student disciplinary consequences, and/or appropriate interventions will be instituted in accordance with District policies, procedures, and agreements.
  - Visitors, volunteers, or parent/guardians accused shall receive consequences and/or appropriate interventions in accordance with District policies and procedures after consideration of the nature and circumstances of the act. This may include reports to appropriate law enforcement officials. Consequences should be graduated, natural and logical in nature with the goal of protecting the victim from any further abuse. For example, restrictions may include methods or frequency of access to the victim and/or methods or frequency of access to the campus.

**Please Note:**

- The Investigative Designee (ID) must be an administrator.
- If there is a case creating extraordinary operational issues, refer it to the Special Investigative Unit for investigation. No matter what the determination, referring staff and the ID will monitor and follow up with all parties regularly. The ID will communicate investigation progress with the alleged victim at minimum every other day during the investigation.
- The bullying investigation does not supplant all other investigative processes (i.e., threat assessment, child abuse, criminal), but with alleged student victims, a referral for external investigation does not remove the responsibility of the ID to complete the bullying investigation and make a determination within fifteen (15) days of complaint receipt.
- “Days” refers to school days for student accused, work days for staff accused.
- Questions related to sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are directed to Department of EEO/ADA Compliance.
- Questions related to student accused are to be directed to the School Climate & Discipline Department.
- Questions related to staff accused are to be directed to the Office of School Performance and Accountability (OSPA).
- Questions related to threat assessment are to be directed to the Psychological Services Department.