

Concern

~~HARASSMENT/DISCRIMINATION COMPLAINT FORM~~

Discrimination or harassment including conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational and/or work environment is prohibited on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, or any other legally protected characteristics. (Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act, and the Age Discrimination Act of 1975.)

Concern

~~INDIVIDUAL MAKING COMPLAINT~~

Name [REDACTED] Position [REDACTED] Date 5/1/18

Work/school location of complainant [REDACTED] Work Phone [REDACTED]

Home Phone [REDACTED] Cell Phone [REDACTED] Email [REDACTED] @ wls4kids.org

I believe I was harassed/discriminated against because of my:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Race/Color | <input type="checkbox"/> National Origin/Ancestry |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Age |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Military Status |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Genetics |

If the complaint is not based on one or more of these categories, the complaint does not qualify as a violation of legally prohibited harassment/discrimination, but may still be investigated as unprofessional behavior, bullying, etc.

COMPLAINT Concern

Name and position of person(s) alleged to have violated policy:

(Description if name unknown) Patrick Hickey Superintendent

Date(s) of Incident(s): (If more than one, specify each)

Place of Incident(s):

Witnesses, if any:

Describe what happened, including any statement made by you, the person charged, and anyone present.

2015) April 10 → Blocked Personal Cell #
April 11 → Blocked Twitter and asked for communication to stop
April 12 → Blocked WLS Cell #
April 23 → Sent e-mail asking to only contact via e-mail about work related things

Describe and/or attach documentation of any physical evidence available:

E-mail from April 23 requesting to only contact
for work.

Resolution requested by complainant:

Just keep for documentation for future if needed

SIGNATURES

Complainant provided copy of Nondiscrimination, Harassment and Equal Access Policy on (date): _____

Signature of Complainant (optional)



Date 5/1/15

Name of Person Receiving Complaint _____ Job Title _____

Signature of Person Receiving Complaint _____ Date _____

If complainant refused to sign, state reason:

Complainant Requesting Informal Resolution Process? ☐ Yes ☐ No

Actions and Results:

Formal Process Initiated: ☐ No ☐ Yes, Date: _____

If yes, final disposition of complaint (attach final report/decision).

SUMMARY OF INVESTIGATION PROCEDURES

A guide for administrators and supervisors

Compliance Officers:

- Assistant Superintendent
- Director of Human Resources

Any individual may make a complaint, orally or written, to a building administrator, a supervisor or compliance officer. Any employee of the district who observes unlawful harassment/discrimination, or who receives a report of harassment/discrimination, must report the information to the building administrator, department supervisor or compliance officer. Administrators and supervisors shall promptly report a complaint of unlawful harassment/discrimination to a compliance officer. The compliance officer may appoint a designee to investigate. Refer to the Nondiscrimination and Anti-Harassment Policy available from a compliance officer or in the Board Policy manual at www.wls4kids.org.

1. Fill out this form in the presence of the complainant when feasible. Complainant is asked to sign, but not required. If the complainant is unwilling to give details of an incident, fill out the form as best you can with the information that came to your attention.
2. Provide complainant a copy of the Board Policy on Nondiscrimination, Anti-Harassment and Equal Access.
3. Ask complainant if s/he wants to pursue the informal process or go directly to the formal process. If the complainant does not want an investigation, we may still need to investigate based on the information provided. Attempts will be made to protect confidentiality.
4. **Informal Process** – Use only with the agreement of the complainant and accused. Do not use in cases of sexual assault or other instances that may be inappropriate. Attempt to resolve a complaint within two (2) weeks of receipt.
 - a. Give complainant a copy of the Nondiscrimination and Anti-Harassment policy.
 - b. Discuss options with complainant and proceed. Examples: counsel complainant on how to discuss concerns with the accused; talk to the accused on behalf of the complainant; facilitate a meeting with both parties; other suitable actions based on the circumstances.
 - c. Document the actions and results.
 - d. Upon conclusion of the informal process, ask complainant if they want to pursue the formal process.
 - e. Implement other steps, if deemed appropriate, with the larger population of students or staff, such as distribute/revise policies, provide training, update operational procedures, or other steps to promote a working and educational environment.
 - e. File copies of the complaint, interview summaries, evidence and actions with the Compliance Officer.

5. **Formal Process** – If the informal process does not bring a satisfactory resolution, or if the complainant chooses to skip the informal process, begin the formal process.

