



START **HERE.** GO **EVERYWHERE.**

TITLE IX REPORTING FORM

If you have experienced any form of violence, harassment or discrimination, the most important things are getting to a safe place and taking care of yourself. Realize that what happened to you is not your fault and that you are in control of what happens next. At Oasis Charter Schools, members of the community have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic dating partner violence, and stalking. All members of the Oasis Charter School community are expected to conduct themselves in a manner that does not infringe upon the rights of others and is consistent with Neola Policy po2266.

www.capecharterschools.org/board-policies

The Title IX and Compliance Officer oversees all discrimination, harassment and sexual misconduct complaints made by employees, students, and visitors. Leisa Orcutt, Human Resources Manager and Donnie Hopper, Principal are the Title IX Coordinators.

Please note that individuals involved in incidents of gender discrimination, sexual harassment, sexual assault, relationship violence or stalking are referred to as the following:

Reporter – Any person (including the Complainant) who reports an alleged policy violation.

Complainant – Any individual who may have been the subject of any Sexual Misconduct, Dating and Domestic Partner Violence, and/or Stalking by the Respondent regardless of whether the individual makes a report.

Accused – Any individual or group who has been accused of violating this policy.

Witness – Any person who has directly observed an incident or has direct or indirect knowledge related to the incident being reported.

Instructions: Please complete this form to the best of your ability. Report only one incident per form. Please submit this form to the Title IX Coordinator or to the Superintendent within 24 hours of becoming aware of any incident. If you are reporting on behalf of someone else, whenever possible, please be sure the person disclosing the information to you understands that this form is NOT CONFIDENTIAL, and if you are faculty/staff you are obligated to report this information to Oasis Charter School Administration. Please submit this form to:

Leisa Orcutt
Title IX Coordinator
3519 Oasis Blvd.
Cape Coral, FL 33914
(239) 424 -6100 X456

leisa.orcutt@capecharterschools.org

or

Donnie Hopper
Title IX Coordinator
3519 Oasis Blvd.
Cape Coral, FL 33914
(239) 945-1999 X101

donnie.hopper@capecharterschools.org

**FOUR
SCHOOLS,
ONE
VISION**

239.424.6100

239.541.1039

TheOasisAdvantage.com

3519 Oasis Blvd., Cape Coral, FL 33914

General Information:

Date of this report: _____

Has this incident been reported to the Cape Coral Police Department? ☐ ☐

Information about the Person Making the Complaint (Complainant)

Name of Complainant: _____

Is the Complainant a: ☐ Student? ☐ Employee? ☐ Visitor?

Student of Employee ID Number: _____ School: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

Email Address: _____

Preferred Method of Contact: ☐ Phone ☐ Email

Information about the Incident:

Date of the Incident: _____ Approximate Time: _____

Where did the incident take place (be specific):

What type of Incident?

☐ Sexual Harassment - unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, such as assault or acts of sexual violence. Students or employees of any sex can be victims of sexual harassment and the harasser and the victim can be of the same sex.

☐ Quid Pro Quo – threat and rewards as a condition of employment or education for failing to accept or reject someone's advances.

☐ Hostile Work Environment – behavior perceived as abusive enough to create a hostile work or educational environment.

☐ Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

☐ Domestic Violence – a form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or someone similarly situated under Florida domestic or family violence law.

☐ Forcible Sex Offense – Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

☐ Stalking – willfully, maliciously, and repeatedly following or willfully and maliciously harassing another person and making a credible threat with the intent to place that person in reasonable fear for his or her, or the safety of his or her immediate family or suffer substantial emotional distress. To determine whether stalking has occurred, harass means “engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.” Course of conduct means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Credible threat means a verbal or written threat, including that performed using an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written or electronically communicated statements and conduct.

☐ Prohibited Conduct – refers to matters of sexual assault, sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, medical condition, veteran status, or any other characteristic protected by law.

☐ Other – please describe:

If the Complainant believes the incident involves discrimination, was the discrimination based on:

☐ Race ☐ Color ☐ National or Ethnic Origin ☐ Sex ☐ Age ☐ Disability
☐ Religion ☐ Sexual Orientation ☐ Gender Identity or Expression ☐ Veteran Status

Please describe the incident in detail, including dates, places, witnesses, and any other relevant documentation:

Who else has been notified of this incident?

Name: _____ Date Notified: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

Email Address: _____

Information about the Person the Complaint is Made Against (Respondent)

Name of the Respondent: _____

Is the Respondent a: ☐ Student? ☐ Employee? ☐ Visitor?

Address: _____

Daytime Phone: _____ Evening Phone: _____

Accommodatons or Remedies Requested

If the complainant has specific remedies or accommodations that he or she would like to request, please identify them.

Confidentiality

Oasis Charter Schools will make reasonable and appropriate efforts to preserve the Respondent's and Complainant's privacy and protect the confidentiality of information. Should the Complainant request confidentiality the Title IX Coordinator will inform him or her that the employer's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator will also inform the Complainant that it is not always possible to provide confidentiality and that the decision to share information with others is subject to other considerations.