



SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES

GENERAL RIGHTS AND RESPONSIBILITIES

A student has the right to:

- A free and appropriate education in the least restrictive environment to address the student's needs and support the student's progress on established goals as determined by the Center.
- Be treated with respect and courtesy.
- Have the laws of confidentiality respected and followed.
- Equal educational opportunity and freedom from discrimination.
- Participate in goal setting and treatment planning.

A parent/guardian has the right to:

- Have your child receive a free and appropriate education in the least restrictive environment to address your child's needs and support your child's progress on established goals.
- Receive treatment services for your child's identified mental health needs through supports integrated into the school day.
- Be treated with respect and courtesy by Serendipity staff.
- Be given information about your child's educational and mental health needs and treatment.
- Participate in planning and decisions about your child's education and treatment.
- Have the laws of confidentiality respected and followed.
- Express concerns and receive a response from a Case Manager or other school official.
- Convene a meeting to address concerns.
- Notify your home school district and/or CCO about any concerns you have about your child's treatment.
- Have your child receive educational services and mental health care regardless of race, color, religion, sex, national origin, sexual orientation, political affiliation, marital status, disability, and gender identity, source of income or familial status.
- In an emergency, be able to access Serendipity staff 24 hours a day/7 days a week.
- Receive written notices in an understandable form and, if asked, have those notices explained to you.

A student has the responsibility to:

- Treat Serendipity Staff, other students, and school visitors and neighbors with respect and courtesy.
- Use problem-solving procedures to solve problems and conflicts (including coaching and asking for help), among other procedures.
- Maintain at least 90% attendance.
- Keep appointments and be on time for school and meetings.
- Comply with all Serendipity Center policies and procedures outlined in this Handbook.

A parent/guardian has the responsibility to:

- Support your child in making the best use of this placement and in using the help available within the program to make progress on established goals.
- Treat Serendipity staff with respect and courtesy.
- Ask questions and notify your child's case manager, teacher, or Principal about concerns.
- Support the school and encourage your child to use problem-solving procedures to solve problems or conflicts, including coaching and asking for help, among other procedures.
- Ensure that your child maintains at least 90% attendance, calls any morning he or she will be absent or late, and that you do not write an excuse for unnecessary absences.
- Assist in developing and revising your child's Individual Education Plan, Individual Service and Support Plan, and Behavioral Support Plan.
- Pick up or arrange for timely transportation in the event your child needs to leave school due to illness or suspension.
- Provide current emergency contacts and inform contacts what may be asked of them.
- Notify school within 3 days of changes of address or phone numbers.
- If your child receives medication at school, work with the school's CMA to keep adequate supplies of medication at school.
- Sign releases so that information can be obtained and shared with involved parties including, but not limited to, other mental health providers, school personnel from other institutions, social workers, etc.

Individual Rights - OAR 309-032-1515

In addition to all applicable statutory and constitutional rights, every individual receiving services has the right to:

- Choose from available services and supports, those that are consistent with the ISSP and provided in the most integrated setting in the community and under conditions that are least restrictive to the individual's liberty, that are least intrusive to the individual and that provide for the greatest degree of independence;
- Be treated with dignity and respect;
- Participate in the development of a written ISSP, receive services consistent with that plan and participate in periodic review and reassessment of service and support needs, assist in the development of the plan, and to receive a copy of the written ISSP;
- Have all services explained, including expected outcomes and possible risks;
- Confidentiality, and the right to consent to disclosure in accordance with ORS 107.154, ORS 179.505, ORS 179.507, ORS 192.515, ORS 192.507, 42 CFR Part 2 and 45 CFR Part 205.50.
- Give informed consent in writing prior to the start of services, except in a medical emergency or as otherwise permitted by law. Minor children may give informed consent to services in the following circumstances:
 1. Under age 18 and lawfully married;
 2. Age 16 or older and legally emancipated by the court; or
 3. Age 14 or older for outpatient services only. For purposes of informed consent, outpatient service does not include service provided in residential programs or in day or partial hospitalization programs;
- Inspect their Individual Service Record in accordance with ORS 179.505;
- Not participate in experimentation;
- Receive medication specific to the individual's diagnosed clinical needs;
- Receive prior notice of service conclusion or transfer, unless the circumstances necessitating service conclusion or transfer pose a threat to health and safety;
- Be free from abuse or neglect and to report any incident of abuse or neglect without being subject to retaliation;
- Have religious freedom;
- Be free from seclusion and restraint, except as regulated in OARs 581-021-0550, 0553, 0556, 0559, 0563, and 0566.
- Be informed at the start of services, and periodically thereafter, of the rights guaranteed by this rule;
- Be informed of the policies and procedures, service agreements and fees applicable to the services provided, and to have a custodial parent, guardian, or representative, assist with understanding any information presented;
- Have family involvement in service planning and delivery;
- Make a declaration for mental health treatment, when legally an adult;
- File grievances, including appealing decisions resulting from the grievance;
- Exercise all rights set forth in ORS 109.610 through 109.697 if the individual is a child, as defined by these rules:
 - Right to treatment for venereal disease without parental consent regardless of age (ORS 109.610).
 - Right to treatment with consent from only one parent as outlined within ORS 109.72.
 - Right to treatment without parental consent if the individual is 14 years or older (ORS 109.675)
 - The provider will have the parents of the minor involved before the end of treatment unless certain exceptions apply (ORS 109.675 (2))
 - The provider is not liable for providing treatment services without parental consent to individuals 14 years or older (ORS 109.685).
 - Parents are not financially responsible for treatment services provided to their minor without their consent (ORS 109.690).
 - Parents shall be provided with the earliest feasible involvement in the treatment plan consistent with the clinical requirements of the minor (ORS 109.695).
 - Minors under certain circumstances can legally rent a residential dwelling and contract for utilities (ORS 109.697).
- Exercise all rights set forth in ORS 426.385 if the individual is committed to DHS (Refer to addendum entitled "Additional Rights for Individuals Committed to DHS.") and;
- Exercise all rights described in this rule without any form of reprisal or punishment.