- a. Give complainant a copy of the Nondiscrimination and Anti-Harassment policy.
- b. Keep complainant informed of the status of the investigation process. Protect the rights of complainant and respondent throughout the investigation.
- c. Does any action need to be taken to protect the complainant during the investigation process? If so, discuss it with the complainant and implement as deemed appropriate.
- d. Make reasonable efforts to maintain confidentiality of all parties, however, confidentiality is not guaranteed. The name of complainant may be disclosed to respondent. All witnesses interviewed shall be advised that they are not expected to disclose any information they learn or provide during the investigation.
- e. Within 2 business days of receiving the formal complaint, start the investigation and contact the accused (respondent).
 - Inform him/her you received a complaint and provide the nature of the allegations.
 - Provide a copy of the policy on Nondiscrimination and Anti-harassment
 - Inform them they may submit a written response to the allegations within 5 business days.
- f. Within 15 business days from receiving the complaint, conclude the investigation:
 - Interview complainant, respondent, and witnesses.
 - Gather and review physical evidence.
 - Consider the evidence in relation to items A through N of the Administrative Guidelines.
- g. Present a final report of the investigation, findings and recommendation to the Superintendent.
- h. Within 5 business days, Superintendent issues a final decision or requests additional information to be provided within 5 more business days. If additional information is requested, superintendent issues a final decision within 5 days of receiving the additional information.
- i. Deliver final decision to complainant and respondent.
- j. File copies of the complaint, interview summaries, evidence, reports and any actions taken with Compliance Officer.

RE: Always Promoting Co. April Newsletter

Patrick Hickey

Thu 4/23/2015 10:54 AM

To: [REDACTED]@wls4kids.org;

I apologize and it will never happen again.

Patrick



Patrick C. Hickey
Superintendent
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606
419-473-8220 office
419-261-0832 cell



@SuptHickey

Check out our videos: [Falling as Equals - The Journey to Courage](#) / [IOO](#) / [WLS Commercials](#) / ["Happy"](#)

From: [REDACTED]

Sent: Thursday, April 23, 2015 7:08 AM

To: Patrick Hickey

Subject: Re: Always Promoting Co. April Newsletter

Please don't send me things that are not work related.

From: Patrick Hickey

Sent: Tuesday, April 21, 2015 10:07 AM

To: [REDACTED]

Subject: FW: Always Promoting Co. April Newsletter

Check out 7/19/15....who knew??



washington local schools
Individual Attention • Personalized Learning

Patrick C. Hickey
Superintendent
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606
419-473-8220 office
419-261-0832 cell



@SuptHickey

Check out our videos: [Falling as Equals - The Journey to Courage](#) / [100](#) / [WLS Commercials](#) / ["Happy"](#)

From: Always Promoting [<mailto:info@alwayspromoting.com>]

Sent: Tuesday, April 21, 2015 9:31 AM

To: Patrick Hickey

Subject: Always Promoting Co. April Newsletter

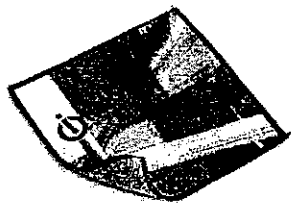
Having trouble viewing this email? [Click Here](#) to view it in your browser.



Always Promoting
Company
Newsletter

Get the latest on what's trending and
fresh promo ideas from Always
Promoting Co..

April 2015



Experiencing Mobile App-athy?

Loyalty programs are still driving consumer decisions. Continuing 2014 trends, the 2015 Bond Brand Loyalty report shows loyalty programs still foster repeat business and shape purchase decisions.

The bad news? Loyalty program mobile apps are still under-utilized, with less than 15% of consumers utilizing loyalty program apps and close to 60% unaware of an app for their preferred loyalty program.

Experiencing mobile app-athy with your program? Let's brainstorm promotional and signage solutions to help drive downloads and utilization of your loyalty app, helping you reap the full benefits of your loyalty program.



Case Study: Corporate Image Apparel

Many organizations today have a multi-generational workforce. Finding apparel options that appeal to each individual taste while still appearing professional and representative of your corporate culture can be a headache.

Take a look at how a large company utilized a single apparel brand and a variety of styles in solids and prints to offer all employees options that are trendy, professional, and reflective of their corporate culture.

[Learn More](#)

Technology Spotlight Digital Watermarking

Are you looking to get more mileage from your digital and physical marketing collateral? An integrated approach to your marketing and advertising can help you put the right messaging and compelling content in front of customers.

Digital watermarking is a revolutionary process that allows us to turn physical products into an interactive digital experience. Instead of QR codes that can appear unsightly or take up precious ad space, digital links to web content can be embedded directly into images and unlocked using the Digimarc Discover mobile app.



Get this J&L collection
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Uses of this technology are almost limitless. Imagine, at your next tradeshow, being able to give out a notebook or tote bag that contains links to websites, product videos, or to a landing page with a lead collection form. For event planners, digital watermarking offers tremendous value for sponsors who want to get special offers or digital sales collateral into the hands of event attendees.

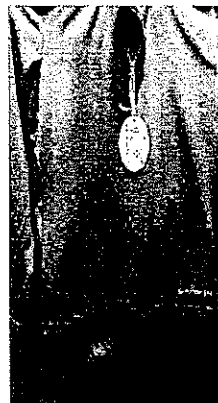
Printed graphics with digital watermarking can also be used in print collateral (flyers, brochures, letters), extending the life and reach of your advertising.

