



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

## TITLE IX REPORTING FORM

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](http://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 is the Title IX Coordinator and Compliance Officer.

**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 X 7456  
[leisa.orcutt@capecharterschools.org](mailto:leisa.orcutt@capecharterschools.org)

or

**Donnie Hopper**  
Title IX Coordinator  
3519 Oasis Blvd.  
Cape Coral, FL 33914  
(239) 945-1999 X 7101  
[donnie.hopper@capecharterschools.org](mailto:donnie.hopper@capecharterschools.org)

**FOUR  
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ONE  
VISION**

239.424.6100

239.541.1039

[TheOasisAdvantage.com](http://TheOasisAdvantage.com)

3519 Oasis Blvd., Cape Coral, FL 33914

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?