

Hope Scholarship Notification Form

Pursuant to section 1002.40, Florida Statutes, the Hope Scholarship Program provides a public school student who was subjected to an incident of violence or bullying at school the opportunity to transfer to another public school with capacity or request a scholarship to attend an eligible private school.

By completing and signing this form, the principal is confirming that the incident was reported and that the parent is aware of the educational opportunities under the Hope Scholarship Program. The school should retain a copy and provide original document to the parent.

Student Information

Student Name: _____ Date of Birth: _____
FLEID: _____ Grade Level: _____
School of Enrollment and MSID: _____ School District: _____

Incident Information

Date and Time of Incident: _____ Date Incident Reported: _____
Place Incident Occurred: School playground
 School classroom
 School cafeteria
 School hallway
 School restroom
 On a school bus
 At a school bus stop
 At a school related/sponsored program or activity
 Other school location (please specify): _____
Incident Type: Battery
 Harassment
 Hazing
 Bullying
 Kidnapping
 Physical Attack
 Robbery
 Sexual offense
 Threat or intimidation
 Fighting

Confirmation of Hope Scholarship Notification

Principal or Designee Signature: _____ Date: _____
Email: _____ Phone Number: _____

To transfer your student to another public school please contact your school district office.

For more information on how to apply for the private school option, please visit www.floridaschoolchoice.org.



STUDENT ACCUSED INITIAL NOTIFICATION

Student Name: _____

Student's Current School: _____

Dear _____,

This correspondence serves as formal notice that an investigation will be conducted into the complaint that your child committed a Hope Scholarship Program eligible incident. A thorough and fair investigation will be conducted and completed within fifteen (15) school days. If founded, your child will receive consequences in accordance with Policy 5.8: Code of Student Conduct and the Discipline Matrix.

Alleged incident type: _____

Thank you in advance for your assistance in resolving this matter. The safety and security of students and staff remains the priority of Broward County Public Schools. We will continue to ensure that appropriate safeguards are in place to prevent any further incidents.

If you have any questions or concerns, please contact me directly.

Sincerely,

Principal

Cc: Office of Service Quality via the Office of School Performance & Accountability

Date of mailing: _____ Noted by: _____ Print Name: _____



FINAL HOPE ELIGIBLE INCIDENT FINDINGS NOTIFICATION

SUBJECT: Complaint Findings

Dear _____,

The investigation of the reported alleged incident of _____ involving you or your child has been completed.

For accused staff, you were previously furnished with a copy of the complaint and are not to disseminate this report to the public and/or media since it may contain protected information.

After careful review, the following determination has been made.

ALLEGED VICTIM

Event # (for founded incidents): _____

Student:

Sufficient factual basis exists to establish the validity of allegations. Based on the incident type, the student is eligible to apply for the Hope Scholarship Program. The Hope Scholarship Program was established by the Florida legislature to provide the parent of a public school student, who was subjected to an eligible incident, an opportunity to transfer his/her child to another public school with capacity, or request a scholarship for the student to enroll in and attend an eligible private school. If you choose to exercise this right, follow the steps below:

- To transfer the student to another district school with capacity, within 15 school days from the date of this letter, complete the attached application and submit it along with this Positive Complaint Findings Notification to the Demographics and Student Assignment Department at 600 SE Third Avenue, Fort Lauderdale, Florida 33301. Should you have specific questions related to the District transfer, please contact the department at 754-321-2480 or visit

<https://www.browardschools.com/schoolchoice>.

Note: The District does not provide public school Hope Scholarship Program students with transportation.

- To apply for funding to attend an eligible private school or to apply for the \$750 transportation scholarship for a public school enrollment located outside the District, parents should contact one of the approved nonprofit Scholarship Funding Organizations (SFO) at

<http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/sfo/>.

- To apply to a charter school, please contact the individual charter school for their application process. Charter schools manage their own application and registration processes.

Student: Sufficient factual basis does not exist to establish the validity of the allegation or the incident occurred off school grounds. School districts are not allowed to sanction off campus incidents unless it can be proved the behavior substantially interfered with the student's educational performance or the orderly operation of the school. As a result of this finding, your child does not qualify for the Hope Scholarship Program.

Note: You have the right to appeal within 5 school days only if the allegation was regarding bullying/harassment. The process to appeal is outlined in Section X of Policy 5.8: Code of Student Conduct.



FINAL HOPE ELIGIBLE INCIDENT FINDINGS NOTIFICATION

- _____ **Employee:** It has been determined that sufficient factual basis exists to establish the validity of the allegations and to recommend that the Superintendent take disciplinary action regarding this incident. It should be noted that employees may have due process rights regarding this matter.
- _____ **Employee:** Sufficient factual basis does not exist to establish the validity of the allegation or the incident occurred off school grounds. School districts are not allowed to sanction off campus incidents unless it can be proved the behavior substantially interfered with the student's educational performance or the orderly operation of the school.

ACCUSED

- _____ **Student:** Sufficient factual basis exists to establish the validity of the allegations. Consequences will be issued in accordance with Policy 5.8: Code of Student Conduct and the Discipline Matrix. You have the right to appeal this decision within 5 school days. The process to appeal a Code of Student Conduct violation is detailed in Section X of said policy.
- _____ **Student:** Sufficient factual basis does not exist to establish the validity of the allegation or the incident occurred off school grounds. School districts are not allowed to sanction off campus incidents unless it can be proved the behavior substantially interfered with the student's educational performance or the orderly operation of the school.
- _____ **Employee:** Sufficient factual basis exists to establish the validity of the allegations and to recommend that the Superintendent take disciplinary action regarding the incident. You will be notified in the near future of any action that may be taken. You have the right to appeal this decision as detailed in the Collective Bargaining Agreement. Your written request to appeal must be given within the timeframe outlined in the agreement.
- _____ **Employee:** Sufficient factual basis does not exist to establish the validity of the allegations or it is not sanctionable by the school.

The safety and security of students and staff remains the priority of Broward County Public Schools. Please contact me should you have any questions or concerns.

Sincerely,

Principal

Cc: Office of Service Quality via the Office of School Performance & Accountability

Date of mailing: _____ Noted by: _____ Print Name: _____



STAFF (ACCUSED OR VICTIM)
INITIAL NOTIFICATION

DATE:

TO:

FROM:

SUBJECT: **Notice of Complaint**

This correspondence is provided as formal notice that a Hope Scholarship Program complaint or incident has been reported. Alleged incident type: _____

_____ It is alleged that you are the victim of this incident.

_____ It is alleged you are the perpetrator of this incident. Please consider this your three-day notice for a pre-disciplinary meeting. You are to report to _____ on _____ at _____ for the purpose of giving a statement and providing any information that is relevant. You have the right to representation through all phases of this investigation. If you desire representation, it is your responsibility to notify your representative of this meeting. Know and understand this investigation could result in disciplinary action up to and including termination.

If you have any questions or concerns, please contact me directly.

Sincerely,

Principal

Cc: Office of Service Quality via the Office of School Performance & Accountability

My signature evidences receipt of this correspondence:

Sign Name

Date

Date of mailing: _____ Noted by: _____ Print Name: _____



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.