



Administrative Procedure 0102
SEXUAL HARASSMENT AND TITLE IX
PROCEDURES FOR THE TITLE IX COORDINATOR

Responsible: Office of the General Counsel, Civil Rights Compliance

PURPOSE

This Administrative Procedure shall describe and define protocols related to the Title IX Coordinator's process for responding to a Title IX Sexual Harassment Complaint filed with the Washoe County School District (District).

PROCEDURE

1. Purpose and Authority

- a. The Title IX Coordinator (Coordinator) shall oversee and manage the process for responding to a formal Title IX Sexual Harassment complaint filed with the District. The Coordinator shall not participate in investigating or decision-making while overseeing this process.
- b. All formal Title IX Sexual Harassment complaints shall be referred to the Title IX Coordinator for processing.
- c. If an intake meeting with the complaining party has not occurred before the complaint is received, the Title IX Coordinator shall meet with the complaining party and/or their parent or guardian and discuss the grievance process and available supportive measures.

2. Filing a Complaint

- a. To begin the process for resolving a Title IX Sexual Harassment complaint, the complaining party must file a written formal complaint form with the Title IX Coordinator.
- b. The Title IX Coordinator may initiate a formal Title IX complaint when necessary to ensure student safety.
- c. The Title IX Coordinator shall give notice of the complaint to the parties.
- d. The Title IX Coordinator shall review the complaint and determine whether the District has Title IX jurisdiction over the complaint based on the following factors:
 - i. Incident occurred before August 14, 2020.
 - ii. Incident occurred outside educational program or activity.
 - iii. Incident description does not meet the definitions of Title IX Sexual Harassment.

- iv. Unaffiliated Respondent over whom the District does not exercise any supervisory or disciplinary authority.
- e. If the complaint does not meet the jurisdictional requirements, then the complaint shall be dismissed.
 - i. In the event a complaint is dismissed, the Title IX Coordinator shall provide both parties with a letter giving the justification for dismissing the complaint.
- f. At any time between the filing of a formal complaint and a determination by the Decision-Maker the Title IX Coordinator may act as a facilitator to negotiate a written informal resolution to the complaint between the parties. This does not apply if the complaint is filed by a student against a staff member.

3. Investigative Report/Decision

- a. Once the investigation is complete the Title IX Coordinator will provide a preliminary investigative report that summarizes all relevant evidence to both parties who will have 10 business days to review and provide a written response to the content of the report. The parties' responses shall be provided to the investigator.
- b. The Title IX Coordinator shall provide the final investigative report to both parties and the Decision-Maker. The parties shall have 10 business days to provide responses and questions for the opposing party.
- c. The Title IX Coordinator shall issue the decision by the Decision-Maker.

4. Appeal

- a. The Title IX Coordinator shall assign any appeal received to a Reviewing Officer who has not been involved in the underlying investigation or decision making.
- b. The Title IX Coordinator shall issue the results of the appeal.
- c. The Title IX Coordinator shall preserve all the records of the Title IX grievance process for seven (7) years.

LEGAL GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure aligns and complies with the governing documents of the District, to include:
 - a. Board Policy 0100 Nondiscrimination and Equal Opportunity; and
 - b. Administrative Regulation 0101 Title IX Sexual Harassment.

REVISION HISTORY

Date	Revision	Modification
9/16/2020	1.0	Adopted: pursuant to new Title IX Regulations
1/19/2021	2.0	Revised: updated jurisdiction complaint basis
8/20/2026	3.0	Revised: renumbered from AP 9202 and updated to align with Board Policy 0100 and Administrative Regulation 0101