

Serendipity Center Student & Family Handbook



2024-2025

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WELCOME TO SERENDIPITY

Welcome to Serendipity Center! You and your student are now part of a caring school community, whose main goal is to help young people develop the skills and strategies they need to successfully enter the next step in their lives. This next step may include finding employment, attending college, receiving vocational training, or moving back into the public school system.

The purpose of this handbook is to provide a resource for both students and caregiver(s). These policies and rules were written collaboratively with the help of staff, students, and caregiver(s) so that the best therapeutic school environment can be offered. Please see Serendipity's website www.serendipitycenter.org under Family Resources for selected full policies.

We strive to make every student's experience at Serendipity a positive one, and to assist students in reaching their full potential. Serendipity is therefore committed to the following:

- Creating an environment within Serendipity that is based upon and guided by the philosophy of RE-Education
- Utilization of our Integrated Intervention Model which includes best practices such as Collaborative Problem Solving and Positive Behavioral Interventions and Supports
- Maintaining a team approach that includes the family and caregivers

- Adhering to practices that are consistent with Special Education statutes which protect student/parent rights
- Modeling, through policies and interactions, methods of effective problem solving that rely on respectful communication and the best interests of our students

Since Serendipity's founding in 1979, we have adapted our school to meet our students' ever-changing needs. We work to create a safe environment where students are supported in making academic, emotional, and behavioral growth.

As someone actively involved in the life of the student, you are always encouraged to offer suggestions or voice concerns regarding your student. We are dedicated to working together to help every student learn, grow, and thrive.

The Serendipity staff welcomes you and your student and looks forward to collaborating with you to support your student's growth.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and caregiver(s) regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy, or administrative regulation.

Serendipity Center has made every effort to ensure that the information in this Family Handbook is accurate at the time of publication but reserves the right to change the provisions in the Handbook. This includes the right to change requirements for retention and graduation, adjust fees, or change any other regulation or policy in this Handbook. Except where specific policies are required by law, the information and policies in this Handbook are for informational purposes only and do not constitute an agreement or contract between Serendipity Center and students or their families.

NOTICE OF NON-DISCRIMINATION

Serendipity Center, Inc. will not discriminate against any individual with respect to employment or provision of services based upon that individual's race, color, religion, sex, national origin, age, sexual orientation, political affiliation, marital status, disability, gender identity, source of income, familial status, expunged juvenile records, military service or veteran status, or any other class of persons protected by federal, state, or local law, rule, regulation, or ordinance. Additionally, Serendipity complies with Executive Order 11246, Titles VI, VII and IX of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and all other state and federal non-discrimination laws.

Any inquiries or complaints should be directed to:

Compliance Director
P.O. Box 33350
Portland, OR 97202
(503) 595-2776

SERENDIPITY'S MISSION STATEMENT, CORE BELIEFS & CORE PRACTICES

Mission

Serendipity seeks to provide the best environment for our students to heal and become educated, productive community members.

What is a Therapeutic School?

Serendipity's therapeutic education model seamlessly blends special education with mental and behavioral health support. Our program prioritizes four pillars: academic learning (EDUCATION), progress on individual treatment goals (MENTAL HEALTH), preparing for future success (TRANSITION), and the development of life-long health practices (WELLNESS).

Core Beliefs

Serendipity embraces the philosophy of RE-Education, meaning that we prioritize identifying and building upon each student's strengths, cultivating new skills to address areas of challenge, and approach this work in an environment of trust and positive recognition. Our work is based upon the following core beliefs:

- Trust is essential.
- Feelings should be nurtured.
- Groups are major sources of instruction.
- Community must be experienced to be learned.
- Intelligence can be enhanced.
- Competence makes a difference, especially with schoolwork.
- Self-control can be taught.
- Physical experiences help us define ourselves.
- Now is when life is to be lived.
- Time is an ally in support of positive changes.
- Ceremony and ritual give order, stability, and confidence.
- Joy should be built into each day.

Core Practices at Serendipity

Young people are placed at Serendipity for behavioral, developmental, and/or mental health challenges that prevent placement in less restrictive educational settings. The primary focus of Serendipity's mission, therefore, involves emotional and behavioral growth. Serendipity has adopted specific evidence-based practices within all areas of our program in holistically supporting the learning, healing, independence, and wellness of every student.

Our Educational Model – Individualized Learning

At Serendipity, we use assessment and evidence-based instruction to teach the State Standards to each student at their ability level. We continuously monitor progress for each student and adapt our curriculum and instruction to improve the students' response to our educational interventions. Registered and approved by the Oregon Department of Education and the Office of Superintendent of Public Instruction in Washington, Serendipity is an accredited school offering both standard and modified credits. By tailoring our curriculum and instruction to each student's individual learning needs, we are able to help our students realize success, often for the first time.

Our Treatment Modality – Milieu-based Care

The therapeutic services offered at Serendipity integrate clinically designed interventions into the structure of a school day, allowing immediate and constant access to support. Services fall into two

related categories. The first includes traditional clinical and treatment planning and coordination of services. The second includes the services delivered throughout the school day. Collaborative Problem Solving, Positive Behavioral Interventions & Supports, Cognitive Behavioral Approaches, and our philosophical foundation of RE-Education principles are all part of Serendipity's Integrated Intervention model.

Trauma Informed Care

Serendipity serves students with histories of traumatic life experiences. We recognize the potential impacts of trauma on the development, learning, and response to treatment in our students. The purpose of Serendipity's Trauma Informed Policy is to promote resiliency, health, and wellness for those who have experienced trauma and to create a minimum standard of care in addressing the impact of trauma. Therefore, we seek to implement policies and procedures for how services and supports are delivered within our Therapeutic School program that are sensitive to and informed by our understanding of trauma and its impact on our children and families.

Serendipity has developed policies and procedures that define and specify how services and supports are delivered to students and families within our Therapeutic School program. Included in these policies are a policy statement and specific procedures that define trauma informed services and describe how service delivery remains sensitive to issues of trauma.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

Our Prevention & De-escalation System – Non-Violent Crisis Intervention

All Serendipity program staff are certified in Non-Violent Crisis Intervention through the Crisis Prevention Institute. When used with Collaborative Problem Solving, this practice

helps us offer students alternatives that encourage de-escalation and positive resolutions. Put into action, some of what you will see is staff modeling calmness in tone and movement, time and space allowed for the expression of feelings, and the protection and safety of everyone.

RIGHTS & RESPONSIBILITIES

A student has the right to:

A student has the right to:

- A Free and Appropriate Public Education (FAPE) in the least restrictive environment to address the student's learning.
- Be treated with respect and dignity by the staff at Serendipity.
- Have personal information treated with confidentiality.
- Equal educational opportunity and freedom from discrimination.
- Collaborate with staff members to make progress on your goals.

Families have the right to:

- Have your student receive a Free and Appropriate Public Education (FAPE) in the least restrictive environment to address your student's learning.
- Be treated with respect and dignity by Serendipity staff.
- Access information about your student's educational and mental health needs.
- Participate in planning and decision-making about your student's education.
- Have the confidentiality of your student's personal information respected.
- Express concerns and receive a response from a clinical case manager or other school representative. If necessary, you can convene a meeting to address concerns. Finally, if you believe that a satisfactory resolution has not been achieved, you can notify your home school district and/or the Oregon Department of Education about any concerns you have about your student's educational experience.

