



The Adult Response to Bullying: Intake and Management of Concerns and Complaints

Full-day training

This module is designed for those on campus who are designated to receive and respond to bullying and harassment concerns and complaints. It provides McGrath's step-by-step "How To's" for processing information and complaints, from initial intake through determination of appropriate action.

Included are guidelines for determining if an informal inquiry is adequate or if a formal investigation is needed; and then who should conduct that investigation. Applicable state, federal and administrative laws are reviewed and translated into steps the school district and its administrators must take. Equally as important, the psychodynamics of victims, perpetrators and witnesses are covered, with its impact on school culture.

For: Site Administrators, Classified Managers, Deans, Security Personnel, Title IX Officers, Student Assistance Coordinators and School Counselors

Objectives: Participants will learn how to use McGrath's unique, legally sound, intake and management process that includes forms and checklists for:

1. The vital do's and don'ts of complaint intake
2. The McGrath TRUE-SPEAK Logic formula and 5-Point Criterion as guides
3. Determining whether conduct violates a student's civil rights
4. Liability issues - Criminal and Civil Law exposure for the individual and district
5. Communicating, disseminating and following board policies and procedures
6. Requiring individuals (students and employees) to report incidents
7. Managing confidentiality issues (what's legal)
8. Reaching and including parents
9. Preventing and/or responding to retaliation by involved parties
10. Utilizing McGrath forms and templates for fact acquisition and report preparation.

A comprehensive 100+ page BULLYING AND HARASSMENT COMPLAINT INTAKE AND MANAGEMENT MANUAL is provided each participant.