

For: School officials who conduct investigations or make investigative determinations of bullying (under Massachusetts law) or of harassment based on sex or sexual orientation (Title IX), race, color, national origin or ancestry (Title VI), religion (Title IV) or disability (Section 504, ADA)



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

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**

Summer
Institute
Pre-Conference

This highly rated, one-day interactive workshop is designed for administrators and other educators to learn about the legal and practical requirements for effectively investigating and making determinations in response to complaints or reports of harassment or bullying in schools or in cyberspace. The workshop will examine the legal mandates for investigations under the Massachusetts Bullying Law and federal civil rights laws. Participants actively “investigate” a school-related incident, performing “mock” investigative interviews, making investigative findings, drafting an investigative report, and determining the school’s response, based on a case scenario. This unique workshop includes an interactive presentation and demonstrations. Participants will also examine the critical role investigations play in protecting victims, deterring perpetrators, identifying broader school climate concerns, promoting learning and preventing school liability.

Program Goals

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

- Responding effectively to complaints and reports of harassment and bullying;
- Performing effective investigative interviews;
- Determining when an incident involves bullying or civil rights (e.g., sex, sexual orientation disability, race, ethnicity);
- Assessing credibility and making credibility determinations;
- Collecting and evaluating relevant information, including corroborative facts;
- Identifying patterns of behavior and broader school climate and safety concerns;
- Effectively documenting investigations and preparing investigative reports; and
- Determining an appropriate school response to bullying or harassment.

Tuesday, July 24, 2012

At the Sea Crest Beach Hotel, 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

6-10 PDPs



Directions to the Sea Crest Beach Hotel:

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 Beach Hotel.

**Early Bird
Discount**

**10%
Off!**

**If we receive your registration
By June 15th!**

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 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 contact Linda Taylor at (508) 541-9832 or ltaylor@mssaa.org. This printed email 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 at 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, July 24, 2012

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

Register Online at <http://mssaa.org/professionaldevelopment>

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. Participants may combine PDPs earned for workshops in the same strand.

**Leadership/
Evaluation**