- Have your student receive educational services and mental health care in an environment free of discrimination.
- In a mental health crisis, be able to access Serendipity's clinical staff 24 hours a day and 7 days a week for phone support and guidance.
- Receive home-school communication in an understandable form and, at your request, have that communication explained to you.
- 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 also give informed consent at age 14 years or older.

A student has the responsibility to:

- Be safe, respectful, and responsible towards Serendipity staff, students, visitors, and neighbors.
- Continually work to make progress in your academic, behavioral, and social skills.
- Maintain at least 90% attendance.
- Follow all policies and procedures outlined in the Serendipity Student Family Handbook.

A caregiver(s) has the responsibility to:

- Partner with home school district and Serendipity to support student growth in academic, behavioral, and social skill areas.
- Treat Serendipity staff with respect and dignity.
- Ask questions and notify your student's clinical case manager, teacher, or principal about concerns.
- Ensure that your student maintains at least 90% attendance.
- Participate in meetings discussing your student's progress and planning goals.
- Pick up or arrange for timely transportation in the event your student needs to leave school due to illness or suspension.
- Prepare with all emergency contacts a plan in the event you are unavailable to

support your student in case of emergency.

- Notify the school immediately with changes of address or phone numbers.
- If your student receives medication at school, work with the school's Health Assistant 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. Discuss any questions or concerns with your student's clinical case manager.

ADMISSIONS

Serendipity utilizes a thoughtful four-part admissions process:

1. A review of the referral application and corresponding files.
2. A screening meeting with the district and caregiver(s) to gather more information and explore the current needs of the student.
3. A clinical intake takes place if/when a student is accepted into the program.
4. Caregivers are expected to complete new student Online Registration (OLR) and enrollment prior to the student's start date.

Services are initiated for admitted students in a timely manner, respecting the need to work around school calendars, transportation availability within school districts, and planned discharge from more restrictive settings.

ASBESTOS

Serendipity Center complies with the Asbestos Hazard Emergency Response Act (AHERA) by ensuring identified buildings are inspected by accredited inspectors and that a management plan for the control of this substance is available for public inspection. Currently, none of Serendipity's buildings contain asbestos.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor each student's attendance and inform the caregiver(s) and the student's district representative when there are concerns. When a student is absent for consecutive days without informing the school, we contact the caregiver(s) and notify the district.

In the event your student is unable to attend school, please call (503) 761-7139 or use ParentSquare to notify the school as soon as possible, preferably before 8:30. Absence from school or class will be excused when the student's caregiver(s) informs Serendipity for the reason of the absence. If the caregiver(s) has not notified the school about the student's absence, the caregiver will receive a notification via ParentSquare. Upon receipt of that notification, caregivers are prompted to provide a reason for the absence as part of that notification.

All students are expected to maintain a minimum of 90% attendance. This means your student needs to attend a minimum of 9 out of every 10 days. The districts that refer students to Serendipity closely monitor their students' attendance. The student's team may come together to discuss strategies to increase student attendance for any student who develops a pattern of absences.

BENEFITS & RISKS OF THERAPEUTIC SCHOOL PLACEMENT

Students referred by their school districts to Serendipity's therapeutic school program often have significant histories of unsuccessful placements and their learning or the learning of others has been impacted by their social, emotional and/or behavioral needs. Every enrolled student is working on developing skills that will allow them and their peers to safely attend school and access their education. Most students, over

time, make progress in the areas of challenge that brought them to Serendipity.

While attending Serendipity, your student will most likely witness students who struggle with self-regulation, safety, and inappropriate language. They may be exposed to offensive comments and/or aggressive behaviors. Serendipity does not condone these behaviors. Staff members consistently support our students in learning new skills to cope with distressing situations. It is our belief that crisis is an opportunity for change. Our intention is to help young people work through these periods in which aggression or emotional dysregulation are at the forefront. It is within this context that Serendipity applies its policies and procedures. We encourage you to reach out to your student's clinical case manager or our principal if you believe your student needs additional support or if there are on-going concerns in this area.

CHANGE OF ADDRESS

When your address changes, please inform Serendipity immediately. If possible, inform us in advance of your move. If your new address results in a change in your student's home school district, you must enroll your student in the new school district. Your student's special education coordinator will contact your previous school district and your new school district to facilitate the transfer of special education services between the two districts. That transfer can only happen after you first enroll them in the new school district.

CHILD PROTECTIVE SERVICES (CPS) REPORTING

All staff at Serendipity Center are mandated by law to report suspicions of abuse and neglect. In the event a report is made, families need to understand that Serendipity staff members do not investigate, judge, believe, or disbelieve reports. It is our responsibility to relay information and

cooperate with local authorities during their investigation.

CLASSROOM PLACEMENT & CLASS SCHEDULE

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Sometimes it is necessary to have a student change classrooms mid-year. If this decision is made outside of a team meeting, the school will contact the student's caregiver(s) to inform them of the change.

CLINICAL CASE MANAGEMENT

Upon intake, all students are assigned a clinical case manager who is a Qualified Mental Health Professional (QMHP). The role of the clinical case manager is to act as a liaison and to coordinate services between school, home, and the community.

Your student's clinical case manager is available during the school day for coaching, and behavioral counseling depending on the needs of each student. Clinical case managers are responsible for completing Mental Health Assessments on every student. They also provide clinical consultation to program staff regarding the implementation and monitoring of the mental health needs of individual students.

When indicated, clinical case managers will make referrals to other service providers in the community. Clinical case managers attend all IEP meetings and Plan of Care meetings. For mental health emergencies, clinical case managers are available after hours through **Serendipity's 24-hour crisis phone line: 503-683-7200.**

CLOSED CAMPUS

Serendipity maintains a "closed campus." Students may not leave during the school day without school and caregiver(s) prearranged permission. Students in the upper school may apply for open campus privileges. The caregiver(s) and school team

will collaborate to grant or deny off campus privileges on an individual basis.

COACHING

Individual skill building sessions are referred to as "coaching" and every student is given the opportunity to "coach" with a staff member. Coaching sessions typically address safe, respectful, and responsible behavior from our School Guidelines.

CODE OF CONDUCT

School Expected Behavior

Students are responsible for behaving in a way that is safe, respectful, and responsible. Serendipity has developed school guidelines that define how students are expected to behave. The guidelines are as follows:

Be Safe

1. Keep body to self; kind to self
2. Use objects for intended purposes
3. Be where you are expected to be
4. Use words and actions that create a secure environment

Be Respectful

5. Follow staff directions and school rules
6. Practice kindness in words and actions
7. Let others heal and learn

Be Responsible

8. Get the help you need and use it
9. Start and stay on task
10. Use words and actions that fit time, place, and manner

Serendipity supports students in meeting these expectations throughout the school day and during any school-related activities, regardless of time or location.

School Misbehavior

In addition to following our school guidelines to Be Safe, Be Respectful, and Be Responsible, Oregon schools are allowed to discipline students for:

- A. Willful disobedience
- B. Open defiance of the authority of a school employee
- C. Possession or distribution of tobacco, alcohol, drugs and other controlled

substances and paraphernalia including vapes, lighters, matches, etc.