Branding Spotlight Subtle Decoration

Can smaller imprints make a bigger impression?

Promotional apparel can be tricky business. Advertisers want to make sure their branding is visible to generate impressions. End users do not want to be treated like a walking billboard and will not hesitate to send offending garments to the bottom of the t-shirt drawer, to the thrift store, or into the trash.

The solution? Effective advertisers understand that branded apparel is meant to create a lasting impression with the end users. For apparel gifts or incentives, a smaller, subtle imprint along the bottom hem or shoulder shows end users you would rather whisper to them than shout at them.



Are large imprints off-limits? Absolutely not! Creative decoration (especially combining multiple forms of decoration) turn a brand message into an attractive design that gives your branded apparel a fashionable, retail-inspired look. Innovative decoration can make a logo appear more attractive and less obtrusive.



Tools and Resources

Golf Event Planning Guide

Video: Planning the Perfect Golf Event

Color Obsessed - Trending Apparel

Selections in Pantone Color of the Year

2015 Idea Book

April Limited Time Specials

Always Promoting Co. Website

Dates To Save

May 2015

5/1/15 - May Day

5/5/15 - Cinco de Mayo; National Teachers Day

5/6 - 5/12/15 - National Nurses Week

5/10/15 - Mother's Day

5/15/15 - National Bike to Work Day

5/16/15 - Armed Forces Day

5/25/15 - Memorial Day

June 2015

6/1 - 6/30/15 - National Safety Month

6/6/15 - National Yo-Yo Day

6/14/15 - Flag Day

6/21/15 - Father's Day; Summer Begins

July 2015

7/4/15 - Independence Day (US)

7/19/15 - National Ice Cream Day

7/24/15 - Amelia Earhart Day

7/26/15 - National Parents' Day

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customer of Always Promoting Co..

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receive from us or stop receiving
emails? Please [click here](#) to unsubscribe
or update your subscription
preferences.



Always Promoting Co.

info@alwayspromoting.com

419-891-1112

127 W. Wayne St

Maumee, OH 43537

I obtained a new cell phone number and phone on April 14, 2015.

At some point, after I blocked all correspondence (both personal and work phone, twitter and e-mail asking for only work related correspondence) and obtained a new cell phone number (between April 12 and May 10), he tried to persuade one of my coworkers to give him my phone number. He gave her a hard time about it, but she refused to.

On April 14, he was sitting at Max and Erma's in Perrysburg at the bar. This was several days after I blocked his phone calls. He was aware that I attend trivia at Max and Erma's on Tuesday nights with one of my coworkers. He was not aware that [REDACTED] goes with me. When [REDACTED] and I saw him at the bar, we immediately left.

On May 7, a coworker of mine was involved in a car accident. I went to the accident site to pick her up. While we were sitting at the corner of Alexis and Burdette waiting for the tow truck to arrive, he stopped. He spoke with her for a few minutes about the accident and prior to leaving said to me, "I know this wasn't work related, but I saw the accident and stopped." His tone was aggressive and rude.

On May 10, he contacted the same coworker of mine via telephone. He asked what I wanted from him, if it was money. He said that if I "went public" with any information, he was going to pay to have messages recovered from his phone, of our correspondence, in order to make me look bad. He said that it would cost \$20,000, but he has insurance so his cost would only be \$4,000. He said that he had already spoke to a lawyer about it. He also indicated that I am running around telling everyone because he had a conversation with a different coworker about it a few weeks prior. When I spoke with this other coworker, she indicated she had told him to leave me alone in a conversation which stemmed from a series of inappropriate messages she received from him (she would like to remain out of any involvement with him and this situation and does not at any point want her name revealed or the nature of that conversation relating to her revealed).

During the course of his May 10th conversation, he indicated that he would leave me 110% alone, but he wanted all the information from the conversation relayed to me, including the threat to personally slander me with the messages.

[REDACTED]

May 18, 2015

Rachael Novak

From: [REDACTED]
Sent: Thursday, August 27, 2015 7:28 AM
To: Rachael Novak
Subject: letter

Rachael,

I put an envelope and letter in the pony for you this morning. Please let me know when you receive it.

Thanks,

August 27, 2015

Rachael Novak
Washington Local Schools
Human Resources Director
3505 W. Lincolnshire
Toledo, OH 43606

Dear Rachael,

Per your conversation with my husband [REDACTED] on August 26, 2015, at this time we would NOT like you to go forward with any conversation with Patrick Hickey about what we have shared with you. We at this time would not like to go through with any formal complaint and would simply like the information we have given to you to remain on file. I have included with this letter an updated timeline and additional email correspondence.

If you have any questions, please contact me at [REDACTED]

Sincerely,

A large, dark, handwritten signature, likely of Rachael Novak, is written over the "Sincerely," text. The signature is heavily inked and somewhat illegible due to the density of the strokes.

