

Information and Resources

**for Individuals Impacted by
Gender-Based Violence**



Supporting You

We recognize that disclosing an incident of sexual assault, dating/domestic violence, and/or stalking (gender-based violence) can be extremely difficult, and that determining what to do next isn't always easy. This guide is designed as a reference to provide you with the reporting options available to you, as well as resources you may want to explore both on campus and in the surrounding community. Always reach out to the St. Norbert College Title IX coordinator to discuss any of this information.

Confidentiality and Privacy

The college will make every effort to protect the privacy of all individuals involved in a report of gender-based violence. Information related to a report of gender-based violence will only be shared with employees who need to assist in the active review, threat assessment, investigation, hearing or other resolution of the report.

The following confidential resources will not report your circumstances to the college without your permission, unless otherwise required by law (such as when the complainant is a minor). These individuals are not mandatory reporters, but in situations where there is an imminent threat to the safety of the victim or to others, they may be required to report the danger to law enforcement.

Confidential Resources

On-Campus

Health & Wellness Services

Mulva Family Fitness & Sports Center
Monday-Friday, 8 a.m.-11:30 a.m.
and 12:30-4:30 p.m.
920-403-3266 • snc.edu/health

Health & Wellness Services provides many on-campus low or no-cost services, including counseling and medical services such as nursing assessments, laboratory testing, immunizations (i.e. influenza, tetanus, hepatitis B, and others), illness, injury treatment, physicals, foreign travel, TB screening and more.

Ordained Clergy

Leave a message 24/7/365, and someone will return your call. Calls will be directed to the specific individual with whom one wishes to speak.

920-403-3011

Off-Campus

These confidential resources are not affiliated with St. Norbert College.

Crisis Center of Family Services

3150 Gershwin Drive, Green Bay
24-hour help line: 920-436-8888
familyservicesnew.org/crisis-center

Golden House

Online chat: goldenhousegb.org
Mobile advocacy is available.

Sexual Assault Center

The center can also help connect you to a trained SNC student volunteer peer advocate or a professional advocate.

3150 Gershwin Drive, Green Bay
24-hour help line: 920-436-8899
familyservicesnew.org/sexual-assault-center

We All Rise: African American Resource Center

430 S. Webster Ave., Green Bay
920-785-9115
24-hour help or text line: 920-600-4313
weallriseaarc.org

Wise Women Gathering Place

1641 Commanche Ave., Suite H, Green Bay
Monday-Thursday 9 a.m.-4 p.m.
920-490-0627 • wisewomengp.org

Reporting Options and Addressing Concerns

The college's prohibition on gender-based violence extends to all aspects of its educational programs and activities, including, but not limited to, admission, employment, academics, athletics and student support.

Campus Obligations

Compliance with Policies

The Title IX office is the campus entity designated to ensure compliance with all federal regulations and college policies that apply to gender-based violence. The college has policies that prohibit all forms of discrimination and retaliation, including sexual harassment and state/federal laws. Prohibited campus conduct under Title IX includes, but is not limited to, sexual assault, stalking, and dating or domestic violence.

Mandated Reporting by Campus Employees

Employees who are not designated as a confidential resource and who become aware of a gender-based violence incident are required to report the incident and all information they received to the Title IX coordinator. Student employees are mandated reporters while working in their roles. Resident assistants are mandated reporters 24/7, due to their role within the college.

Note: When an incident is reported, it does not automatically initiate an investigation. You decide how you wish to proceed.

Making a Report

Reporting or disclosing an incident simply means that information is being shared with a designated St. Norbert College employee who can take a report of gender-based violence. Reporting incidents helps inform college leadership about campus climate, and the reporting resources are trained to help you get connected to support.

Making a report is not the same as filing a formal complaint, but it is the first step in the process of getting support and learning your options for proceeding. Anyone can report an incident, including witnesses and others who became aware of potential misconduct.

Reporting Options for Complainants

1. Report an incident for statistical purposes only.
2. Report an incident to receive support (such as counseling, academic/housing modifications, or connection to an advocate).
3. Report an incident, receive support and file a formal complaint with SNC, requesting an alternative resolution process (like a mediation).
4. Report an incident, receive support and file a formal complaint to proceed with the full SNC grievance process, including an investigation and live hearing.
5. Report an incident and request assistance in making a report to the De Pere Police Department.*

* This option is available at any time, with or without filing a report with SNC.

How Do I Report an Incident?

Use any of the following reporting resources to notify the college about a gender-based violence incident.

Title IX Coordinator**Robert Babcock**

Main Hall Suite 23

920-403-3018

titleix@snc.edu or robert.babcock@snc.edu

Title IX Deputy Coordinator for students**Joe Totman**

Todd Wehr Hall, Suite 315

920-403-1322 • joe.totman@snc.edu

Title IX Deputy Coordinator for employees**Heather Butterfield**

Main Hall 16

920-403-3210 • heather.butterfield@snc.edu

Campus Safety

Available 24/7/365

Campus Safety & Parking Office

(formerly the Alumni House), 306 Third St.

