



NWTC Notification of Rights and Options

For victims of Domestic Violence, Dating Violence and Sexual Assault

INTRODUCTION

This guide explains Northeast Wisconsin Technical College's (NWTC) resources and options available to individuals impacted by sex-based harassment including sexual assault, domestic violence, dating violence, and stalking. Below, you will find valuable information and resources to familiarize yourself with options if you or another individual experiences sex-based misconduct.

In compliance with federal law (Title IX), NWTC has appointed a Title IX Coordinator whose role is to ensure that members of the community receive Title IX protections as guaranteed by law and institutional policy. Contact information for the NWTC Title IX Coordinator and other key resources is listed in the next section.

This can be an overwhelming time for someone who has experienced sex-based misconduct. NWTC regrets that you may have had such an experience. We want you to know that we are here for you and want to ensure you are empowered to make the choices that are best for your needs, without pressure and with respect for your autonomy and privacy.

Choose how to proceed. You have options. You can:

- do nothing until you are ready
- pursue a NWTC resolution
- initiate criminal proceedings
- initiate a civil process against the perpetrator, and/or
- pursue healing options that do not require reporting to any official.

You may pursue whichever combination of options is best for you. If you pursue a NWTC resolution, your options can include an investigation, hearing, informal resolution, and/or supportive measures. Those options are summarized below and explained in detail in the NWTC's Title IX – Sexual Harassment Policy, found here: [Title IX - Sexual Harassment Policy](#)

IF YOU HAVE EXPERIENCED SEXUAL HARASSMENT/ MISCONDUCT

If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call the local police department's non-emergency line.

1. Go to a safe location as soon as you are able.
2. Contact any of the following for immediate assistance on campus or in the community:

- **Title IX Coordinator/Deputy Coordinator(s) - Monday-Friday, 8:00am-4:30pm**

John Grant Title IX Coordinator Green Bay Campus Room SC240 (920)498-6984 John.grant@nwtc.edu	Kelly Schumacher Title IX Deputy Coordinator- Students Green Bay Room SC123 (920)498-6390 kelly.schumacher@nwtc.edu	Dawn Rentmeester Title IX Deputy Coordinator- Employee Green Bay Room CC224 (920)498-6932 dawn.rentmeester@nwtc.edu
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- **Campus Security:** 920-498-5699
 - 7 days a week, 6:00am – 10:00pm
- **Campus Care:** 920-498-6993
 - Monday-Thursday, 8:00 am - 4:00 pm and Friday, 8:00 am - 12:00 pm.
 - Evening hours are available 4:30pm - 6:30pm on Tuesdays and Thursdays during fall and spring semesters.
- **NWTC Counseling Services:** Call/Text: 920-498-5507 or counseling.services@nwtc.edu
 - Monday – Thursday, 8:00am – 5:00pm
 - Friday 8:00am – 4:00pm

Sexual Assault Center of Family Services 24 Hour Hotline (920) 436-8899 <ul style="list-style-type: none"> • Brown County <ul style="list-style-type: none"> ○ (920) 436-8899 ○ 300 Crooks St., Green Bay, WI 54301 • Door County <ul style="list-style-type: none"> ○ (920) 746-8996 ○ 207 S. 4th Ave., Sturgeon Bay, WI 54235 • Oconto County <ul style="list-style-type: none"> ○ (920) 846-2111 ○ 512 Brazeau Ave., Oconto, WI 54153 • Marinette County <ul style="list-style-type: none"> ○ (715) 732-7300 ○ 1926 Hall Ave., WI 54143 	Rainbow House therainbowhouse.us 24 Hour Crisis Line (800) 956-6656 <ul style="list-style-type: none"> • Marinette County <ul style="list-style-type: none"> ○ (715) 735-6656 ○ 1530 Main St., Marinette, WI 54143 • Oconto County <ul style="list-style-type: none"> ○ (920) 834-5299 ○ 1008B Pecor St., Oconto, WI 54153
Safe Haven shawanoshelter.org 24 Hour Crisis Line (888) 303-3421 <ul style="list-style-type: none"> • (715) 526-3421 • Text Only (715) 584-1258 • 380 Lakeland Rd, Shawano, WI 54166 	Caring House 24 Hour Crisis Line (906) 774-1112 <ul style="list-style-type: none"> • (906) 774-1337 • 1305 Prospect Ave., Iron Mountain, MI 49801
Tri-County Safe Harbor safe3c.com 24 Hour Help Line (906) 789-1116 <ul style="list-style-type: none"> • Delta County, Michigan <ul style="list-style-type: none"> ○ (906) 789-9207 ○ 905 1st Ave. South, Escanaba, MI 49829 • Menominee County <ul style="list-style-type: none"> ○ (906) 836-1116 	