April 10 – Blocked personal cell phone number

April 11 – He began sending me private messages on twitter. I told him I did not want to have contact with him anymore. He kept sending and I deleted my twitter account.

April 12 – He sent me a message on his work phone. I did not respond and blocked his work number.

April 14 – I obtained a new cell phone.

April 14 – I frequently attend trivia on Tuesday nights at the Max and Erma's in Perrysburg. He was/is aware of this and when [REDACTED] and I arrived that night, he was sitting at the bar. When we saw him, we immediately left.

*Sometime after April 14 and before May 10 (I don't know an exact date), he repeatedly asked one of my coworkers for my new cell phone number. She refused to give it to him.

April 22 – He left me a voicemail at school asking why I would not speak to him. I did not respond.

April 23 – He sent me a non-work related email. I replied and asked him to only contact me with work related correspondence. He replied that he would.

April 24 – He came into my classroom and asked me what was going on and why I was doing this (I had a class at the time). I told him I was doing what I needed to do.

April 28 – He called me on my work phone to tell me about a [REDACTED] project happening near a local elementary school.

April 30 – He sent me a non-work related e-mail (attached). I did not respond.

May 1 – I met with the human resources director and filed with her an unofficial complaint. I made her aware that I have asked him to stop contacting me and the dates in which I blocked numbers and attached the e-mails also. She indicated she would do nothing with the information until I told her I wanted her to and that she would keep the file at her house if I wanted her to so that it wasn't at Central Office.

May 7 – A coworker of mine (the same one he asked for my phone number from), was involved in a car accident. I went to the accident site to pick her up. While we were sitting at the corner of Alexis and Burdette waiting for the tow truck to arrive, he stopped. He spoke with her for a few minutes about the accident and prior to leaving said to me, "I know this wasn't work related, but I saw the accident and stopped." His tone was aggressive and rude.

May 9 – In an effort to get him to leave me alone without attacking him professionally, after meeting with and consulting with our pastor, we asked him to speak with Patrick's pastor and see if we could get him to leave us alone from that angle.

May 10 – After speaking with his pastor he immediately contacted my coworker (same as above) via telephone. He asked what I wanted from him, if it was money. He said that if I "went public" with any information, he was going to pay to have messages recovered from his phone, of our correspondence, in order to make me look bad. He was referring to messages, pictures and videos that were sent to him over the course of the relationship. He indicated that it would cost \$20,000, but he has insurance so his cost would only be \$4,000. He said that he had already spoken to a lawyer about it. He also indicated that I am running around telling everyone because he had a conversation with a different coworker about it a few weeks prior. I telephoned this coworker (who knew about our relationship) and she indicated that she had in fact told him to leave me alone. This stemmed from a conversation that took place after her family discovered a series of inappropriate sexual messages that he sent to her.

Also, during the course of the May 10th conversation, he indicated that he would leave me 110% alone, but he wanted all the information from the conversation relayed to me, including the threat to personally slander me with the retrieved messages.

May 26 – [REDACTED] received a box of things in his work mailbox. The box contained a letter (attached) indicating he was returning all of the things I gave to him since I have asked him not to contact me about anything not work related. The box contained 6 books (2 of which I did not give him), a movie, a coin and a vial with his DNA in it. The vial of DNA was extracted during an experiment at the Junior High with a group of 8th grade girls (that included his daughter). I am unsure why he sent it to me.

June 9 – [REDACTED] had left for [REDACTED] on the 7th and was worried about me being alone when he was gone. After he knew that I had left school for the day on the teacher work day, he sent the attached email telling him to leave me and our family alone. [REDACTED] sent his email at 2:52 p.m. At 3:40 the attached response was received in which he lies about the following:

-
- ~~That he had not attempted to contact me after April 23 as outlined above.~~
 - Not knowing I didn't want him to contact me prior to April 23, the blocking of phone numbers, discussion and blocking on twitter and voicemail all occurred prior to April 23.
 - Not knowing who my friends are. He knew I was friends with [REDACTED] because he too had a relationship with her.

July 13 – [REDACTED] sent a response to him after he returned from [REDACTED] and spent some time deciding what we should do next (see attached). [REDACTED] sent his email at 3:22 pm. At 4:38, we received the attached response with lies about the following:

- I never asked him to leave me alone before April 23 – I did in fact on April 11 and April 12.
- He did not ask [REDACTED] for my new phone number and he did not threaten me to her. She indicated to me that during the week of April 14, he asked her numerous times for my new number. Also, she recapped the May 10 conversation in writing indicating that he would retrieve messages to make me look bad.

In addition on July 13 at 9:51pm, he sent the attached email, where he does in fact confirm that his lawyers are working to recover the "embarrassing, unsolicited videos that [REDACTED] sent me." That is the threat he gave to [REDACTED] and then placed in writing.

July 14 – At 6:52am, he sent the attached apology email regarding the threat of message recovery and stated that he would leave us alone if we left him alone.