920-403-3299 • campussafety@snc.edu

De Pere Police Department

Available 24/7/365

325 S. Broadway, De Pere

920-339-4078

Online Reporting Option

snc.edu/titleix

This option includes the ability to report anonymously (for those who are not mandated reporters). People who choose to report anonymously should be aware that the college is limited in its ability to follow-up and provide help and/or take steps to remediate the situation.

Department of Education (DOE)**Office of Civil Rights (OCR)**

500 W. Madison St., Suite 1475,

Chicago, IL 60661-4544

(312) 730-1560 • OCR.Chicago@ed.gov

[www2.ed.gov/about/offices/list/ocr/](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

[complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

How Long Do I Have to File a Report?

There is no specific time limit, but we recommend reporting as soon as possible to ensure you can be immediately connected to resources that will support your healing.

If you are unsure if you want to report an incident, you can contact any of the confidential resources to discuss your options. The Title IX coordinator can help clarify processes by discussing reporting options and the process of filing a formal complaint.

Does the Name of the Accused Individual Need to be Provided?

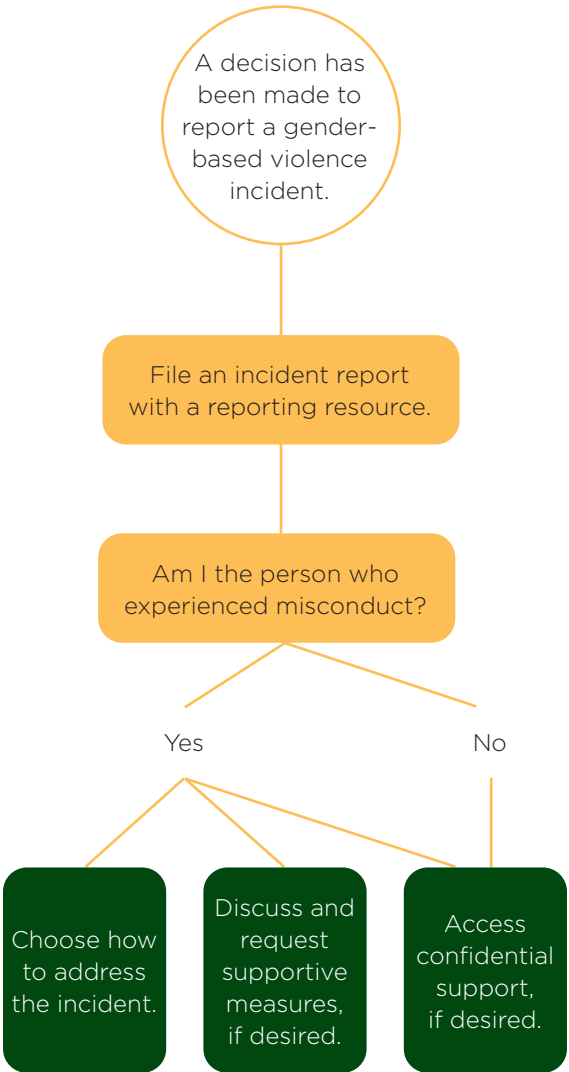
Individuals can choose whether they wish to identify the alleged offender when making an initial report. In order for SNC to pursue a formal complaint involving that individual, the name must be revealed.

Amnesty From Disciplinary Action for Reporters

The college seeks to remove any barriers to reporting gender-based violence; circumstances such as drug or alcohol use should not inhibit the reporting of gender-based misconduct or sexual harassment. Amnesty will be given to students who, in good faith, report a misconduct incident to a campus authority. Amnesty is given even if the student has violated a college policy and subsequently became a victim or witness to the reported violation.

The severity of the infraction will determine the nature of the college's response. However, the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol whenever possible. Additional information on the amnesty policy can be found in the St. Norbert College student handbook, "The Citizen."

Reporting Process



Supportive Measures

Consistent with the SNC policy on sex and gender harassment and discrimination as well as related procedures, individuals are eligible to receive supportive measures. These resources are intended to ensure equal access to educational programs and activities and eliminate a hostile environment on campus prior to or during an investigation. The college will provide individualized and reasonable supportive measures as requested.

If supportive measures are provided, the college will maintain confidentiality to the extent possible, without impairing the college's ability to provide those supportive measures.

Potential supportive measures at SNC include, but are not limited to:

- Academic modifications and/or accommodations (flexible deadlines, excused absences, note-taking, incomplete, support for working with academic advisors, etc.)
- Advocacy services (or other referrals) through community organizations
 - Bilingual advocates are available through Golden House, Sexual Assault Center, We All Rise, and Wise Women Gathering Place. See the "Confidential Resources" section of this brochure for contact information
- Change in course or college enrollment (withdrawal, change in section, leave, etc.)
- Change in on-campus housing assignment
- Change in work assignment for on-campus positions (excused absence, schedule changes, etc.)
- Connection with the De Pere Police Department or a De Pere social worker
- Escort services through Campus Safety (riding or walking)
- Establishing a No Contact Order or No Trespass Order for the academic year

- Medical care through:
 - Health Services at SNC
 - St. Vincent Hospital (exam with a sexual assault nurse examiner, testing for sexually transmitted infections or pregnancy, etc.)
- Mental health support through SNC Counseling & Psychiatric Services or through referrals to other community organizations
- Survivor Support Group meetings

Formal Complaint Process

After filing an initial report with the college, you have the option to file a formal complaint, which will initiate one of two processes: (1) an investigation and hearing, or (2) the alternative resolution process.