- D. Use or display of profane or obscene language
- E. Willful damage or injury to school property including vandalism and theft
- F. Use of threats intimidation, harassment, or coercion
- G. Sexual Harassment
- H. Bullying or cyberbullying
- I. Hazing or menacing
- J. Dating violence or domestic violence
- K. Assault
- L. Intentional attempts, by word or conduct to place a school employee or another student in fear of imminent serious physical injury
- M. Possession of a dangerous weapon (any object capable of causing death or serious physical injury)
- N. Possession of a list that threatens harm to others
- O. Participating in a bias incident or possessing symbols of hate
- P. Violation of the Acceptable Use Policy
- Q. Violation of home/district transportation rules

COMMUNITY BEHAVIORS

Serendipity Center leases parking and access to grounds from a neighboring church, which is part of a diverse neighborhood of homes and businesses. Serendipity expects all students to respect the rights of our neighbors. This means we do not interfere with our neighbors' privacy by walking across their property, loitering, littering, etc.

Serendipity also expects all students to show respect to members of the church who are attending church events during the school day. As a team, we may need to develop individual plans to support students who struggle with exhibiting appropriate community behaviors.

COMPLAINTS

Serendipity Center strives to provide an environment where all members of our community feel safe and welcome. Serendipity understands that, at times, students and caregiver(s) may have questions or concerns about various aspects of our program or other experiences. We welcome any and all expressions of concern. Serendipity staff will listen to concerns brought forward by students and family members and address these concerns fairly and promptly in order to maintain an inclusive and positive environment in our school.

In addition to working with your student's team to address any concerns, you may also submit a formal complaint form.

Serendipity is committed to the following:

1. Maintaining an environment that is inclusive of families
2. Adhering to practices that are consistent with Special Education statutes protecting student/caregiver(s) rights
3. Modeling, through our policies and interactions, methods of effective conflict resolution that rely upon respectful communication and creative options

Caregiver(s) are informed of our policies and commitments in this area in the following ways:

1. Our Student & Family Handbook contains the Rights and Responsibilities of families. The handbook welcomes caregiver(s) to schedule visits to our program. At the caregiver(s)'s request, conferences to review progress or discuss concerns will be quickly scheduled.
2. Serendipity's Formal Written Complaint Form can be found on our website at the bottom of every webpage, in our reception area, our family waiting area, and in our conference rooms. There is also a complaint form included at the end of this handbook.

Complaints and concerns will be evaluated and addressed based on the nature of the complaint. Different processes may be appropriate for different types of complaints. Anyone with a question about the complaint procedure can contact our compliance manager at 503-595-2776 or their student's clinical case manager.

COMPREHENSIVE SCHOOL COUNSELING

Serendipity collaborates with each student's team to

- Provide special education transition services in the areas of employment, education, training, and life skills as determined by the student's IEP team
- For each student in 7-12th grades, create and maintain an Education Plan and Profile.
- Provide social emotional learning and transition classes that target the learning of decision-making skills, information about the self, increasing personal responsibility and self-advocacy, interpersonal relationships, using school and community resources, community involvement
- Employ master's level clinicians to provide trauma-informed, culturally responsive mental health supports including crisis supports
- Establish goals as part of our School Improvement Plan

CRISIS AVAILABILITY

All students and their families have access to Serendipity's 24-hour emergency telephone service at: **503-683-7200**. During a time of crisis, the service can be contacted, and a Serendipity manager or clinical case manager will contact you as soon as possible. **Please remember that this service is for support during a mental health crisis only.** If you are experiencing a medical emergency or a threat to the safety of people or property, please call 911.

DISCIPLINE & DUE PROCESS

When a student demonstrates school inappropriate behavior(s), we support the student to change that behavior. Both Collaborative Problem Solving and Positive Behavioral Interventions and Supports recommend that the most effective response to student misbehavior is to teach a replacement or alternative behavior. We believe that misbehavior occurs because of a lacking or lagging skill. We use explicit replacement behavior instruction to address problem behavior. In addition, we attempt to prevent problem behavior by modifying expectations and the environment and by teaching emotional regulation and social skills. We acknowledge our students' positive behavior and willingness to learn new skills through consequences designed to promote student learning.

Serendipity has a range of responses for those students who violate the code of conduct or who disrupt their learning or the learning of others. These responses will be determined by the school team and will follow due process procedures including the right to appeal the school's decision. Other responses may include resolution and restorative practices, check-in check-out, coaching, teaching replacement behavior, removal from the classroom, searches, suspensions, termination of placement, and reporting incidents to local law enforcement agencies if necessary.

In addition to supporting the student(s) involved,

- we document the incident
- communicate with caregiver(s) of the students involved in the incident
- send a copy of the incident report to the student's team including the referring school district.
- In the case of student behavior that results in a suspension, the caregiver(s) will be contacted as soon as possible, and a letter will be sent to the district alongside the incident report.

Suspension & Termination of Placement

Suspension is designed to give the school team time to review and improve how we support the student's behavior as well as time to support any student(s) who were impacted by the incident. A student can be suspended from school for up to 10 days.

For students that are in 5th grade or lower, we must limit out of school suspension to:

- A. Nonaccidental conduct causing serious physical harm to a student or school employee
- B. When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees
- C. When suspension is required by law.

If the problem behavior becomes a pattern of behavior, a Plan of Care (POC) and/or Individual Education Plan (IEP) meeting may be held to address, revise, and improve how we support the student through the Behavior Support Plan (BSP).

Caregiver(s) will always be informed in writing regarding suspension. Every attempt will be made to contact the caregiver(s) by phone as well. Students and caregiver(s) have the right to express their concerns with the school's response to the student's behavior. Please reach out to your child's clinical case manager, our compliance manager, or file a complaint to express any concerns.

If a student's behavior has escalated to a level where Serendipity staff feel they are no longer able to safely serve the student, the placement at Serendipity may be terminated. A termination of placement may be directly related to one serious offense.

Discipline of Students with Disabilities

When a student with a disability engages in problem behavior that may warrant a suspension of more than 10 days or a pattern of behavior that has resulted in 10 cumulative days of suspension, a "Manifestation Determination" meeting will be held. The purpose of a Manifestation Determination is to determine if the behavior is a manifestation or result of the student's disability. If the behavior is determined to be a result of the student's disability, the IEP team will review and revise the behavior support plan. If the behavior is not determined to be a manifestation or result of the student's disability, the student may be suspended in the same manner as students without disabilities. After a student has been suspended for more than 10 days, every suspension thereafter will result in an additional manifestation determination to review and/or revise the behavior support plan and ensure appropriate supports are in place.

DRESS CODE

Serendipity believes students can learn to express themselves appropriately through their clothing. However, students may be directed to change their clothes if it violates the outlined expectations for appropriate dress at school.

School Appropriate Dress

- Students must wear clothing including both a shirt with pants or skirt or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments (waistbands and bra straps excluded).
- Fabric covering all private parts must not be sheer or transparent.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoodies must allow the student's face to be visible to staff.

- Clothing must be suitable for all scheduled classroom activities including therapeutic recreation and garden.

School Inappropriate Dress

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

EDUCATION RECORDS

Family Education Rights and Privacy Act (FERPA)

Caregiver(s) can inspect student records within 45 days of a request.

Caregiver(s) may ask us to amend any records they believe are inaccurate. Serendipity is not required to amend the records but will provide a reason and advise the caregiver(s) of their right to request a hearing.

Serendipity only shares student information with home district personnel, board members, or consultants. We may also disclose information if we believe doing so is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. Serendipity does not designate any student information as “directory information” and will not share student personal information with other students or their families.