August 23 – [REDACTED] was out mowing the lawn and he ran up to the corner at our house and started yelling things at [REDACTED]. [REDACTED] got upset, tried to speak with him and also took pictures of him running by our house. He went up to [REDACTED]'s car and banged on the window. Later in the day, we received the attached email from him. He states that he has left us alone and [REDACTED] needs to stop emailing him. That email was the 4th consecutive unanswered email that he has sent [REDACTED] and copied me on.

August 26, 2015 – I spoke with a coworker (the same coworker that he called threatening me to on May 7 and one that he admits to friendship with in his email dated July 13) and she indicated that last week for personal reasons, [REDACTED] blocked her on facebook. When she discovered that [REDACTED] blocked her, she sent Patrick an email telling me and also telling him that “shit was about to hit the fan.” I don’t know what the motivation behind sending this email to him was other than to protect/warn him. I believe this is what triggered him to run by our house on August 23rd, but that is just my opinion.

8/25/2015

[REDACTED]

[REDACTED]

[REDACTED]

Tue 6/9/2015 2:52 PM

To: Patrick Hickey <PHickey@wis4kids.org>;

Dear Pat,

Do not continue attempting to contact [REDACTED] This includes calling her friends or contacting me in any way, school related or not. This also extends to responding to this email. I hope you can find a way to live the faith and core values that you speak of, to love your family, and stop your destructive behaviors.

[REDACTED]

Sent from my iPhone
Sent using OWA for iPhone

8/25/2015

RE: Core values -

RE: Core values

Patrick Hickey

Tue 6/9/2015 3:40 PM

To: [REDACTED] >

Cc: [REDACTED]@wls4kids.org>;

Dear [REDACTED]

I have not attempted to contact [REDACTED] in any way, shape, form, or regard, since she sent me an email on April 23rd responding to an email about National Ice Cream Day and informing me to not contact her unless business related. Prior to that day I did not know that she did not want contact as up until April she contacted me frequently and it abruptly stopped on April 23rd. In fact she contacted me on the Friday before Spring break (April 3rd) and was telling me about the food she planned to consume over break and how happy she was to be on break. After Spring Break and prior to April 23rd I did try to contact her as I was concerned about her and the abruptness of the request. She texted me and emailed me on a very consistent basis for a long time so abruptly stopping was very out of the ordinary. I cannot promise to not contact her friends as I do not know who her friends are but I will not discuss you or [REDACTED] with anyone with whom I speak. I also cannot promise to not contact you about school related issues as I must do so as part of my job duties on occasion.

I know you are justifiably upset and would gladly discuss this situation with you. We all make mistakes and I will own mine. If any information I can give you can help you to mend your relationship with [REDACTED] then I am available to talk to you. Your [REDACTED] deserve your best effort and I applaud you for putting them first. There are two sides to every story [REDACTED] and I will give you facts if you desire them. I truly hope [REDACTED] remain employees in our district for as long as [REDACTED] desire. I think you are both outstanding [REDACTED] who make the lives of [REDACTED] infinitely better. I am copying this email to [REDACTED] as I think it would be deceptive to not do so.

If I do not receive an email (and you can also contact me at 419-265-7532) reply then I will know that you do not desire any non-work related contact from me regarding this issue but the offer remains. I will absolutely leave both of you completely alone and I trust you will do the same for me and my family.

Sincerely,

Patrick

Patrick C. Hickey
Superintendent
3505 West Lincolnshire Blvd.

From: [REDACTED]
Sent: Monday, July 13, 2015 3:22 PM
To: Patrick Hickey
Subject: Fw: Core values

Pat,

Let me clarify a few things for you. I have the whole story. I have seen the emails and text. I do not need to hear what you have to say on the matter. I have seen the truth.

For your information, I arranged the meeting with your pastor in hopes that appealing to your beliefs would get you to face your actions and address your immoral and unprofessional actions. I felt contacting your pastor would be the least confrontational way to approach you. Instead, you responded by threatening [REDACTED] through a mutual friend/co-worker.

The facts are that [REDACTED] asked you to leave her alone, she blocked your cell, so you tried to send her messages on twitter. Then you tried to contact her on your work phone, so she blocked that. You showed up at Max and Erma's knowing she would be there. You harassed her friend and co-worker for her new phone number. You left a voicemail on her school phone. You sent her non-work related emails. Messages about my dog are not school related. Having the guile to send me a box of books to give [REDACTED] is not school related. You came to her classroom. I have dates and times for all these instances. You then threatened [REDACTED] through this mutual friend "if she goes public with information".

Do not threaten my family. I am not threatening you with any public embarrassment; I am simply trying to protect my family and my professional career. I have not looked to punish you; living with yourself is probably punishment enough.

Yet amazingly, you then immediately started sending explicit messages to another [REDACTED] colleague, how did that work out for you? Have you explained that to [REDACTED] yet?

