

## Title IX Incident Report Form Instructions

Title IX of the Education Amendments Act is a federal law that prohibits sex discrimination of students and employees of HISD, including sexual harassment and sexual misconduct (such as sexual assault, stalking, and relationship violence). In compliance with Title IX and other federal laws, HISD does not tolerate sex discrimination, harassment or sexual misconduct against students or employees in educational programs or activities.

### **Definitions:**

1. **Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
2. **Respondent** – An individual who is reported to have exhibited conduct that could constitute sexual harassment.
3. **Witness** – An individual who may have observed conduct that could constitute sexual harassment or has knowledge about the incident.
4. **Reporter** – person who learned of an incident of sex discrimination, sexual harassment, sexual violence or other sexual misconduct against another person.

**Instructions:** If you believe you have experienced sex discrimination or sexual harassment or if you are aware of an incident of sex discrimination or sexual harassment, please complete the attached Incident Report form to the best of your ability, and return the form to a Title IX Coordinator or Title IX Administrator. The contact information for these individuals is listed below. Please provide complete, accurate, and detailed information so that the District may investigate and take appropriate actions to address the incident. Please report only one incident per form.

**Preservation of Evidence:** Please preserve all data or documents that might help or dispute the incident occurred. Examples are:

1. Documents (hard copy or electronic);
2. Stored data (ex. text messages, emails, Facebook, Instagram, or other social media posts, to the extent that they can be captured or preserved);
3. Photographs;
4. Videos;
5. Audio recordings; and
6. Other documentation that might be helpful or relevant in an investigation.

**Please submit the attached form to one of the individuals below. Please also contact one of the individuals below if you are unable to complete this form for any reason and would like to make a verbal report:**

<b>Title IX Coordinator:</b> Kaneetra Bass	<b>Telephone Number:</b> (713.556.6023) <b>Mailing Address:</b> 4400 West 18 <sup>th</sup> St.	<b>Email:</b> TitleIXComplaints@houstonisd.org <b>Office Location:</b> Employee Relations
<b>Title IX Administrator:</b> Kristy Dobson (supports Business Operations)	<b>Telephone Number:</b> (713.556.7333) <b>Mailing Address:</b> Hattie Mae White Educational Support Center 4400 West 18 <sup>th</sup> Street Houston, Tx. 77092	<b>Email:</b> KDOBSON@houstonisd.org <b>Office Location:</b> Employee Relations
<b>Title IX Administrator:</b>	<b>Telephone Number:</b> 713.556.9123 <b>Mailing Address:</b>	<b>Email:</b> LREAGINS@ houstonisd.org <b>Office Location:</b> West Area Schools Office

<b>Lisa Reagins (supports West and North West Area Schools Offices)</b>	<b>Hattie Mae White Educational Support Center 4400 West 18<sup>th</sup> Street Houston, Tx. 77092</b>
<b>Title IX Administrator: Kenneth Brantley (supports Achieve 180 and South Area Schools Offices)</b>	<b>Telephone Number 713.556.6122;                      Email: KBRANTL1@houstonisd.org Mailing Address:    Office Location: Achieve 180 Schools Office Hattie Mae White Educational Support Center 4400 West 18<sup>th</sup> Street Houston, Tx. 77092</b>
<b>Title IX Administrator: Christina Wehde-Roddiger (supports North and East Area Schools Offices)</b>	<b>Telephone Number: 713.556.4446                      Email: CWEHDE@houstonisd.org Mailing Address:    Office Location: North Area Schools Office Hattie Mae White Educational Support Center 4400 West 18<sup>th</sup> Street Houston, Tx. 77092</b>





**Has any previous efforts been made to stop the alleged misconduct?** *(If so, please describe the efforts taken, by whom, when and where)*

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**Are you aware of any documentation to support the alleged misconduct occurred?** *(If so, please describe and attach the documents, if in your possession. Ex. notes, reports photos, emails, text messages, Facebook postings, audio recordings, etc.)*

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**Please include other information you believe is helpful:**

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**Have you discussed the reported misconduct to anyone?** *If so, please provide name, telephone number, email address of these individual(s) and the individual's relationship to you, Complainant, Respondent or the District?*

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**Does the Complainant know you are submitting this report?**  Yes  No

**Does the Respondent know you are submitting this report?**  Yes  No

**I certify all statements made in this report are true and correct to the best of my knowledge.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee/Student ID# (if applies)**