



Administrative Procedure 9202
**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 decision-making while overseeing this process.
- b. All Sexual Harassment complaints whether between students, staff or staff on student shall be referred to the Title IX Coordinator for processing.
- c. The Title IX Coordinator shall meet with the complaining party and/or their parent or guardian and discuss the process and available options and 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 with the Title IX Coordinator.
- b. If the complaining party declines to file a formal complaint and the Title IX Coordinator finds there is a compelling safety concern, the Title IX Coordinator may sign a written formal complaint for investigation.
- 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.
 - ii. Any time between the filing of a formal complaint and a determination by the Decision-Maker the Title IX Coordinator may refer the parties to the Office of the Ombudsmen 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 all relevant evidence to both parties who will have 10 days to provide a response to the content of the evidence. 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 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 new Decision-Maker that 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.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This administrative procedure aligns and complies with the governing documents of the District, to include:
 - a. Board Policy 9200 Harassment and Discrimination

b. Administrative Regulation 9201 Title IX Sexual Harassment

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years, or as needed.

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