- To initiate these processes, you (the complainant or person reporting being harmed) must submit a signed formal complaint online. The complaint form will be provided to you by the Title IX coordinator.
- Upon receipt of a formal complaint, both you and the accused individual (the respondent) will be sent a Notice of Complaint, Investigation & Allegations (NOIA). The NOIA outlines the complaint received, details surrounding the investigation process, your rights, and other pertinent information and related policies. This notice will also indicate whether alternative resolution is available for parties as well as information on voluntary participation in this option.

Process advisors and/or advocates are available to support students through these processes.

Even if you choose not to file a formal complaint, there are circumstances in which the Title IX coordinator may need to file a formal complaint.

For additional details on the formal complaint process, view the Sex and Gender Harassment/Discrimination Policy found at snc.edu/titleix or contact Title IX at titleix@snc.edu.

Formal Grievance Procedures and Rights of the Parties

Following a formal complaint, you have certain rights. These include the right to be treated with respect, dignity and sensitivity throughout the process; access to information on how the college will protect your confidentiality; and the option to present evidence or other information that is relevant to the matter.

Following SNC's investigation, a hearing determination and any imposed sanctions (if applicable), all parties have equal right to file an appeal. The Complaint Resolution Procedure, found at snc.edu/titleix, has an overview of the full grievance process, including a full list of your rights.

Alternative Resolution

In certain situations, alternative resolution is available in place of the formal grievance procedures. Both parties must agree to participate in an alternative resolution process.

Alternative resolution is a voluntary, remedies-based process, designed to allow a respondent to acknowledge harm and take responsibility for repairing harm (to the extent possible). See the Sex and Gender Harassment/Discrimination Policy and the Complaint Resolution Procedure for detail.

Criminal Complaints

Reporting to the De Pere Police Department is encouraged but not required of anyone making a report to campus officials. Individuals may choose to pursue a complaint through the criminal justice system and also file a formal complaint with SNC.

Note: Notifying any of the on-campus reporting options will not automatically launch a police report and/or investigation. The SNC Title IX coordinator is available to assist you with arranging initial contact with the De Pere Police Department.

Medical Attention and Evidence Preservation

Regardless of whether an incident of gender-based violence is reported to the police or the college, it is strongly encouraged that individuals who have experienced gender-based violence preserve evidence, as this can support legal options in the future.

Preserving Physical Evidence of an Assault

Even if you are unsure whether you want to report an assault to the police or pursue filing a formal complaint with campus, it is important to get medical care and preserve evidence.

The sooner you have an exam by a sexual assault nurse examiner (SANE), the more evidence the exam will yield. Receiving the exam within 72 hours of the assault is ideal. However, you may request a SANE exam for up to 120 hours, or approximately five days, after the time of the assault.

To preserve evidence:

- Avoid bathing or using the toilet.
- Do not douche.
- Do not change clothes. If clothing has been changed, place soiled clothes in a paper bag.
- Do not rinse your mouth and do not drink any liquids, if it can be helped.
- If oral contact has occurred, avoid smoking, eating or brushing teeth.

Evidence can also be gathered through text messages, instant messages and other communications, all of which can be beneficial to investigators.

Seeking Medical Attention

It is important to seek medical attention as soon as possible following an assault. Options available to you include Sexual Assault Nurse Examiner programs, which collect necessary physical and forensic evidence. Even if you do not opt for forensic evidence collection, health care professionals can treat injuries and take the necessary steps to address concerns of pregnancy and/or sexually transmitted infections.

Sexual Assault Nurse Examiner (SANE)

St. Vincent Hospital in Green Bay has a Sexual Assault Nurse Examiner (SANE) program. A SANE exam is the only way to collect necessary physical and forensic evidence.

St. Vincent Hospital Emergency Room

Available 24/7/365

835 S. Van Buren St., Green Bay, WI 54301

SANE program: 920-433-8384

Emergency room: 920-433-0111

- To request a SANE exam, call the hospital in advance or make the request after arriving at the emergency room.
- If you need help getting to a SANE exam, please call Campus Safety (920-403-3299) for support.
- An advocate from the Sexual Assault Center can join you at the hospital for the exam.

SNC Health Services

Health & Wellness Services provides many on-campus low or no-cost services, including counseling and medical services such as nursing assessments, laboratory testing, immunizations (i.e. influenza, tetanus, hepatitis B, and others), illness, injury treatment, physicals, foreign travel, TB screening and more.

Monday-Friday, 8 a.m.-11:30 a.m.

and 12:30 p.m.-4:30 p.m.

920-403-3266 • snc.edu/health

Emergency Assistance

If you are in danger or in need of immediate assistance, call 911 or contact Campus Safety at 920-403-3299.

More Information

Additional details, including supportive resources, community resources, campus policies and procedures, and more available at snc.edu/titleix.



TITLE IX

snc.edu/titleix