

The Bullying Management System (BMS) will become the Hope Management System (HMS). Until then, BCPS administrators access forms in the [DMS SharePoint](#) and Charter administrators in the [SharePoint Charter Hub](#).

STUDENT ACCUSED OF BULLYING

Complaint can be received orally, anonymously, or in writing. Staff make referrals via the BMS/HMS.

PRINCIPAL OR ID INVESTIGATES

- Within 24 hours, mail both parties (accused, alleged victim) their original initial notification forms. Retain copies for your records.
- 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.



- Within 48 hours, interview the accused and alleged victim separately.
- Within 15 school days of complaint receipt:
 - Complete all bystander interviews individually.
 - All complaints are Formal unless a written request for Informal is made by both parties in writing during individual interviews.
 - Make a determination and document the investigation finding in the BMS/HMS.
 - Mail both parties the Final Student & Staff Bullying Notification Form containing the findings and appeal processes.
 - Scan and upload all statements and investigative documents into the BMS/HMS.
- If founded, a DMS referral will be generated by the BMS/HMS to the administrator's referral queue. Access it to complete the accused's DMS consequences.

STAFF ACCUSED OF BULLYING

All complaints are investigated, but anonymous complaints must be corroborated for disciplinary action.

ACCUSED IS NON-INSTRUCTIONAL

The immediate supervisor of the accused conducts the investigation.

ACCUSED IS INSTRUCTIONAL OR PRINCIPAL

The immediate supervisor of the accused (if instructional) or OSPA (if principal) conducts the investigation.



- Within 24 hours mail both parties (accused, alleged victim) their original initial notification forms. Retain copies for your records.
- 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.
- Enter the investigation into the BMS/HMS as Formal.
- All interviews are to be conducted separately.
- Complete the investigation within 15 work days of complaint receipt.
- Mail both parties the Final Student & Staff Bullying Notification Form containing the findings and appeal processes.
- If founded, staff disciplinary consequences, and/or appropriate interventions will be instituted in accordance with District policies, procedures, and agreements; certified educators may also receive sanction(s) against state issued certificates.

Please Note:

- The Investigative Designee (ID) must be an administrator.
- 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's family 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.
- During the individual interviews, if both parties request in writing the complaint be handled as Informal, the administrator may do so. The administrator will enter it into the BMS/HMS, upload the written requests, and no finding will be made. If the resolution is unsuccessful, switch to Formal in the BMS/HMS and complete the investigation with a determination.
- BMS = Bullying Management System, DMS = Discipline Management System, HMS = Hope Management System
- 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 School Climate & Discipline Department.
- Questions related to staff accused are to be directed to Office of School Performance and Accountability (OSPA).
- Questions related to threat assessment are to be directed to Psychological Services Department.