<ul style="list-style-type: none"> ○ 1101 11th Ave., Suite B7, Menominee, MI 49858 • Carney Office <ul style="list-style-type: none"> ○ (906) 639-3021 ○ 54 North Highway US41, Carney, MI 49812 • Schoolcraft County <ul style="list-style-type: none"> ○ (906) 789-1116 ○ 417B Oak St., Manistique, MI 49857 	
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3. **Medical Attention:** Seek immediate medical attention if you are injured or believe you may have been exposed to the risk of an STI/STD or pregnancy.

Brown County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181	Kewaunee County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181	Oconto County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton WI 54911 Emergency Dept: 920-731-4010
Door County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181	Manitowoc County Aurora Medical Center – Manitowoc County 5000 Memorial Drive Two Rivers, WI 54241 Emergency Dept: 920-794-5000	Outagamie County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton, WI 54911 Emergency Dept: 920-731-4101
Florence County Ascension St. Clare's Hospital 3400 Ministry Parkway Weston, WI 54476 Emergency Dept: 715-393-3000	Marinette County St. Vincent's Hospital 835 S. Van Buren St Green Bay, WI 54301 Emergency Dept: 920-433-8181	Shawano County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton, WI 54911 Emergency Dept: 920-731-4101

4. **Evidence Preservation:** Preserving evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The following steps will help preserve evidence:

For instances of Sexual Assault:

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.

- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement).
 - If you are still wearing any clothes worn during the incident, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence.
- Seeking medical treatment, in general, can be essential, even if it is not for the purpose of collecting forensic evidence.
- Typically, police will be called to the hospital to take custody of the forensic kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

For instances of Stalking/Dating Violence/Domestic Violence/Sexual Harassment:

- Evidence in the form of text and voice messages will be lost, in most cases, if the impacted individual changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

5. **Contacting Law Enforcement:** NWTC will provide assistance contacting law enforcement, if the impacted individual wishes to do so. Contacting law enforcement is not required to receive support or to engage other options for resolution through NWTC. Local law enforcement can assist with evidence collection, evidence preservation, taking statements, pressing criminal charges, and obtaining protective or restraining orders. Local law enforcement agencies include:

City of Green Bay Police Department Non-Emergency (920) 391-7450 Crime Stoppers (920) 432-7867 307 S. Adams St., Green Bay, WI 54301 gbpolice.org	Florence County Sheriff's Office Non-Emergency (715) 528-3346 501 Lake Ave., Florence, WI 54121 florencecountywi.com	City of Shawano Police Department Non-Emergency (715) 524-4545 125 S. Sawyer St., Shawano, WI 54166 cityofshawano.com
City of Marinette Police Department Non-Emergency (715) 732-5200	Village of Crivitz Police Department Non-Emergency (715) 927-4042	Door County Sheriff's Office Non-Emergency (920) 746-2400

1905 Hall Ave., Marinette, WI 54143 marinette.wi.us/174/Police-Department	800 Henriette Ave., Crivitz, WI 54114 villageofcrivitz.com	121 S. Duluth Ave., Sturgeon Bay, WI 54235 doorcountysheriff.org
City of Sturgeon Bay Police Department Non-Emergency (920) 746-2450 421 Michigan Ave., Sturgeon Bay, WI 54235 sturgeonbaypolice.com	Village of Luxemburg Police Department Non-Emergency (920) 845-5381 206 Maple St., Luxemburg, WI 54217 luxemburgusa.com	Village of Howard Police Department Non-Emergency(920) 391-7450 2456 Glendale Ave., Green Bay, WI 54313 villageofhoward.com
	City of Oconto Falls Police Department Non-Emergency (920) 846-4500 500 N. Chestnut Ave., Oconto Falls, WI 54154 cityofocontofalls.com	

If you are on the campus, you can contact **NWTC Campus Security:**

- Non-Emergency(920) 498-5699
- Room SC121
- 2740 West Mason St., Green Bay, WI 54303 Room SC121

*Security officers are located on the Green Bay campus and are available every day, 6am – 10pm.

NWTC will also help facilitate contact with any other law enforcement agencies not listed above if those agencies would have jurisdiction over the alleged misconduct or could otherwise provide support for or information to the impacted individual.

If any impacted individual would prefer to have a support person accompany them to any meeting or interview with law enforcement, NWTC will help find an appropriate resource at the institution or in the local community.