Release of Information

Serendipity Center is required to share information regarding student progress with other agencies and individuals involved with the student's care. Referring school districts and mental health agencies also have access to the records of the student they referred. For Serendipity to coordinate these services while following the requirements of FERPA, a Consent to Release Information form needs to be signed by the parent or legal guardian of the student. Consent is collected during Online Registration (OLR)

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

EMERGENCIES

Emergency Medical Treatment

If a student experiences a more significant illness or injury at school, the health assistant or clinical case manager will contact the caregiver(s) and emergency services as necessary. If we are unable to connect with caregivers, the school will contact the emergency contacts provided during Online Registration (OLR). Please keep your emergency contacts up to date.

Emergency Operations Plan & Drills

Serendipity Center's Emergency Operations Plan (EOP) is a plan that describes how the school will organize and respond to emergencies and disasters. The EOP provides guidelines for preventing, protecting, mitigating, responding to, and recovering from emergencies or disasters. The EOP outlines emergency management organization and assigns responsibilities for emergency-response functions. It is our goal that responses to emergencies or disaster conditions are conducted in the most organized, efficient, and effective manner possible in coordination with emergency responders and community partners.

Instruction in fire, earthquake, and other emergency drills for students shall be conducted at regularly scheduled intervals throughout the school year.

To prevent disruption during these drills, the students will be taught and given opportunities to practice expected and appropriate behaviors using the following Standard Response Protocol:



Hold – In your room or area. Clear the halls.



Secure – Get inside. Lock outside doors



Lockdown – Locks, lights, out of sight.



Evacuate – A location may be specified.



Shelter – Hazard and safety strategy.

Emergency School Closures

In case of hazardous or emergency conditions, school staff may alter transportation schedules, as appropriate to the particular condition. Such alterations may include:

- Full day closure of Serendipity,
- 2-hour late start or
- the early dismissal of students.

Serendipity will contact caregiver(s) immediately after the decision has been made to close school.

We serve students from districts across seven counties. It is possible that the district will not transport your student if it is unsafe to travel in your area, but it remains safe to travel at our school location.

Serendipity is located in east Multnomah County. If you are not suffering from adverse weather conditions in your area, do not assume that Serendipity is also free from inclement weather.

Serendipity communicates emergency closures in multiple ways. Please use the way that fits best for you:

- Parent Square Notification
- FlashAlert (which notifies local news organizations)
- Serendipity's website
- Front desk voicemail message
- Serendipity's social media

For overnight inclement weather, we will do our best to update our communication by 6:30am.

Please use your best judgment when deciding whether to send your student to school. If you do not think it is safe in your area, or if you have any other safety concerns, please excuse your student from school that day. If Serendipity is open, you can call and leave a message on our voice mail (before 8:00 a.m.) or talk to the school's receptionist after 8:00 a.m. Serendipity's main office number is 503-761-7139.

You will receive a letter in the fall about inclement weather details and school closure.

EQUITY, DIVERSITY & INCLUSION

Serendipity values and teaches students to understand educational equity, diversity, and inclusion. We practice our values through

- school-wide programming & student groups celebrating diversity.
- instruction in inclusive vocabulary.
- culturally responsive instruction.

EXTENDED SCHOOL YEAR (ESY)

Serendipity Center offers an extended school year (ESY) program for students who meet their referring district's criteria for eligibility. ESY is designed to provide the maintenance of a student's previously learned skills on specific IEP objectives. If a student shows significant regression on IEP goals following time away from school (such as Winter or

Summer Break) and struggles to recoup those skills, the student may be eligible to attend ESY. The student's IEP team, including caregiver(s), will make the decision regarding ESY participation.

EVERY STUDENT BELONGS

Serendipity recognizes that student health and safety make up the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear, hatred, racism, or violence.

Serendipity prohibits the use or display of any symbols of hate on school property or in an education program (including any program, service, school, or activity sponsored by Serendipity) except when used in teaching curriculum that is aligned with Oregon State standards.

A student and/or caregiver with a complaint regarding a bias incident, should contact their student's clinical case manager, or school administrator. If the concern is not addressed to the satisfaction of the student and/or caregiver(s), formal written complaint forms are available at the front desk, conference rooms, family waiting area, on our website, at the end of this handbook, or by request.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

FAMILY EVENTS

Every year Serendipity hosts three family teacher conferences and two open houses. Please see the annual school calendar for the dates & times. In addition, we will invite you to all family events via ParentSquare.

FEES, FINES & CHARGES

For students placed at Serendipity by their school districts, there is no tuition cost to their families for services provided. Serendipity will provide all needed school supplies and materials.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in school-sponsored field trips. This means students are subject to the school's student conduct rules during any of these activities. Caregiver(s) must provide informed consent for the student to participate in field trips. Informed consent is collected during Online Registration (OLR). All families will be notified before each field trip with information regarding the destination, the departure and arrival times, type of transportation, etc.

GRADE REPORTS & GRADING SCALES

Written reports of student progress and attendance in the form of both grade reports and IEP progress reports shall be issued to caregiver(s) at least four times a year.

Grades will be based on participation and work completion at the student's ability level. Progress reports will be based on assessments and observations designed to measure how much progress the student has made on their annual goals from their Individual Education Plans (IEPs).

Grading Scale for Upper School (9-12)

Letter grades will be used for high school (modified and standard) credited courses. The high school grading scale is as follows:

Letter Grade	%	Grade Point Average
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
I	40-59	0
NG	0-39	0
P	60-100	Grade does not affect GPA

Incomplete (I): A grade of Incomplete is assigned when a student has successfully completed at least 40% of assigned work. They will have one quarter in which to complete at least 60% of assignments and receive credit for the class. If the student does not complete the work needed to raise their grade to 60% or above, the Incomplete will be changed to No Grade (NG).

No Grade (NG): If the student did not complete a minimum of 40% of their work to receive an Incomplete or did not raise their grade the following quarter to the required 60%, the student will not receive a grade nor credit for that course for that quarter.

Pass (P)

Pass means that the student completed at least 60% of the work and completed the class. A pass grade does not affect the student's GPA.

Not Applicable (N/A): Some IEP teams may choose to prioritize mental health or behavior over academic coursework as part of a short-term or crisis plan. In these rare cases, grades are Not Applicable (N/A) because the IEP team was not prioritizing academic work for that quarter. Multiple quarters of N/A's will result in an IEP review and/or a review of placement to ensure that Serendipity is the best place for the student to prioritize their education.

Grading Scale for Lower School (K-8)

Students earn grades in lower school. The lower school grading scale is as follows:

4	Exceeding expectations 80-100%
3	Meeting expectations 60-79%
2	Approaching meeting expectations 40-59%
1	Not meeting expectations 0-39%
N/A	Temporary Plan in Place

N/A: Some IEP teams may choose to prioritize mental health or behavior over academic coursework as part of a short-term or crisis plan. In these rare cases, grades are Not Applicable (N/A) because the IEP team was not prioritizing academic work for that quarter. Multiple quarters of N/A's will result in an IEP review and/or a review of placement to ensure that Serendipity is the best place for the student to prioritize their education.

GRADUATION REQUIREMENTS

To receive a standard or modified diploma from Serendipity Center, a student must:

1. Successfully complete 24 units of credit
2. Meet Essential Skills*
3. Meet Personalized Learning Requirements

Oregon Standard Diploma Credit Requirements

All coursework must be completed at grade level with or without accommodations to receive a standard diploma.

