



Administrative Procedure 0103
SEXUAL HARASSMENT AND TITLE IX
PROCEDURES FOR THE TITLE IX INVESTIGATOR

Responsible: Office of the General Counsel, Civil Rights Compliance

PURPOSE

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

PROCEDURE

1. Purpose and Authority

- a. The Investigator receives a case file from the Title IX Coordinator.
- b. The Investigator must remain neutral, not rely on sex stereotypes and avoid pre-judgement of the matter.
- c. The Investigator is charged with gathering evidence sufficient to reach a determination in the matter.
- d. The Investigator cannot access or consider a party's records maintained by a physician, psychiatrist, psychologist or other recognized profession or paraprofessional acting in that capacity which are maintained in connection with the provision of treatment to the party unless the Title IX Investigator obtains the party's voluntary, written consent to do so for the grievance procedure.

2. Investigation

- a. The Investigator must provide the parties an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- b. The Investigator may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- c. The Investigator will provide written notice to a party whose participation is expected that includes the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time to prepare to participate.
- d. The Investigator shall provide parties with the same opportunities to have others present during any proceeding including the opportunity to be accompanied by an advisor of choice.

- i. The Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- e. With assistance of the Title IX Coordinator, the Investigator shall complete a preliminary report to be provided to both parties. The preliminary report shall include any evidence obtained as part of the investigation that is relevant to the allegations raised in the formal complaint. This should include both inculpatory and exculpatory evidence.
- f. The preliminary investigative report will be provided to the Title IX Coordinator to send to both parties who will have at least 10 business days to inspect and review the report to submit a written response, which the Investigator must consider prior to the completion of the final investigative report.
- g. The Investigator shall complete a final investigative report that fairly summarizes the relevant evidence and considers any responses received from the parties. The final investigative report will be provided to the Title IX Coordinator to send to each party and to the Decision-Maker.

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
8/20/2026	2.0	Revised: renumbered from AP 9203 and updated to align with Board Policy 0100 and Administrative Regulation 0101