



**Serendipity Center's  
Notices of Title IX rights and resources  
for students, employees, and third parties**

effective August 2020

## Serendipity Center

### Students Notice of Rights – Sexual Harassment Complaints

Serendipity prohibits all forms of sexual harassment, and takes concerns about sexual harassment very seriously. Serendipity will respond to all reports of sexual harassment in accordance with federal and state law. Serendipity's policies address sexual harassment as defined and prohibited by [Title IX](#), federal law and Oregon law, [Prohibition of Sexual Harassment Policy](#).

This notice provides information about student rights under Oregon law. Students and/or their families are encouraged to contact the Title IX Coordinator for more information or help in understanding these policies, procedures, and rights.

Serendipity's Title IX Coordinator is also the Director of Education and Compliance and can be reached at the following 503-761-7139 or [TitleIXCoordinator@serendipitycenter.org](mailto:TitleIXCoordinator@serendipitycenter.org).

#### **Students and Family Rights**

The rights of Serendipity students include:

- The right to attend school and activities free from any sexual harassment.
- The right to file a complaint pursuant to the school [Prohibition of Sexual Harassment Policy](#) when a student feels they have been the victim of sexual harassment.
- The right to a fair, adequate, and impartial investigation.
- The right to be notified when the investigation is concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws.

#### **Complaint Process**

Any student who has knowledge of conduct in violation of the school's sexual harassment policy or feels they are a victim of sexual harassment is strongly encouraged to immediately report their concerns to the Title IX Coordinator/Director of Education & Compliance, or to a teacher, counselor, or school nurse, who will promptly notify the Director of Education & Compliance or appropriate school official. Student may also use the complaint form available from the Title IX Coordinator or from Serendipity's website.

When Serendipity receives a complaint of sexual harassment under Oregon law, the school will follow up as described in [Prohibition of Sexual Harassment Policy](#). Serendipity will take action to ensure the reporting person is protected and to promote a non-hostile environment, including providing support measures for the reporting person. More information is available in the Policy and from the Title IX Coordinator. Serendipity will also conduct an investigation. The investigation will be carried out as quickly as possible, and in most instances will be concluded within 90 days. Once the investigation is complete, the person who initiated the complaint and the person reported will be notified in writing of the outcome in accordance with the policy.

### **No Retaliation**

The initiation of a good faith complaint about behavior that may violate the school's policy against sexual harassment may not adversely affect the educational assignments or educational environment of a student complainant, or any terms or conditions of employment or work environment of an employee complainant, or any terms or conditions of a third-party complainant. There shall be no retaliation against any person who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

### **Confidentiality Rights**

Serendipity will keep information related to sexual harassment complaints as confidential as possible. The school will only release sexual harassment complaint information to individuals with a right or need to know in order to provide supportive measures, investigate the complaint, take corrective action or otherwise carry out the purposes of the school's policy and applicable laws prohibiting sexual harassment, and to comply with the law, including due process rights for the accused. Please direct questions to the Title IX Coordinator.

### **Reports Involving Drug and Alcohol Use**

Students who report and participate in a sexual harassment investigation may not be disciplined for violations of the school's drug and alcohol policies that occurred in connection with the reported harassment and that were discovered as a result of harassment report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the harassment.

### **Resources**

Serendipity is staffed with case managers who can advise and support students experiencing difficulties including helping them connected with community partners and making referrals. Students in need of academic support should contact the Director of Education & Compliance.

In addition to school supports, individuals may seek assistance from local, state, and national organizations. Please see the list of organizations and their contact information below:

#### **Victim Rights Law Center (VRLC)**

*Provides confidential free advocacy and support to survivors of sexual assault.*

503-274-5477

[www.victimrights.org](http://www.victimrights.org)

#### **Call to Safety (formerly known as Portland Women's Crisis Line)**

*Provides confidential advocacy, support, and information about resources. Call to Safety also provides services related to domestic violence and stalking.*

888-235-5333

[support@calltosafety.org](mailto:support@calltosafety.org)

[calltosafety.org](http://calltosafety.org)

**Sexual Assault Resource Center**

*Provides confidential advocacy, support, and information about resources. This resource is available to individuals of all sexes/genders, as well as those directly or indirectly affected, or supporting individuals who are affected.*

503-640-5311

[sarcoregon.org](http://sarcoregon.org)

**Q Center**

*Provides resources and referrals for the LGBTQ community.*

503-234-7837

[info@pdxqcenter.org](mailto:info@pdxqcenter.org)

[pdxqcenter.org](http://pdxqcenter.org)

**Forge**

*Forge provides services to transgender, gender non-conforming, and gender non-binary survivors of sexual assault.*

414-559-2123

[forge-forward.org](http://forge-forward.org)

**Raphael House**

*Raphael House provides support and information related to situations of domestic violence.*

503-222-6507

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

**Portland Police Bureau**

Emergency: 911

Non-Emergency: 503.823.3333

[portlandoregon.gov/police](http://portlandoregon.gov/police)

These procedures do not prevent the right of any person to make direct complaints related to educational programs and services to the Oregon Dept. of Education (ODE) or the US Dept. of Education, Office of Civil Rights.

