

### **Title IX Coordinator**

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: Mark Kehoe  
Position: Director of Human Resources  
Address: 300 Roe Street, Azle, TX 76020  
Email: [Title IX coordinator](mailto:mkehoe@azleisd.net) (mkehoe@azleisd.net)  
Telephone: (817) 444-3235

### **ADA/Section 504 Coordinator**

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: Gwen Shelton  
Position: Director of Special Education  
Address: 300 Roe Street, Azle, TX 76020  
Email: [ADA/Section 504 coordinator](mailto:gshelton@azleisd.net) (gshelton@azleisd.net)  
Telephone: (817) 444-3235

Any individual may report sex discrimination, including sexual harassment, at any time, including during non-business hours, by mail, phone, or email. Reports can also be made:

During District business hours, reports may also be made in person.

To view an electronic copy of the District's Title IX policies, FFH(LEGAL) and (LOCAL) and DIA(LEGAL) and (LOCAL), please go to [Policy On Line](#)<sup>1</sup>.

To obtain a copy of the District's Title IX policies, including the grievance process that complies with 34 C.F.R. § 106.45(b) of the 2020 Title IX Regulations, please contact: the District Title IX Coordinator.

Upon receiving an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with Board policies FFH and DIA.

Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

### **Title IX Training Materials**

All materials used to train Title IX personnel are available [on the District website](#)<sup>2</sup> and are also available for inspection upon request by contacting the Azle ISD Communication Coordinator at (817)444-3235.

### **Formal Complaint Form (Title IX Sexual Harassment)**

To file a formal complaint alleging sexual harassment, please fill out the form [on the District's website](#), sign where indicated, and submit it by hand delivery, email, or U.S. mail using the contact information listed for the Title IX Coordinator for students at FFH(EXHIBIT) or the contact information listed for the Title IX Coordinator for employees at DIA(EXHIBIT).

This formal complaint form is intended for use by the alleged victim of Title IX sexual harassment (referred to in Title IX Regulations as the "complainant"). Under Title IX and the Family Educational Rights and Privacy Act (FERPA), a parent or legal guardian may sign a complaint form and otherwise act on behalf of a minor in the formal complaint process.

If you are not filling this form out as a parent or guardian and you intend to report sexual harassment against another person in the District's education program or activities, please report your concerns to the District's Title IX Coordinator so that the District can take further action. Under federal law, only an alleged victim of sexual harassment who is currently participating or attempting to participate in the District's education program or activity (such as an enrolled student, an employee, or an applicant for employment or admission) has the right to use the formal complaint process to initiate an investigation. The District will process all formal complaints in accordance with FFH(LEGAL) and (LOCAL) and, as applicable, DIA(LEGAL) and (LOCAL).

**Notice to Complainant:** This document is a legal record of the allegations of sexual harassment that you have reported to the District in order to request a formal investigation. Please keep a copy of the completed form and any supporting documentation for your records. Please also review your rights and responsibilities at [FFH\(LEGAL\)](#). Any questions or concerns that you may have during this process may be directed to the District's Title IX Coordinator.

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX sexual harassment formal complaint process but should be investigated by the District under a different policy or procedure, your formal complaint form will be forwarded to the appropriate District personnel in accordance with District policies. [See DIA, FFI, and FFH] You have the right to appeal the dismissal of your formal complaint, as explained in policy FFH(LEGAL) and the District's Title IX formal complaint process.

---

<sup>1</sup> Policy On Line: <https://pol.tasb.org/Policy/Code/1109?filter=FFH>

<sup>2</sup> Title IX forms and training materials: <https://www.azleisd.net/Page/6951>