

HOPE SCHOLARSHIP PROGRAM FLOW CHART

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](#).

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

- Corresponding BCPS Incident Types eligible for the Hope Scholarship Program include: Bullying (ZA), Harassment (HA), Threat or Intimidation (A6, A7), Hazing (ZT), Robbery (R2, R4), Fighting (F1, F2), Aggravated Battery (23), Physical Attack (PA), Kidnapping (K1), Sexual Harassment (50), Sexual Assault (S2), Sexual Battery (S1), or Sexual Offenses-Other (56).
- 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.



- 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 rights and provides directions on the application process. 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.
- 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.
 - **Note:** If the allegation is bullying or harassment, you must mail the alleged victim and the accused a Final Bullying Harassment Notification Form letter.
- As needed, provide interventions to all parties and document them electronically. BCPS staff will use the BMS/HMS to document allegations of bullying or harassment no matter the determination. Scan and upload all investigation documentation.

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 or harassment must follow the timelines and procedures in Anti-Bullying 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 Hope processes are to be directed to the School Climate & Discipline Department at 754-321-1655.
- Questions related to applying to District schools once provided the Hope Scholarship forms are to be directed to the Office of School Choice at 754-321-2480.