Subject	Required Credits	Notes
Language Arts	4	
Mathematics	3	Algebra 1 and above
Science	3	Must include lab science
Social Science	3	.5 in Civics starting with the graduating class of 2026
Physical Education	1	
Health	1	
World Languages Arts Career and Technical Education	3	
Personal Finance	.5	Beginning 2027
Higher Education & Career Path Skills	.5	Beginning 2027
Electives	6	Beginning in 2027, only 5 credits of electives required
Total	24	

Oregon Modified Diploma Credit Requirements

Coursework can be modified to be at a student's ability level per a student's IEP. NOTE: There may be some limitations regarding college and military opportunities for students not earning a standard diploma—this varies among specific institutions so you should check requirements with the specific program of interest.

Subject	Required Credits
Language Arts	3
Mathematics	2
Science	2
Social Science	2
Physical Education	1
Health	1
World Languages Arts Career and Technical Education	1
Electives	12
Total	24

Essential Skills*

*This requirement was suspended by Senate Bill 744 through the 2027-2028 school year.

Each student must demonstrate Essential Skills* in Reading, Writing, and Math. Any student completing a Standard Diploma must meet Essential Skills by achieving a passing score on the Oregon Statewide Assessment System OSAS in language arts and math. The IEP team for any student completing a Modified Diploma will determine how that student will meet Essential Skills.

Students completing a Modified Diploma may meet the requirements through achieving a passing score on OSAS in

Language Arts and Math or may meet the requirement by getting a passing score on a work sample. The student's IEP team will determine what score is required for both OSAS and Work Samples to meet Essential Skills*.

For students meeting the Essential Skills* requirements through Work Samples, the student must demonstrate Essential Skills* in the following areas:

- Reading: Two work samples. One must be informational.
- Writing: Two work samples. One must be informative or argumentative. The other can be informative, argumentative, or narrative.
- Math: Two work samples. One of each for any of two of the required content strands of Algebra, Geometry, or Statistics.

Personalized Learning Requirements

Students must develop an Education Plan & Profile (EPP), complete Career Related Experiences, and complete an Extended Application.

Senior students who are unable to satisfy the specific requirements for diplomas as listed above can be eligible to receive a Certificate of Completion and participate in the regular graduation ceremonies.

HARASSMENT, INTIMIDATION, BULLYING & CYBERBULLYING

Serendipity prohibits acts of harassment, intimidation, bullying, and/or cyberbullying. Students, employees, caregivers, and volunteers should report concerns about suspected acts of harassment, intimidation, bullying, or cyberbullying to Serendipity's compliance manager. Serendipity staff will investigate, respond, and notify involved parties of any concerns. A formal complaint form can also be filled out and submitted.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

HEALTH EDUCATION

Health Education is a core subject in Oregon and every school in Oregon requires its instruction.

Our health teacher(s) and our clinical case managers collaborate to ensure that our education materials consider age and developmental level, and are trauma informed while educating students about health topics required by Oregon State Health Standards.

Comprehensive Sexual Health Education

Comprehensive Sexual Health Education Standards are included in mandatory Health Education Standards. Serendipity provides comprehensive health education to all our students.

Per OAR 581-022-2050 and in order to promote positive and safe sexual behaviors and healthy boundaries, all students will receive education addressing human sexuality and gender per our Comprehensive Health Plan. We will provide students with instruction that is trauma informed and aligns with standards at a minimum of twice per year.

Per ORS 336.035, caregiver(s) may request to opt out of any portion of the health course. If you opt your child out of certain topics, it is highly recommended that you have conversations with your student about the health topics substituted.

It is important to understand that during instruction, classroom discussion is common. There may be times when your child is in a class where a discussion or review may include content from a substituted section. As these types of discussions sometimes occur spontaneously, please understand that students may be exposed to some of

the content listed on the standards in your student's class.

Child Abuse Prevention

Per ORS 336.059 schools are required to inform families about how to prevent and respond to child sex abuse. Should you want support in talking about this or any health-related topic, please reach out to your student's clinical case manager. We will provide trauma-informed instruction at a minimum of four times per year in boundaries, healthy relationships, and in identification of trusted adults to talk to.

In addition to the required health education standards, there are additional statutes and rules that we must teach:

- Per ORS 339.366 schools are required to teach about teen dating violence and domestic violence for students in grades 7-12.
- Per OAR 581-021-0590 & 581-021-0593, schools are required to provide menstruation products to all students and provide education in menstruation to students of all genders.
- Per ORS 336.471 schools must provide instruction in using automated external defibrillators.
- Per 336.472 schools must provide instruction in oral health starting in 2025.
- Per ORS 336.474 schools must provide instruction in organ and tissue donation for all students in grades 9-12 starting in 2025.
- Per OAR 581-022-2045 and to promote positive and safe behaviors to prevent alcohol and drug abuse, we provide all students instruction to prevent drug and alcohol abuse at minimum annually.

HEALTH SERVICES

Medication Dispensing at School

Serendipity has a full-time health assistant who dispenses all student medication at school.

To ensure the safe and accurate administration of your student's medication, Serendipity requires the following for ALL MEDICATION (both prescription and over-the-counter):

- A signed permission form from the caregiver(s)
- Medication must be in the original container from the pharmacy (including over-the-counter medication), labeled with your student's name and Instructions from a health care provider.

Please do not send medications to school with your student. Either bring them in yourself or send them with the bus/cab driver (if district transportation policies allow) who will then deliver them directly to school staff. We will never send medication home with students. Should you have a question about medication or procedures, please call the health assistant.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

Health Screenings

Serendipity will conduct annual vision and hearing screenings for all students at no cost to families. If caregiver(s) do not want their student to receive a screening, please notify the school. Results of the screenings will be mailed to guardians within 30 days of the screening.

Student Illness or Injury

If a student reports or a staff member observes symptoms of an illness or a potential injury, staff will notify the health assistant. The health assistant will monitor symptoms or provide first aid as necessary.

Our health assistant or clinical case manager will contact the caregiver(s) before the end of day.

Please see our communicable disease prevention information above for symptoms that require the school to send your child home. If a child's symptoms are not resolving and we are required to send the student home, we will notify the caregivers to pick up the student. If we are unable to connect with caregivers, the school will contact the emergency contacts provided during Online Registration (OLR). Please keep your emergency contacts up to date.

Communicable Disease Prevention

Parents of a student with a communicable or contagious disease are asked to contact Serendipity's CNA so that other students who have been exposed to the disease can be alerted.

A student diagnosed with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed after the school receives a written statement from the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. The following diseases require such a statement for the student to return to school:

- Diphtheria
- Hepatitis A or E
- Hepatitis B (in students with higher risk of transmission - unable to control biting and/or spitting)
- Measles
- Mumps
- Meningitis
- Plague
- Rubella
- Diarrheal diseases: Salmonella enterica (Typhi serotype), Shiga-toxigenic E. coli (STEC), Shigellosis
- Tuberculosis (not restricted in latent/chronic phase)

- Typhoid fever
- Whooping cough (pertussis)

A student exposed to the following diseases is not allowed to return to school until cleared by a licensed physician: Measles, Mumps, Rubella, Diphtheria, Pertussis, Hepatitis A, Hepatitis B.