Do not talk about how much you appreciate [REDACTED] and that you hope [REDACTED] in the district along time. I believe you have already hindered [REDACTED] professional ambitions. May, I remind you are also nothing more than an employee of this district yourself. Professionally, there are a number of people that can contact us if need be about school related matters, figure it out.

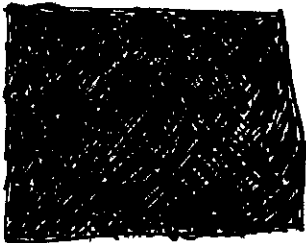
Furthermore, I asked you to leave my family alone and I asked you to not respond to my previous email. Copying [REDACTED] was unnecessary and another form of intimidation from you. I am sure you would think I was trying to intimidate you if I copied your wife. Again, Please just leave my family alone and find a way to focus on your own.

I recall an email you sent about Mr. Langendorfer, where you said "I was listening to a preacher last night who was saying that God will put enemies directly in our path, into our faces, into our lives who do evil. He will place them in order for them to find Christ in the person being persecuted and for the person

being persecuted to witness to them." You are that evil that has been put in front of me, not the one being persecuted.

Before you impulsively respond to this email and feel the need to have the last word, consider if the legal representation, you have admitted to contacting about this matter already, would advise you to.

I encourage you to get some professional help.
Let that be the last word on this matter.



8/25/2015

RE: Core values - [REDACTED]

RE: Core values

Patrick Hickey

Mon 7/13/2015 4:38 PM

To: [REDACTED] >;

Cc: [REDACTED]@wls4kids.org>;

[REDACTED]

If you want this communication to stop then you must stop emailing me about it. In my email (again responding to you) I said "If I do not receive an email (and you can also contact me at 419-265-7532) reply then I will know that you do not desire any non-work related contact from me regarding this issue but the offer remains." You replied and thus I shall reply. I copied your wife because it is imperative that she knows what I say to you and I will do so again. It is not a form of intimidation but rather communication.

Your wife never told me to leave her alone. Never. The first time she said anything after she contacted me April 3rd about Spring Break and her eating plans was April 23rd when she responded to the non work related email about National Ice Cream Day. All of the contact you mentioned did, indeed, occur but it was all between April 3rd and 23rd when I was concerned that something must have happened to her over Spring Break because she consistently communicated with me and it stopped during Spring Break. I would have stopped if she ever told me to stop (just as I have since April 23rd). I did not ask [REDACTED] for her new phone number, I did not threaten [REDACTED] to [REDACTED] I called [REDACTED] after my Pastor called me in order to find out what in the heck was going on. I don't know about the Max and Erma situation but [REDACTED] has informed me many times that she plays trivia and on one occasion I got carry out food and wanted to see what the trivia night was all about. I had no idea you intended to be there. I returned the gifts to you, and have actually found more, to let you know that your wife sent me books, dvds, videos, a gold pendant, dna, nutella spread, cookie butter, etc. so you would know that she was just as responsible as I was for the friendship we had. I would think you would understand especially given the fact that I never gave her a present. There is blame to go with [REDACTED] and there is blame to go with me. You seem to think [REDACTED] is an innocent in this situation and was somehow manipulated. If I sent her 15 presents I would understand your point. Your reference to [REDACTED] was also a two way street and I did give [REDACTED] my phone number to give to [REDACTED]

In terms of my pastor and living with myself please don't feel you need to save the world or that you encourage me to get professional help. I am very much at peace with who I am and how I conduct myself. I fall far short of perfect as does [REDACTED] as does [REDACTED] as do all humans.

I have not threatened your family and made it clear in my email that I will leave you alone and trust you will leave me and my family alone. I said I would support [REDACTED] work in this district and I have in no way, shape, form, or regard hindered [REDACTED] professional ambitions nor would I. On the contrary I would support them.

I would prefer that this situation ends here but if you respond (and remember it is you who has reached out to me twice, not the other way around) then it is probable that I will respond.

Sincerely,

Patrick

8/25/2015

Your email - [REDACTED]

Your email

Patrick Hickey

Mon 7/13/2015 9:51 PM

To: [REDACTED];

Cc: [REDACTED]@wls4kids.org>;

[REDACTED]

Last words.....I hope you are as aggressive with all men who have been evil to you and your family as you are to me. I am sure I am not the only one as evil as you present me to be.

In terms of your assertion about my attorneys, they only seek the truth and are confident in my testimony and the embarrassing videos [REDACTED] sent to me unsolicited. Truth is truth. I wish you the best.

Pat

Patrick Hickey
Superintendent
Washington Local Schools
3505 W. Lincolnshire Blvd, | Toledo, Ohio 43606
419-473-8220
Sent from my Samsung Galaxy Note 4

8/25/2015

RE: Your email - [REDACTED]

RE: Your email

Patrick Hickey

Tue 7/14/2015 6:52 AM

To: [REDACTED]@wls4kids.org>;

Cc: [REDACTED]@wls4kids.org>;

[REDACTED]

I apologize for the last email. I was wrong to send it. I only want you guys to leave me alone just as you want me to leave you alone.

