



Administrative Procedure 9204
**SEXUAL HARASSMENT AND TITLE IX
PROCEDURES FOR THE TITLE IX DECISION-MAKER**

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 decision for Title IX Sexual Harassment complaint filed with the District.
2. Investigative Report/Decision
 - a. Decision-Maker and parties receive the investigative report from the Title IX Coordinator.
 - b. The parties have 10 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 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 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.

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