For the following diseases, the restriction to attend school may be removed by a school nurse or by parent confirmation of treatment:

- COVID19 - exclude until fever free for 24 hours without the aid of fever-reducing medications and other their symptoms are improving. Masks are strongly recommended through day 10 from symptom onset or positive test results which ever came first.
- Chicken pox - exclude for at least seven days after onset of symptoms, and until scabs are dry.
- Fifth disease - exclude until rash resolves or until cleared by a healthcare provider.
- Hand, foot, mouth - exclude until rash resolves or until cleared by a healthcare provider.
- Meningococcal disease (meningitis) - after treatment and clearance by a healthcare provider.
- Pink eye (conjunctivitis) - exclude until eyes are clear for 24 hours after starting antibiotics. The restriction may be removed after the parent communicates with the school that a recognized treatment has been initiated.
- Streptococcal infections (Scarlet Fever, streptococcal sore throat) - exclude until antibiotic treatment has been given for at least 24 hours. The restriction may be removed after the parent communicates with the school that a recognized treatment has been initiated.
- MRSA - exclude if the affected area is draining and not able to be contained/covered.

- Impetigo (staphylococcal infections) - exclude until antibiotic treatment has been given for at least 24 hours. The restriction may be removed after the parent communicates with the school that a recognized treatment has been initiated.
- Scabies - exclude until effectively treated. The restriction may be removed after the parent communicates with the school that a recognized treatment has been initiated.
- Lice - exclude until effectively treated. The restriction may be removed after the parent communicates with the school that a recognized treatment has been initiated.
- Ringworm - exclude if exposed part of the body is involved and cannot be covered.
- Shingles - exclude if lesions cannot be covered, or until lesions scab over. May attend with healthcare provider clearance or after lesions have dried/scabbed.
- Pinworms - exclude in students that are unable to control bowel function.
- Sore throat: if interfering with swallowing, if fever present, or if there is a sandpapery red rash covering the body.
- Ear pain: if drainage other than cerumen (ear wax)-call parent to take child to a healthcare provider for evaluation.
- Eyes: if inflamed, excessive tearing, draining, discharge or yellow in color.
- Rash: if weepy/draining, new or growing, unexplained cause or cannot be covered.
- Behavioral changes or confusion/altered mental status: call parent to take child to a healthcare provider for evaluation.

Students who complain of illness and do not appear to meet the criteria above will be addressed on an individual basis. Often, this will involve allowing the student to call home and inform the caregiver(s) of physical complaints. Unless there is a requirement for exclusion from school based on the symptoms or specific disease, caregiver(s) may decide on the response to student's health concerns.

Caregiver(s) with questions should contact the school health office.

If a child shows any of the following symptoms due to illness, the student should be sent home or kept home from school until symptoms are improved for at least 24 hours:

- Fever: if over 100.4 °F. May return when fever-free without use of fever-reducing medications (ibuprofen, acetaminophen, etc.)
- Cough: if interfering with activities or if the student will consistently not cover his/her mouth.
- Shortness of breath/difficulty breathing
- Stiff neck or headache with fever: call parent to take child to a healthcare provider for evaluation.
- Diarrhea: if a student has 3 episodes of liquid stool accompanied by abdominal pain or nausea.
- Vomiting: if a student vomits more than once and it does not appear to be self-induced or related to motion sickness.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or non-medical reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as that student has met immunization requirements.

Caregiver(s) will be notified of the reason for this exclusion.

Bloodborne Infectious Diseases & Universal Precautions

Although hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV/AIDS) are serious illnesses, the risk of contracting the disease in school is extremely low. Generally, potential transmission is limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood, or any bodily fluids contaminated with blood from an infected person.

A student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and is eligible for all rights, privileges, and services as provided by law and Board policy. Serendipity Center recognizes that a student and their caregiver(s) have no obligation to report having a bloodborne infections disease to the school.

“Special risk students” refers to those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe they present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others.

If the school is informed, it is also prohibited by law from releasing information unless the infected person or caregiver(s) gives permission for such release. If a student or their caregiver(s) wishes to divulge such information and continues attending school, the health assistant will meet with the infected individual or representative to develop appropriate accommodations.

“Universal precautions” is an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious. Serendipity Center requires that staff and students

approach infection control using universal precautions.

LAW ENFORCEMENT

Serendipity works in partnership with law enforcement. Should law enforcement seek to interview students during the school day, Serendipity will typically request a warrant and will make reasonable efforts to contact the student’s caregiver(s).

In the event law enforcement requests Personally Identifiable Information (PII) of a student at Serendipity, a subpoena may be requested on a case-by-case basis.

LOST & FOUND

Any articles found in the school or on school grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of each quarter and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the school office.

LUNCH & BREAKFAST PROGRAM

Serendipity Center participates in the National School Lunch, School Breakfast, and Community Eligibility Provision programs. All students enrolled at Serendipity will receive a healthy breakfast and lunch free of charge each day of the school year.

McKINNEY-VENTO ACT

In the event you and/or your student should become “houseless” or in temporary/transient housing, please notify your clinical case manager. Serendipity staff will collaborate with district(s) and family to ensure placement.

MEETINGS

At least annually, you will be asked to attend a meeting at Serendipity. The following is a glossary of those meetings you may be asked to attend or may decide to request:

Consent to Abbreviate Day Program

Per SB819, district must inform caregiver(s) that Serendipity is defined as an abbreviated day program. Caregiver(s) must sign consent to maintain placement at Serendipity on a schedule required by this law.

6-Week Check-in

Review the IEP to make any revisions approximately six weeks following initial start date. Discuss progress and additional supports necessary to support student success at Serendipity.

Annual IEP Review

Annually, the student's IEP team will meet to review and update present levels, goals and measurable objectives, services, and placement. Caregiver(s), district, and school team are required to attend this meeting.

IEP Review

IEP Review meetings are held to review a student's progress (or lack of progress) and to discuss specific issues that may arise during a student's placement at Serendipity. All members of the student's IEP team will be invited to the meeting.

Plan of Care (POC)

Plan of Care meetings are held to collaborate with family, school, and treatment teams to ensure continued progress of treatment. Usually, these meetings are used to brainstorm ideas and suggestions that might aid a student in being more successful in their placement at Serendipity.

Review of Placement

A Review of Placement meeting is held when there is a question regarding the appropriateness of a student's placement at

Serendipity. This meeting brings together a student's team to discuss the Serendipity placement or placement options that may better address a student's current level of need.

ONLINE REGISTRATION (OLR) & ENROLLMENT

Online Registration (OLR) and enrollment are done through our student information system - Synergy/ParentVue. At every student's intake, our admissions coordinator will provide caregiver(s) with an activation code and instructions for the registration process. The completion of Online Registration (OLR) and enrollment is required for Serendipity to confirm a start date and ultimately serve your student(s) in our program. Please let the admissions coordinator know if you require assistance in completing Online Registration (OLR) as we have staff who can walk you through the process.

PERSONAL BELONGINGS & STORAGE

Students and families are encouraged to leave personal items including cellphones at home and assume full responsibility for any valuables they may bring to school. Reasons for regular inspections of storage areas in the classroom might include, ensuring prohibited items are not present, maintaining proper sanitation, reclaiming school property such as instructional materials, or checking for mechanical condition and safety.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include, but are not limited to, cell phones, tablets/iPads, mp3 players/iPods, and laptops. Serendipity would like to teach and promote the appropriate use of personal electronic devices in a school setting. Appropriate times to use personal electronic devices are before and after school. To promote a learning environment, we ask that students not use personal electronics during the school day. Students who struggle with this expectation will turn in these items upon arrival. They will be secured for the day and returned to the student at dismissal. Some

students may be asked to leave devices at home.

We may individualize plans based on student's needs to support their behavior and academic learning. Specific plans can be discussed with classroom staff, the principal, or clinical case managers.

