



Responsible: Office of the General Counsel, Civil Rights Compliance

PURPOSE

This Administrative Procedure shall describe and define protocols related to the Title IX Decision-Maker 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 Decision-Maker (Decision-Maker) shall review evidence and determine a decision for Title IX Sexual Harassment complaint filed with the District.

2. Investigative Report/Decision

- a. The Decision-Maker and parties receive the investigative report from the Title IX Coordinator.
- b. The parties have 10 business days from the date they receive the report to provide the Decision-Maker with their response to the report and relevant questions for the opposing party.
- c. The Decision-Maker reviews the questions for relevance. If the Decision-Maker determines the questions are not relevant, the Decision-Maker provides an analysis for why the question was excluded.
- d. The parties have 5 business days to provide their responses to the questions to the Decision-Maker.
- e. The Decision-Maker provides the responses to the respective parties and exchanges follow-up questions if necessary.
- f. The Decision-Maker reviews the evidence in the matter and decides whether the Respondent is responsible for conduct that violates the Title IX definition of sexual harassment.
- g. In consultation with the school site administrator the Decision-Maker determines the appropriate sanction if there is a violation of Title IX.
- h. With the assistance of the Title IX Coordinator the Decision-Maker drafts a decision letter to be provided to both parties. The decision letter shall include the following:
 - i. Allegations potentially constituting sexual harassment.

- ii. All procedural steps taken by the District prior to reaching a decision.
- iii. Findings of fact supporting the decision.
- iv. A determination on each allegation regarding responsibility.
- v. Sanctions.
- vi. Remedies.
- vii. Procedures and bases for parties to appeal.

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 9201 Title IX Sexual Harassment

REVISION HISTORY

Date	Revision	Modification
9/16/2020	1.0	Adopted: pursuant to new Title IX Regulations
08/20/2026	2.0	Revised: renumbered from AP 9204 and updated to align with Board Policy 0100 and Administrative Regulation 0101