

*For: School and District Administrators, Title VI, Title IX and Equity Coordinators, and for school professionals with responsibilities for investigating sexual, racial, disability and other forms of harassment, for overseeing investigations, or for making investigative determinations*



## Skills and Strategies for Successfully Investigating Complaints and Reports of Harassment And Bullying in Schools

Summer  
Institute  
Pre-Conference

*Featuring Workshop Trainer **Richard W. Cole, Esq.**, Civil Rights and Safe Schools Consultant and former Assistant Attorney General and Civil Rights Division Chief, Massachusetts Office of Attorney General*



**Tuesday, July 27, 2010**

At the Sea Crest Resort, North Falmouth, MA

**Sign-In/Registration: 8:00 am**

**Workshop: 8:30 am to 3:00 pm**

**Massachusetts Secondary School  
Administrators' Association  
33 Forge Parkway, Franklin, MA 02038**

Workshop Contact: *Linda Taylor*

Phone: (508) 541-9832

Fax: (508) 541-9888

E-mail: [ltaylor@mssaa.org](mailto:ltaylor@mssaa.org)

This one-day interactive training workshop is designed for school professionals to learn about the legal and practical requirements for successfully investigating and making determinations in response to reports or complaints of harassment and bullying in schools and school-related activities, including in cyberspace. Participants actively “investigate” a school-related incident, performing “mock” investigative interviews and making investigative findings based on a case scenario. This unique training workshop also includes an interactive presentation, demonstrations and a report writing exercise. Participants also examine the critical role investigations play in protecting victims, deterring perpetrators, identifying broader school climate concerns, preventing school liability and promoting learning.

### **Program Goals**

The training program is designed for participants to learn about the skills and strategies for:

- Responding effectively to complaints and reports of harassment and bullying;
- Developing and implementing appropriate investigation plans;
- Performing effective investigative interviews;
- Determining when an incident involves civil rights (e.g., race, ethnicity, sex, sexual orientation, disability);
- Assessing credibility and making credibility determinations;
- Collecting and evaluating relevant information concerning a reported incident, and any prior incident;
- Identifying patterns of behavior, intergroup tensions, and broader school safety concerns; and
- Documenting investigations and preparing investigative reports.



## Directions to the Sea Crest:

### **From Metropolitan Boston Area**

Southeast Expressway to Route 3. Take Exit 1A to Route 6 West. Take first exit at Bourne Bridge rotary to Route 28 (Falmouth and the Islands), to Bourne Bridge over Cape Cod Canal.

### **From Points North**

Take Interstate 495 to Route 25 East to Bourne Bridge over Cape Cod Canal.

### **From Bourne Bridge and Cape Cod Canal**

Route 28 Falmouth and the Islands) to Route 151 exit, left at bottom of exit ramp, left at first traffic signal (Route 28A South) one mile to rotary, take first exit onto Shore Road, then 1.5 miles to Sea Crest.

## MSSAA Workshop Registration Policies

**Cancellation:** Cancellations received up to 72 hours before the workshop will be honored. If you do not cancel and do not attend, you are responsible for full payment.

**Inclement Weather:** If the weather is uncertain, call the MSSAA front desk at (508) 541-7997 or check the website at [www.mssaa.org](http://www.mssaa.org) after 6:15 a.m. on the morning of the workshop to check for cancellation.

**Confirmation:** If you have not received a confirming email within a few days of registering, please call Linda at (508) 541-9832. This printed email or your printed, completed online registration ("Thank You" at the top) is your proof of registration.

**Group Discount:** Schools or Districts registering three or more people at one time qualify for a discount of \$20 per person per workshop.

**"Umbrella":** Teachers may register for the member rate if their building principal is an MSSAA Member.

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## **Skills and Strategies for Successfully Investigating Complaints and Reports Of Harassment and Bullying in Schools**

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**Fees:** *Member \$220 per person/Non-Member \$275 per person*

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone & Ext:** \_\_\_\_\_ **Email (mandatory):** \_\_\_\_\_

***Program fee includes training, training materials, continental breakfast and lunch!***

Total Registration Fee: \$\_\_\_\_\_

Check or Purchase Order #: \_\_\_\_\_

**Return this form to:** *Linda Taylor, MSSAA, 33 Forge Parkway, Franklin, MA 02038, or fax to: MSSAA, Attention: Linda Taylor, (508) 541-9888*

**[Click here to register at www.mssaa.org](http://www.mssaa.org)**

Earn four additional PDPs (per day) by using workshop content in your school or district!  
For more information about the additional PDP component, please contact Linda Hayes at the MSSAA Office, (508) 541-7997, or by email at [lhayes@mssaa.org](mailto:lhayes@mssaa.org)