It is a consistent expectation that these devices do not interfere with the respectful learning environment provided to all students. Due to the confidential nature of our program, we are unable to allow students to use their personal electronic devices to take pictures, video, or audio recordings of other students. If a student is observed taking a picture or making a recording, staff members will coach with the student and ask the student to delete the file. After a second occurrence, or if the student refuses to delete the recording, the student's team may need to meet. The team may decide that the student is no longer permitted to bring their device(s) to school.

PERSONAL HYGIENE

Proper personal hygiene is important. It promotes self-esteem in our students and allows for a comfortable learning environment. Students should arrive at school with clean, fresh clothing, showered body, washed hair, and brushed teeth. Your student may be asked in a private, tactful manner to attend to those items at school if necessary. If, for any reason, you are having difficulty getting your student to comply with these hygiene rules, please contact your student's clinical case manager so we can support the student and their caregiver(s).

Shower and laundry facilities are available for student use, should the need arise. Serendipity also has a closet of clothing items in varying sizes that students may wear if it becomes necessary to launder or change clothing during the school day.

Students will avoid using products with strong fragrances, so odors do not impact the learning environment.

PROFESSIONAL DEVELOPMENT DAYS

Please check your school calendar regularly to ensure whether school is open.

Serendipity believes in providing as many opportunities as possible to train its staff, in order to better serve our students and families.

PROTECTION OF PUPILS RIGHTS AMMENDMENT (PPRA)

Serendipity complies with the Protection of Pupil Rights Amendment (PPRA). This act allows caregiver(s)

- to give consent for surveys that included protected areas,
- receive notice of that opportunity to opt out of surveys and
- inspect certain surveys created by a third party before the survey is administered or distributed by the school to students.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

PUBLICITY RELEASE & YEARBOOK

Serendipity Center is a private non-profit school. As part of fundraising and marketing to improve student programing, Serendipity staff or members of the media may use student images, voice, name, and background to promote or inform the community about Serendipity and its programs.

Serendipity publishes a student yearbook which is distributed to students, families, and friends of Serendipity.

Consent for publicity release and/or yearbook photos is collected during Online Registration (OLR).

RESTRAINT & SECLUSION

If a student poses an imminent threat to self or others requiring restraint and/or seclusion, caregiver(s) and school district will be notified by the end of the school day.

Restraint

Staff members who work with students are trained and certified in Non-Violent Crisis Intervention through the Crisis Prevention Institute to ensure care, welfare, safety, and security for both students and staff. Serendipity's goal is to avoid utilizing restraint to maintain safety.

However, if a student is demonstrating behavior that staff determine is an imminent threat to serious bodily injury, Serendipity may use approved restraint and seclusion to restore a safe environment in emergency situations.

Seclusion

Seclusion rooms are designed to remove stimulation from the student's environment to allow them to self-regulate.

Like restraint, it may become necessary in emergency situations to seclude a student to prevent substantial physical or bodily injury.

In order to keep students safe in seclusion, items may be removed prior to seclusion (e.g., shoes, belts, etc.). The door to the seclusion room may be locked in order to maintain safety. Staff closely monitor all students and their behavior in seclusion. As soon as the staff determines the student is ready, staff and students collaborate to develop a plan to return to regular scheduled activities and follow up to prevent future incidents.

Debriefing

Caregiver(s) will be notified by the end of day of any restraint and/or seclusion that occurred. All restraints are documented. In addition to the end-of-day notification caregivers(s) will be emailed and/or mailed

written documentation within 24 hours. Caregiver(s) will be invited to participate in a debrief meeting with the staff that were involved in a restraint and that meeting will be held within two business days of the incident. Families will receive written documentation of the meeting notes from the debrief.

SCHOOL HOURS

Lower School

Monday, Tuesday, Thursday, Friday
8:25 am - 2:17 pm

Wednesday
8:25 am - 12:47 pm

Upper School

Monday, Tuesday, Thursday, Friday
8:25 am - 2:20 pm

Wednesday
8:25 am - 12:50 pm

In order to provide specially designed instruction to meet each of our student's unique learning needs, school staff have time designated between 7:45 - 8:15 to prepare and plan. Please be sure that students do not arrive before 8:15 a.m. so that we reduce unstructured time and support positive student behavior.

SEARCHES

Serendipity staff members may determine that a search is necessary when they have reasonable information that a student may be in possession of items that potentially pose a danger to that student or to others around them.

Staff will notify caregiver(s) that a search protocol is in place. Items found that are not appropriate for school may be seized and turned over to the caregiver(s), destroyed, or returned to their rightful owner as appropriate.

SIGN-IN & SIGN-OUT PROCEDURES

Students arriving late must check in with the receptionist upon arrival. If a caregiver picks up a student prior to the end of the school day, they must also sign that student out prior to leaving school grounds. If the office staff is not familiar with the person picking up the student, that individual will be asked to show picture identification and must be listed as a contact in the student record. Occasionally, a phone call to the caregiver(s) may be necessary for verification and to ensure proper procedure.

Please be aware that if you make different arrangements for transportation for your student and that alternative transportation has not arrived at the school by the regular dismissal time, your student will be placed on their regular transportation.

STATEWIDE ASSESSMENTS

Every student at Serendipity is given the opportunity to participate in the Statewide Assessments according to their Individual Education Plan (IEP). It is the responsibility of each student's IEP team to identify the accommodations and/or modifications necessary for the student to participate and the level at which they will participate. Typically, the referring school district has the responsibility of reporting the assessment results to the caregiver(s).

Caregiver(s) have the right to opt out of any assessments and Serendipity will give parents the opportunity to opt their students out of assessments annually.

STUDENT GROUPS

Serendipity hosts a variety of student groups based on student interest and staff availability. Students are informed of the student groups we offer and are encouraged to reach out to their teacher to join groups that match their interests.

SUICIDE PREVENTION PLAN

Serendipity provides instruction to students about recognizing and responding to the warning signs of suicide, using coping skills, and accessing support from trusted adults. If trained staff become aware of a student's suicidal ideation, they will inform that student's case manager.

Our clinical case managers are trained in Assessment and Managing Suicide Risk (ASMR). The clinical case manager will screen for risk, inform the family, and communicate to the student's team members any risk assessment and planning.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full Suicide Prevention Plan.

TECHNOLOGY USE

Acceptable Use Policy (AUP)

Serendipity's Acceptable Use Policy (AUP) governs your student's use of devices in connection with their access to Serendipity's online learning systems.

By enrolling at Serendipity, you are acknowledging and agreeing to Serendipity's Terms of Use and Privacy Notice regarding our online learning systems. These systems are utilized to teach core academic areas. Please reach out to your student's clinical case manager if you believe an online activity may be inappropriate for your student.

Serendipity retains ownership and control of its computers, hardware, software, and data. All communications and stored information transmitted, received, or contained in the school's information system, are the school's property and are to be used for authorized purposes only. Use of Serendipity's equipment or software for unauthorized purposes is strictly prohibited. Contact your student's teacher or clinical case manager should you have any questions or concerns.

Privacy

Serendipity's instructional technology and electronic communication systems comply with the federal Children's Online Privacy Protection Act ("COPPA") requirements to ensure the privacy of students' Personally Identifiable Information ("PII"). Any student PII that is shared for purposes of instructional technology and electronic communication is used for school-authorized educational purposes only.