I regret sending it and don't intend to do anything further except leave you and your family alone.

Patrick

Patrick Hickey
Superintendent
Washington Local Schools
3505 W. Lincolnshire Blvd. | Toledo, Ohio 43606
419-473-8220
Sent from my Samsung Galaxy Note 4

----- Original message -----

From: [REDACTED]@wls4kids.org>
Date: 07/14/2015 6:08 AM (GMT-05:00)
To: Patrick Hickey <PHickey@wls4kids.org>
Subject: Re: Your email



<http://www.wls4kids.org>

"The aim of art is to represent not the outward appearance of things, but their inward significance"

8/25/2015

Today [REDACTED]

Today

Patrick Hickey

Sun 8/23/2015 1:18 PM

To: [REDACTED];

Cc: [REDACTED]@wls4kids.org>;

[REDACTED]

As I said repeatedly, if you want to talk I am available. I ran 17 miles today from my house down alexis and through [REDACTED] and back. I have run the same course before. You videotaping me running on public sidewalks is harassment and I would ask that you not do it again. I am leaving you alone but what you did today is certainly not leaving me alone. Your incessant blocking me and others and unblocking me to read my social media and blocking me again is also odd. I did not want to send an email but you have me blocked on social media and the phone number in the directory is disconnected. If you want to be left alone stop sending me emails and certainly leave me alone when I am running on a sidewalk on a public street. The f.u. was also uncalled for and I would not do that to you.

Patrick

Patrick Hickey
Superintendent
Washington Local Schools
3505 W. Lincolnshire Blvd. | Toledo, Ohio 43606
419-473-8220
Sent from my Samsung Galaxy Note 4

Washington Local School District Bylaws & Policies

3210 - STAFF ETHICS

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Ohio Ethics Commission Advisory Opinion 2008-01

Revised 2/24/10

Washington Local School District Bylaws & Policies

3362 - NONDISCRIMINATION AND ANTI-HARASSMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its employment policies and practices or access to educational opportunities, programs and activities, and will enforce prohibitions against unlawful discrimination or harassment of any kind.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational opportunity/performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate and/or unwelcome boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life. Examples of inappropriate boundary invasions could include, but are not limited to the following:
 - 1. hugging, kissing, or other physical contact with a student
 - 2. telling sexual jokes to students
 - 3. engaging in talk containing sexual innuendo or banter with students
 - 4. talking about sexual topics that are not related to curriculum
 - 5. showing pornography to a student

6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")
7. initiating or extending contact with students beyond the school day for personal purposes
8. using e-mail, text-messaging or websites to discuss personal topics or interests with students
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences)
11. going to a student's home for non-educational purposes
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)
13. giving gifts or money to a student for no legitimate educational purpose
14. accepting gifts or money from a student for no legitimate educational purpose
15. being overly "touchy" with students
16. favoring certain students by inviting them to come to the classroom at non-class times
17. getting a student out of class to visit with the staff member
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and/or authorized to do so
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)

20. being alone with a student behind closed doors without a legitimate educational purpose
21. telling a student "secrets" and having "secrets" with a student
22. other similar activities or behavior:

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R. C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Harassment - Protected Classes

Conduct constituting harassment on the basis of race, color, national origin, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information may take different forms, including, but not limited to, the following:

A. **Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's protected class.

B. **Nonverbal**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's protected class.

C. **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's protected class.

Discrimination - Protected Classes

Prohibited discrimination occurs when an individual's access to employment opportunities or educational programs are based illegally upon an individual's protected class and when the conduct has the purpose or effect of interfering with the individual's work or educational opportunity/performance; of creating an

intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from an employment opportunity or an educational program or activity.

Such discrimination may occur where conduct is directed at the characteristics of a person's protected class or where access to employment, or educational programs is illegally restricted or denied based on an individual's protected class. Discrimination may also include conduct related to race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to customs, traditions, clothing, manner of speaking, language, surnames and the like; or based on an individual's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

School District Community

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Compliance Officers

The Superintendent shall appoint the Assistant Superintendent and the Director of Human Resources to serve as compliance officers. The compliance officers' names and contact information will be published annually in the parent and staff handbooks, on the School District's web site, posted in each building and distributed as an addendum to this policy upon request.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officers shall also verify that proper notice of nondiscrimination for Title II of Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

Complaint Procedure

Members of the School District community are directed to promptly report incidents of possible discriminating and/or harassing conduct to a Compliance Officer or to another administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Any Board employee who directly observes unlawful discrimination or harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers. Thereafter, the Compliance Officer/designee must contact the complainant, if age eighteen (18) or older, or the complainant's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to

investigate the alleged misconduct, including the obligation of the Compliance Officer/designee to conduct an investigation following all the procedures outlined for a formal complaint.