If any impacted individual is interested in support with contacting law enforcement, they should contact John Grant, NWTC's Title IX Coordinator, at 920-498-6984 or john.grant@nwtc.edu.

6. **Pursue NWTC's Resolution Process:** NWTC has procedures in place to respond to reports of dating violence, domestic violence, stalking, or sexual assault in a manner sensitive to victims of these crimes. The Title IX Coordinators and investigators have received training in how to respond to reports of these crimes in a non-judgmental and supportive manner. Upon receipt of a report, a Title IX Coordinator or designee will provide you with a notification of your rights (including the right to file a report with law enforcement) and supportive services, resources, and accommodations that are available to you. This is a NWTC administrative process, not a criminal or civil process

7. **Protection Orders.** The Title IX Coordinator, Campus Security, or local law enforcement can provide information for obtaining a protection order, if desired. A protection order, imposed by a court, would prohibit proximity and/or contact between individuals.

Overview of NWTC's Resolution Process in Response to Reports of Dating Violence, Domestic Violence, Stalking, and Sexual Assault

- **Intake:** The Title IX Coordinator or designee guides the Complainant through the policy, procedures, and available resources. If the Complainant decides to proceed with a formal or informal resolution, an Initial Evaluation follows.
- **Initial Evaluation:** The Title IX Coordinator or designee assesses the complaint to determine jurisdiction and applicable policies. Certain complaints may be dismissed based on specific criteria, but they can be referred to other campus processes if needed.
- **Choosing an Advisor:** Both parties can choose an Advisor to assist them through the process, including hearings. Advisors can be anyone, and NWTC provides one if needed.
- **Investigation:** Trained Investigators conduct a thorough and impartial investigation, interviewing parties and witnesses. Both parties can review and comment on the collected evidence.
- **Hearing:** A neutral Decision-maker conducts the hearing, questioning all involved. Advisors can cross-examine parties and witnesses. The standard of evidence used is a "preponderance of evidence."
- **Final Determination:** The outcome, including any sanctions and rationale, is communicated in writing to both parties.
- **Appeal:** Parties can appeal the decision within five business days. Appeals are handled through written submissions, and there is only one level of appeal, which is final.

To review the full resolution process, please see [Title IX - Sexual Harassment Resolution Process](#)

Informal Resolution Process

An impacted party may seek to resolve the allegations through an Informal Resolution, according to the parameters set out in the NWTC Title IX Sex Discrimination policy. All involved parties and the Title IX Coordinator must consent to Informal Resolution. Informal Resolution is a NWTC administrative process, not a criminal or civil process. NWTC offers four approaches to Informal Resolution:

- **Supportive Resolution.** When the Title IX Coordinator or its designee can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- **Educational Conversation.** When the Title IX Coordinator or its designee can resolve the matter informally by having a conversation with the Respondent to discuss the

Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.

- **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating NWTC's Title IX – Sex Discrimination Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and NWTC are agreeable to the resolution terms
- **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.).

If the impacted party chooses to initiate an investigation, Informal Resolution is available at any time during an investigation (see above) prior to a final determination. No investigation is required, though, to have access to Informal Resolution options.

- **No Action Taken:** Unless an imminent and serious threat to the health or safety of the impacted individual, or the wider NWTC community exists, if the impacted individual declines to pursue NWTC action to resolve the allegations of sex-based harassment, NWTC will provide support but not pursue resolution. The impacted individual may pursue any of the above resolutions at any time.

Impacted individuals may also seek criminal charges or civil remedies, outside the administrative resolution options NWTC offers, as outlined above.

REPORTING

To make informed choices, all parties should be aware of confidentiality and privacy considerations, as well as institutional mandatory reporting requirements.

Confidential Reporting: A confidential resource is not required to share information about disclosures of sex-based harassment with NWTC. If an impacted individual would like the details of an incident to be kept confidential, they should speak with campus mental health counselors and/or health service providers. Campus counselors are available to help on an emergency basis. Their service is free of charge.

If you need confidential mental health counseling on campus, you can receive such services at no-charge from NWTC's Licensed Professional Counselors. You can make an appointment by calling 920-498-5507 or directly booking an appointment online at: <https://www.nwtc.edu/student-experience/counseling>

BetterMynd also has Licensed Professional Counselors who are partnering with NWTC Licensed Professional Counselors to offer expanded counseling for additional hours in the evening and weekends via Zoom.

