

## **Who, What, Where, When, and How? Investigating Complaints of Harassment in Schools**

**Tuesday, Wednesday, Thursday, May 3-5, 2011**

**8:30 a.m. – 3:30 p.m.**

**The Essex Resort & Spa in Essex, VT**

This series of workshops is designed for school administrators, designated employees, and any other school staff who may be involved in the investigation of complaints of harassment. The first and second days (May 3<sup>rd</sup> and 4<sup>th</sup>) will provide participants with an overview and update of the law, a review of the 2009 model harassment policy and terms/definitions, the role of independent reviews, the use of informal resolutions, the structure and timeline of investigations, and investigation skills and procedures: conducting complaint intakes and investigation interviews, developing investigation plans, maintaining investigation records, analyzing information (evidence), and writing investigative reports. The third day (May 5<sup>th</sup>, optional but highly recommended) will focus exclusively on the exploding phenomena of cyberbullying/cyberharassment – what it is, who participates, disciplining off-campus behaviors, legal issues for schools, and strategies for preventing and addressing cyberbullying/cyberharassment.

All workshops will utilize an interactive format and include case study reviews and role plays. A binder of resource information and materials will be provided for each participant. **While not required, we strongly recommend that participants attend all three days. PLEASE REGISTER EARLY – these workshops fill up quickly.**

The cost is \$70.00 per person per day (\$140.00 for two days, \$210.00 for three days) and includes a continental breakfast and lunch each day as well as a binder of materials. Please note that the workshop fee is non-refundable. The workshop is limited to 35 participants. **Deadline for registration is Friday, April 15th, 2011.** To register for the workshop, please send your name, title, and school name via e-mail to Tracey Tsugawa at [tracey.tsugawa@state.vt.us](mailto:tracey.tsugawa@state.vt.us). Checks should be made out and sent to the Vermont Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633-6301, ATTN: Tracey Tsugawa. We cannot send out purchase orders or invoices to schools.

The workshops will be held at The Essex in Essex, Vermont. Please go to <http://vtculinaryresort.travelscream.com/map#mapDirections> to access directions to The Essex. Overnight accommodations are available at the resort. Call The Essex directly to make arrangements for your accommodations (800-727-4295). Other accommodations can be found in nearby Williston, Vermont.