Members of the School District community or third parties who believe they have been unlawfully discriminated against and/or harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the School District community or third party who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

The informal complaint procedure and mediation will not be used to resolve sexual assault complaints and may not be appropriate in all situations. For example, all complaints of harassment involving a District employee will be formally investigated, as will complaints against any other adult where a student is involved.

As an initial course of action, if a member of the School District community or third party feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. A Compliance Officer/designee is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint.

A member of the School District community or third party who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a building administrator in the building where the individual is employed; (2) to a building administrator in the building where the student attends; (3) to a Compliance Officer. All informal complaints must be reported to a Compliance Officer who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide members of the School District community and third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the member of the School District community or third party claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the member of the School District community or third party about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the Nondiscrimination and Anti-Harassment Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

- C. If both parties agree, a Compliance Officer/designee may arrange and facilitate a meeting between the member of the School District community or third party claiming harassment and the individual accused of harassment to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, a Compliance Officer/designee will exercise his/her authority to attempt to resolve all informal complaints within two (2) weeks of receiving the informal complaint.

When a member of the School District community or third party is dissatisfied with the results of the informal complaint process, or when a Complainant elects to file a formal complaint, such complaint must be submitted to a Compliance Officer/designee.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, or if the member of the School District community or third party elects to file a formal complaint initially, the formal complaint process shall be implemented.

A member of the School District community or third party who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "Complainant", should file a formal complaint, either orally or in writing with the building administrator or Compliance Officer/designee. If a Complainant informs any other employee of the School District, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the building administrator or a Compliance Officer. Thereafter the assigned Compliance Officer/designee must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process, the Compliance Officer/designee should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Compliance Officer/designee shall ask for such details in an oral interview. Thereafter the Compliance Officer/designee will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature. If the Complainant does not wish to verify or sign the document, the Compliance Officer/designee shall proceed with the investigation process regardless.

Upon receiving a formal complaint, the Compliance Officer/designee will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Compliance Officer/designee should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator/designee, the Compliance Officer/designee may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving a formal complaint, the Compliance Officer/designee will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information, which is reasonably believed to be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of this policy the District will consider:

- A. the nature of the behavior;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the race, national origin, sex, religion, age and/or disability of the victim; and in case of genetic information harassment, the genetic information of the victim;
- F. the identity of the perpetrator, including whether the perpetrator was in a position of power over the person allegedly subjected to harassment;
- G. the number of alleged harasser(s);

- H. the age of the alleged harasser(s);
- I. where the harassment occurred;
- J. whether there have been other incidents in the school involving the same or other individuals;
- K. whether the conduct adversely affected the person's work or educational opportunity/performance or environment;
- L. the context in which the alleged incidents occurred;
- M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution; and
- N. whether a particular action or incident constitutes a violation of Policy 3362 requires a determination based on all the facts and surrounding circumstances.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment. The Compliance Officer's/designee's recommendations must be based upon the preponderance of the evidence, taking into account the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation shall, in most circumstances, be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the investigation results in findings of harassment or discrimination in violation of this policy, appropriate disciplinary action up to and including the discharge of an employee, or the suspension/expulsion of a student will be enforced, after applicable due process is afforded. The Superintendent/designee's final decision shall also include assurances of the steps the District will take to prevent recurrence of harassment or discrimination and steps to correct the discriminatory effects on the complainant and/or others as appropriate.

Confidentiality/Privacy

The School District will make all reasonable efforts to protect the confidentiality rights of the Complainant and the Respondent. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law, as well as with the School District's obligations to investigate, to take appropriate action, and to conform with any appropriate discovery or disclosure requests. Confidentiality cannot always be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Office of Civil Rights

The Informal and Formal Complaint procedures set forth in this policy are not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment or discrimination with the United States Department of Education, Office for Civil Rights. The Office for Civil Rights may be contacted at:

U.S. Department of Education Office for Civil Rights
600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611
Office main line: (216) 522-4970
TTY: (800) 877-8339
Fax: (216) 522-2573
Web: www.ed.gov/OCR
Email: ocr.cleveland@ed.gov
To file a complaint: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Employees of the district may also pursue a complaint with the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

Record Retention

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer / designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect

of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer/designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer/designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

ADDENDUM: 8/10/2015

The following persons are designated as the District's Civil Rights Compliance Officer(s):

Cherie Mourlam
Assistant Superintendent
3505 W. Lincolnshire Blvd.
Toledo, OH 43606
Phone: 419-473-8221
Fax: 419-473-8247
Email: cmourlam@wls4kids.org

Rachael Novak
Director of Human Resources
3505 W. Lincolnshire Blvd.
Toledo, OH 43606
Phone: 419-473-8225
Fax: 419-473-8247
Email: ranovak@wls4kids.org

R.C. 4112.02
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
Civil Rights Act, 42 U.S.C. 1983

Revised 3/27/13

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