

For: School and District Administrators, Title VI, Title IX and Equity Coordinators, and for educators responsible for investigating bullying and 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

6-10
PDPS

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, December 14, 2010
At the MSSAA Office, Franklin, 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

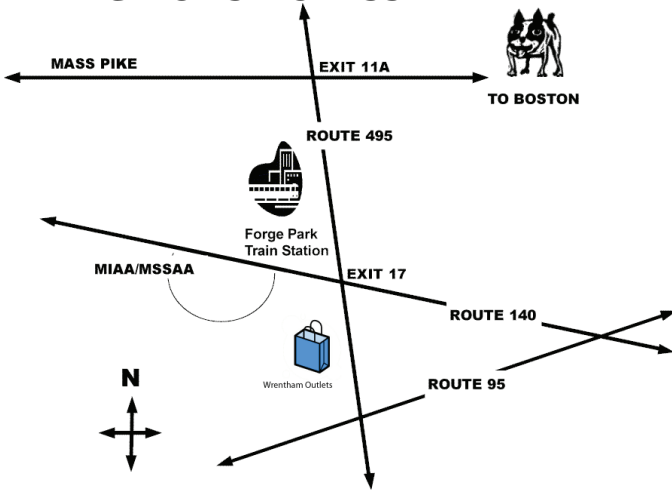
This one-day interactive workshop is designed for school professionals to learn about the legal and practical requirements for successfully investigating and making determinations in response to reports or complaints of harassment and bullying in schools and school-related activities, including in cyberspace. The workshop will examine the legal mandates for investigations under Massachusetts' new Bullying Law and federal civil rights laws. Participants actively "investigate" a school-related incident, performing "mock" investigative interviews and making investigative findings based on a case scenario. This unique 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 program is designed for participants to learn the skills and strategies for:

- Responding effectively to complaints and reports of harassment and bullying;
- 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 MSSAA



For written directions to our Office please visit:
<http://www.mssaa.org/mssaa-map-franklin.pdf>

**Early Bird
Discount**

**10%
Off!**

If we receive your registration
AT LEAST
 One month prior to the workshop

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.

Incident Weather: If the weather is uncertain, call the MSSAA front desk at (508) 541-7997 or check the website at 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.

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

Tuesday, December 14, 2010

Fees: Member \$200 per person/Non-Member \$265 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 online 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