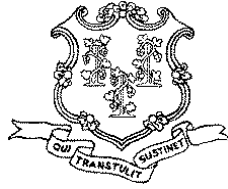


# Investigations Training



## What School Professionals Should Know for Successfully Investigating Complaints and Reports of Harassment in Schools and School-Related Activities

Presented by  
**Richard W. Cole, Esq.,**  
Civil Rights and Safe Schools Consultant  
and the  
**Connecticut State Department of Education  
Bureau of Accountability & Improvement**

Oct. 18 or Oct 25, 2010  
40 attendees per session maximum

8:30 am to 4:30 pm  
ACES, 205 Skiff Street  
Hamden, CT 06517

### Who Should Attend This Workshop?

This workshop is open to school staff who conduct investigations or make investigative determinations.

**THE DEADLINE TO REGISTER IS OCT 8, 2010.**

.7 CEUs will be awarded for full attendance

## What will be covered in this workshop?

### **Abstract:**

The interactive training program is designed for school professionals to learn about the legal and practical requirements for effectively investigating and making determinations in response to reports or complaints of harassment in schools and school-related activities, including in cyberspace. Participants will actively “investigate” a “school-related incident” and make investigative findings to enhance their practical investigative skills. This unique training program includes an interactive lecture with open question and answer opportunities, demonstrations, and “mock” investigative interviews by participants based on a case scenario. The training is designed so participants learn about how to identify and evaluate relevant facts about a reported incident, any prior incidents, and any broader pattern of behavior, conflict, or intergroup tensions in a school or community.

### **Goals: The training program is designed so participants will learn about:**

1. The legal and practical framework for investigating and making determinations;
2. Responding effectively to complaints and reports of harassment;
3. Developing and implementing appropriate investigation plans;
4. Performing effective investigative interviews;
5. Determining when an incident involves civil rights (e.g., race, ethnicity, sex, sexual orientation, disability);
6. Effectively assessing credibility and making credibility determinations;
7. Collecting and evaluating all relevant information;
8. Identifying patterns of behavior and broader school climate and safety concerns; and
9. Documenting investigations and thoroughly preparing investigative reports.

**Direct all non-registration inquiries about this workshop to  
Dr. William A. Howe, Connecticut State Title IX Coordinator at  
William.howe@ct.gov**

## **About the Presenter:**

**Richard W. Cole, Attorney-At-Law**  
**Civil Rights and Safe Schools Consultant**  
<http://www.colecivilrights.com/>

**Richard W. Cole** is a nationally known civil rights attorney, former Assistant Attorney General and Civil Rights Division Chief at the Massachusetts Office of Attorney General--with extensive experience in law enforcement, race relations, educational equity, and in addressing harassment, bullying, and hate crimes in schools, including in cyberspace. As a Civil Rights and Safe Schools Consultant, Richard offers a broad range of training, counseling, and technical assistance to educators, schools, school police and school communities.

During his sixteen years in leadership positions at the Massachusetts Attorney General's Office, Richard trained, counseled, and provided technical assistance to educators in Massachusetts and throughout the United States. Richard was also lead trial and appellate counsel in Comfort v. Lynn School Committee, successfully defending in the federal courts the constitutionality of the student assignment plan used by the City of Lynn, Massachusetts to integrate its schools. He developed and co-chaired former Massachusetts Attorney General Tom Reilly's "Safe Schools Initiative," an innovative statewide collaboration with over 70 partners from the education, law enforcement, health, academic, civil rights, victim assistance, and prevention communities to provide the training and technical assistance schools need to make them safe from harassment, hate crimes, and bullying. He also co-chaired the national initiative and helped draft the acclaimed 1999 publication by the U.S. Department of Education, "*Protecting Students from Harassment and Hate Crime-A Guide for Schools.*" The DOE distributed the guide to every school district in the U.S.

Richard was also national co-chair of the joint federal-state hate crime training initiative, and was a primary author and editor of the resulting U.S. Department of Justice's publication in 1999 of three hate crime modules currently used to train state and local law enforcement throughout the United States on hate crime response, investigation, and enforcement. He also helped lead the DOJ's national train-the-trainer efforts.

Richard has presented at numerous conferences and workshops for the United States Department of Education and for leading state, regional, and national educational associations and organizations, and at MCLE School Law Conferences. Richard has also published extensively. His Chapter titled "*Fostering an Inclusive, Multiracial Democracy: How Attorneys, Social Scientists, and Educators Made the Case for School Integration in Lynn, Massachusetts;*" was recently published in an important new book on school integration and educational equity titled, Lessons in Integration: Realizing the Promise of Racial Diversity in America's Schools; eds. Erica Frankenberg and Gary Orfield; University of Virginia Press; July 2007.

Richard was National Chair of the Civil Rights Task Force of the National Association of Attorneys General (NAAG). He also chaired the Massachusetts Attorney General's statewide Hate Crimes Task Force. As a consultant for the United States Information Agency, he trained and consulted with the Attorney General, police and military leadership, human rights advocates and lawyers in Sri Lanka, Bangladesh, and Nepal on effective civil rights enforcement strategies and developing positive community relations.

Prior to his state employment, Richard was a partner in a private law firm, Stahlin, Bergstresser, & Cole P.C., where he litigated complex civil rights, discrimination, malpractice, and personal injury cases. He was also a managing attorney at Greater Boston Legal Services. Richard is a graduate of the Boston University School of Law and George Washington University.

## **How do I register?**

Please register online at <http://www.aces.org/workshops/index.aspx> by no later than 4:00 p.m. on Oct. 8, 2010. Maximum enrollment is 40 people. There is no on-site registration. All attendees must be pre-registered. **You will be notified by ACES via e-mail if your registration has been accepted, so please be sure to provide a working e-mail address.**

If you have special needs, please contact Mary Lou Woods by phone at 203-407-4403 or by e-mail at [mwoods@aces.org](mailto:mwoods@aces.org) to discuss necessary arrangements after you have completed your online registration.

## **Payment**

ACES Federal ID Number is 06-088-1700. Payment by credit card, check, money order or purchase order should be made payable to "ACES."

No registrations will be confirmed without a prior purchase order or payment. Please mail checks or fax or mail purchase orders by 4:00 p.m. on Oct. 8, 2010 to Mary Lou Woods, PDSI -ACES - 205 Skiff Street, Hamden, CT 06517 , Tel: 203-407-4403, Fax: 203-407-4591. No refund of registration fees will be provided for cancellations after Oct. 8, 2010. To receive a refund, a written notice of cancellation must be faxed, mailed or emailed to Mary Lou Woods at [mwoods@aces.org](mailto:mwoods@aces.org) on or before Oct. 8, 2010. No cancellations via phone will be accepted.

For questions about registration, CEUs or payment, please contact Mary Lou Woods by phone at 203-407-4403 or by e-mail at [mwoods@aces.org](mailto:mwoods@aces.org). For questions about the content of the workshop, please contact Dr. William Howe by phone at 860-713-6752 or by e-mail at [william.howe@ct.gov](mailto:william.howe@ct.gov)

## **CEUs**

Once attendance and evaluations have been processed, (usually 1-2 weeks after the event) you will receive an email giving you the link where you may go to print your CEU certificate.

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Click on “Workshops” for cost information and registration