BetterMynd Counseling is:

- Confidential
- Virtual

- Convenient
- Secure

Enrolled students can sign up now for four free 50 minute online therapy sessions that you can access at any time. Sign up here: https://www.nwtc.edu/student-experience/counseling#Counseling_through_BetterMynd

Please note that BetterMynd is a scheduled service, not a crisis service. If you need immediate help, please call your county's Emergency Crisis and Intervention 24-hour hotline at the numbers listed in this document.

NWTC also provides confident counseling services to its employees. The Employee Assistance Program (EAP) is designed to provide prompt, confidential help with a range of personal and family issues that may affect all of us from time to time. Employees or members of their household (spouse, dependent children, etc.) can receive up to eight free counseling sessions with an EAP Professional. NWTC's provider is ComPsych. If you need help or guidance, you may reach out to EAP at (800)272-7255 or www.guidanceresources.com.

In addition, NWTC has designated Bellin's Campus Care providers as confidential reporters. Local resources such as crisis centers are also confidential and have no duty to report disclosed information to NWTC.

Mandated Reporting: All employees not designated as confidential above are mandated reporters. This means they are required to disclose about sex-based misconduct with the Title IX Coordinator. The Title IX Coordinator will reach out to offer support and the opportunity to initiate a complaint to the impacted party, but the impacted party can choose whether to respond or participate in any meeting or process.

SUPPORTIVE MEASURES AND RIGHTS IN THE RESOLUTION PROCESS

SUPPORTIVE MEASURES

- NWTC will assist any impacted party with accessing counseling, advocacy services, health care, legal support, student financial aid, and visa and immigration assistance, both on campus and in the community.
- The Title IX Coordinator, or designee will discuss the availability of supportive measures after an alleged incident of discrimination, harassment, and/or retaliation. No complaint or investigation, either campus or criminal, needs to occur before this option is available. Such measures may include, but are not limited to:
 - Referral to counseling, medical, and/or other health services.
 - Referral to the Employee Assistance Program.
 - Student financial aid counseling.
 - Education to the institutional community or institutional community subgroup.

- Altering work arrangements for employees or student-employees.
- Safety planning.
- Providing campus escorts.
- Implementing contact limitations (no contact orders) between the parties.
- Academic support.
- Offering adjustments to academic deadlines, course schedules, etc.

RIGHTS OF PARTIES IN THE NWTC TITLE IX RESOLUTION PROCESS

Under the Title IX – Sexual Harassment Policy and procedures, the parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, retaliation, and Other Prohibited Conduct, when reported in good faith to Recipient officials.
- A fundamentally fair resolution as defined in the Title IX – Sex Discrimination procedures.
- Timely written notice of all alleged violations, including the identity of the parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.
- Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- Have NWTC’s policy and procedures followed without material deviation.
- Be treated with respect by NWTC officials.
- Have NWTC security, and/or other NWTC officials respond promptly to alleged policy violations.
- Have NWTC maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair the institution’s ability to provide the supportive measures or comply with the law.
- Preservation of confidentiality/privacy, to the extent possible and permitted by law.

These rights are some of the most important, but not the only rights provided by NWTC policy. For a full list of rights, please see [Title IX - Sexual Harassment Resolution Process](#)

FREQUENTLY ASKED QUESTIONS (FAQ)

Can an attorney be my Advisor?

Yes. You have the right to an Advisor of your choice, which can include an attorney.

Will my parents/guardians find out about this incident?

It depends. If you are a minor, members of the Title IX team may have certain mandatory reporting obligations, which may include notifying your parents/guardians of the incident.

If you are not a minor, any incident disclosed to a Mandatory Reporter is a part of your NWTC education record, which is protected under the Family Educational Rights and Privacy Act (FERPA). This means that your education record cannot be shared with anyone with whom you have not given NWTC permission to share, except in emergency situations.

Do I have to resolve this through a Resolution Process with NWTC?

No. You have options, as outlined above. The Title IX Coordinator can explain those options and answer your questions.

Is there a time limit for reporting?

There are no time limits on initiating a complaint; however, the passage of time may impact your options.

Will I get in trouble if I was drinking underage during the incident

No. To encourage reporting and participation in the Resolution Process, Recipient offers parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident.

What happens if the Respondent fails to comply with the sanctions after a Resolution Process?

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination.

What happens if the Respondent transfers, leaves, or resigns prior to the conclusion of the Resolution Process?

It depends on the circumstances. The Title IX Coordinator can provide more information.

What if law enforcement is involved?

NWTC's action(s) or processes do not change, generally, because there are civil or criminal charges involving the underlying incident(s). NWTC may undertake a short delay in its investigation if circumstances require.