Under COPPA, vendors must obtain caregiver(s) consent prior to collecting student PII, however, schools may consent on behalf of caregiver(s) for such data collection. Serendipity may consent on your behalf to the collection of your student's PII for educational purposes only.

Internet Safety

Serendipity's instructional technology and electronic communication systems meet the federal Children's Internet Protection Act ("CIPA") requirements. Serendipity uses restrictive web filters to protect students from accessing visual depictions that are obscene, include child pornography, or are otherwise harmful to students. Should Serendipity's web-filters restrict your student from accessing sites that would have an educational benefit, please reach out to your student's teacher, or clinical case manager. Internet Safety is explicitly taught to our students to ensure that they know how to protect themselves and their personal information on the internet.

Student's Acceptable Use Expectations:

- Students will keep their login, passwords, and private information confidential.
- Students will not share PII with unauthorized persons.
- Students will use kind words, faces, and gestures.
- Students will ensure devices are charged and all materials are ready for use.
- Students will avoid damaging their device.
- Students will avoid eating or drinking near technological devices.
- Students understand that their use of technology may be monitored.
- Students will immediately notify their teacher or clinical case manager if they need support in accessing their education.
- Students will use their device and instructional technology to learn and make progress toward their educational goals.

Instructional Technology

Serendipity provides instructional technology to support student learning. The following are Serendipity's expectations for student use of Serendipity's instructional technology:

- The use of Serendipity provided computers and electronic devices such as iPads will be used solely for educational purposes.
- Staff will monitor student use, always including line of sight of the computer screen while student is using Serendipity's instructional technology.
- Students may not use staff computers.
- Personal devices are not to be connected to Serendipity's network.
- Students must use computers/devices ethically and legally, meaning they may not:
 - download or install illegal software
 - hack or disrupt network
 - introduce any viruses, other software, or material which is malicious or technologically harmful
 - circumvent our content filters
 - cyber bully
 - attempt to gain unauthorized access to any parts of the network
 - otherwise attempt to interfere with the proper working of the network
- Students may not download music, pictures, software, images, games,

videos, executable files, and access any school inappropriate content via the internet or the student's personal electronic devices.

- All work saved by a student shall be saved to their personal drive.
- Given a routine, students will transition to and from computer use as per their schedule.

If these expectations are not met, the student's team will collaborate with the family and student to prevent future misuse.

THREAT ASSESSMENTS

If a student or staff member is made aware of a potentially threatening situation, a school administrator may conduct a threat assessment to determine the risk and to enhance safety by developing a plan to reduce that risk.

TITLE IX & PROHIBITION OF SEXUAL HARASSMENT

Serendipity prohibits harassment or discrimination on the basis of actual or perceived sex or gender and no student will be denied participation in the benefits and privileges of Serendipity's school and its activities on the basis of actual or perceived sex or gender, including sexual orientation and gender identity. As a therapeutic school, Serendipity will implement this policy in consideration of the unique needs of our students who are learning to grow emotionally and behaviorally through academic learning and therapeutic support.

Serendipity provides a formal complaint procedure for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. A student and/or caregiver(s) with a complaint regarding possible discrimination of a student on the basis of sex including sexual harassment should contact their student's clinical case manager, Serendipity's Title IX coordinator, or another school administrator.

Please see Serendipity's website www.serendipitycenter.org under Family Resources for the full policy.

Any questions or concerns relating to this policy can be addressed to our compliance manager/Title IX coordinator:
Kristin Harquail
PO Box 33350
Portland, OR 97292
503-761-7139 x 146
kristinh@serendipitycenter.org

or

Office of Civil Rights:
Portland State Office Building
800 NE Oregon St., # 1070
Portland, OR 97232
971-673-0764
ODOT.TitleVI@odot.oregon.gov

TRANSCRIPT EVALUATION

Serendipity evaluates incoming transcripts and verifies credits with previous school placements. Should you have any questions or concerns, please reach out to your child's special education coordinator.

TRANSPORTATION OF STUDENTS

The student's district is responsible for student transportation to and from school. Serendipity staff partner with districts and families to help address any concerns related to transportation. Please contact your student's home district for their transportation policy and student expectations for riding transportation.

VEHICLES ON CAMPUS

Students with a valid driver's license may be able to drive themselves to and from school. If a student is interested in this privilege, please reach out to the student's case manager to determine if driving to campus is an appropriate privilege and level of responsibility for the student and to get staff and caregiver(s) approval.

VISITORS

Caregivers and other visitors are encouraged to visit Serendipity. Serendipity provides several family events in which everyone is encouraged to participate, including our open houses, family-teacher conferences, award ceremonies and special events such as the yearly talent show and graduation ceremony. We will send out notices in advance for all scheduled events.

All visitors must report to the office upon entering the school property. Serendipity's receptionist will ask that you sign a log and will issue you a "visitor's badge."

All visitors to Serendipity must be monitored by staff throughout their visit to the program.

Due to safety concerns, confidentiality, and consistency in our program, we ask that you

arrange visits with a school staff **and limit those visits to 30 minutes or less without prior approval.**

Former students may visit staff at Serendipity during non-student school hours.

VOLUNTEERS

Due to the nature of our program and the high staff to student ratio, we do not typically place volunteers in the classrooms. However, family members are encouraged to join students on field trips as chaperones. Per ORS 326.607, all volunteers must be cleared through a background check prior to participating in a field trip. You may contact your student's clinical case manager if you are interested in submitting to a background check. Please note that background checks can take up to several months to be cleared.

Serendipity Center strives to provide an environment where all members of our community feel safe and welcome. Serendipity understands that at times, students and families may have questions or concerns about various aspects of our programs or other experiences. Serendipity welcomes expressions of concern and our goal is to listen to and address all concerns brought forward by students and family members as soon as possible to maintain an inclusive and positive environment in our school.

Students and families may use this form to bring a complaint or concern to the attention of Serendipity's administration. Serendipity encourages you to meet directly with the staff member or administrator involved in your concern, when possible, to try to address the concern, but you are not required to do so. Filling out this form will begin Serendipity's evaluation of the type of complaint you are raising, and what follow up is requested. This form can be used for any type of concern you have but, in particular, it can be used to address an issue with respect to Serendipity's policies prohibiting bullying, discrimination, and harassment. For more information and links to Serendipity's policies, please visit the Resources, Policies and Calendar page of our website, available at <http://www.serendipitycenter.org/resources-for-families/>. To fill out this form online, please use the following address: <https://www.serendipitycenter.org/complaint-form/>

Please contact your student's clinical case manager should you need any support in filling out this form. Alternatively, you may contact Serendipity's Compliance Director/Title IX Coordinator, with questions about filling out this form at kristinh@serendipitycenter.org

Date

Name of person completing the form and relationship to the Serendipity student

Phone Number

Email

Student's Name

Please describe your concern and include information about all of the following topics or questions as applicable to your concern and provide any other information you think is relevant. If you choose to complete the form on paper, you may write in the space below or attach additional sheets to answer these questions.

Description of the concern or complaint

Where did the incident occur?

Who was involved in or witnessed the incident?

Have you shared your concern with any Serendipity staff member (and to whom)?

Describe the result of the discussion with a Serendipity staff member and whether your concern was resolved.

What would be a satisfactory resolution of your concern?



Serendipity Center

Mailing Address:

PO Box 33350
Portland, OR 97292-3350

Street Address:

14185 SE Division St.
Portland, OR 97236

School Telephone:

503-761-7139

After Hours Mental Health Emergency Telephone:

503-683-7200

www.serendipitycenter.org