



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.



THE ADULT RESPONSE TO BULLYING: Investigation of Bullying & Harassment Complaints

Full-Day Training

Prerequisite: All attendees must complete Complaint Intake Management training.

For: Title IX Officers, Human Resources Managers, EEO Officers, School Principals and Assistant Principals – Anyone who conducts school site or district investigations into bullying and harassment complaints by students and/or employees.

Are you prepared to investigate? Any good anti-bullying program will result in an increase in complaints. School administrators are most at risk of liability and least prepared in this area. All too often they unwittingly take actions that are not legally fit. This puts students at risk of harm and leaves the school district exposed. In this module, participants gain the knowledge and skills needed to conduct a thorough, unbiased investigation and draft a final report designed to stand up under scrutiny in a hearing or court of law. The approach meets applicable state, federal and administrative mandates.

Objectives: Administrators will be trained in these aspects of investigation:

1. Working cooperatively in administrative, civil, and criminal investigations
2. Identifying the players in an investigation and their roles and responsibilities
3. Identifying the phases of an investigation and what each entails
4. Analyzing the facts, impact and context of the conduct and reaching conclusion
5. Creating a McGrath Case Organizer to guide your investigation
6. Interviewing the alleged victim, the accused and witnesses
7. Advanced interview techniques to uncover the facts of the situation
8. How to keep in the presumption of innocence until proven guilty
9. Understanding the process of environmental scanning
10. Determining the facts without destroying reputations
11. Using McGrath checklists to guide and record your actions
12. Steps you can take to remediate the effects on the victim
13. The actions to remediate behavior and eliminate a hostile environment
14. Addressing confidentiality issues and privileged information
15. The basics of interagency coordination in high profile and criminal situations
16. Interacting with the media

A comprehensive, 180+ page BULLYING AND HARASSMENT INVESTIGATION MANUAL is provided for each participant in the on-site course.