Civil and criminal remedies not provided by the school may be available through the legal system. The right to pursue other legal remedies may be subject to statutes of limitations.

## Serendipity Center

### Employee Notice of Rights – Sexual Harassment Complaints

Serendipity prohibits all forms of sexual harassment, and takes concerns about sexual harassment very seriously. Serendipity will respond to all reports of sexual harassment in accordance with federal and state law. Serendipity's policies address sexual harassment as defined and prohibited by [Title IX](#), federal law and Oregon law, [Prohibition of Sexual Harassment Policy](#).

This notice provides information about employee rights under Oregon law. Employees are encouraged to contact the Title IX coordinator for more information or help in understanding these policies, procedures, and rights.

Serendipity's Title IX Coordinator is also the Director of Education and Compliance, and can be reached at the following 503-761-7139 or [TitleIXCoordinator@serendipitycenter.org](mailto:TitleIXCoordinator@serendipitycenter.org).

#### **Employee Rights**

The rights of Serendipity employees include:

- The right to work at school and in school activities and programs free from any sexual harassment.
- The right to file a complaint pursuant to the school [Prohibition of Sexual Harassment Policy](#) when an employee feels they have been the victim of sexual harassment.
- The right to a fair, adequate, and impartial investigation.
- The right to be notified when the investigation is concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws.

#### **Complaint Process**

Employee complaints of sexual harassment should be made to their supervisor, Human Resources, or the Title IX Coordinator/Director of Education & Compliance. Employees may also submit a completed complaint form available from Human Resources or the Title IX Coordinator.

When Serendipity receives a complaint of sexual harassment under Oregon law, the school will follow up as described in [Prohibition of Sexual Harassment Policy](#). Serendipity will take action to ensure the reporting person is protected and to promote a non-hostile environment, including providing support measures for the reporting person. More information is available in the Policy and from the Title IX Coordinator. Serendipity will also conduct an investigation. The investigation will be carried out as quickly as possible, and in most instances will be concluded within 90 days. Once the investigation is complete, the person who initiated the complaint and the person reported will be notified in writing of the outcome in accordance with the policy.

### **No Retaliation**

The initiation of a good faith complaint about behavior that may violate the school's policy against sexual harassment may not adversely affect the educational assignments or educational environment of a student complainant, or any terms or conditions of employment or work environment of an employee complainant, or any terms or conditions of a third-party complainant. There shall be no retaliation against any person who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

### **Confidentiality Rights**

Serendipity will keep information related to sexual harassment complaints as confidential as possible. The school will only release sexual harassment complaint information to individuals with a right or need to know in order to provide supportive measures, investigate the complaint, take corrective action or otherwise carry out the purposes of the school's policy and applicable laws prohibiting sexual harassment, and to comply with the law, including due process rights for the accused.

### **Resources**

The school and Human Resources will support employees and address the negative effects of harassment in the employment environment. The school encourages employees to address safety concerns and supportive measures with their supervisor or Human Resources. Employees also have access to EAP support.

Other community resources that may be helpful in individual circumstances include:

#### **Victim Rights Law Center (VRLC)**

*Provides confidential free advocacy and support to survivors of sexual assault.*

503-274-5477

[www.victimrights.org](http://www.victimrights.org)

#### **Call to Safety (formerly known as Portland Women's Crisis Line)**

*Provides confidential advocacy, support, and information about resources. Call to Safety also provides services related to domestic violence and stalking.*

888.235.5333

[support@calltosafety.org](mailto:support@calltosafety.org)

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#### **Sexual Assault Resource Center**

*Provides confidential advocacy, support, and information about resources. This resource is available to individuals of all sexes/genders, as well as those directly or indirectly affected, or supporting individuals who are affected.*

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**Q Center**

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**Forge**

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**Raphael House**

*Raphael House provides support and information related to situations of domestic violence.*

503.222.6507

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These procedures do not prevent the right of any person to make direct complaints related to educational programs and services to the Oregon Dept. of Education (ODE) or the US Dept. of Education, Office of Civil Rights.

Civil and criminal remedies not provided by the school may be available through the legal system. The right to pursue other legal remedies may be subject to statutes of limitations.

## Serendipity Center

### Third Party Notice of Rights – Sexual Harassment Complaints

Serendipity prohibits all forms of sexual harassment and takes concerns about sexual harassment very seriously. Serendipity will respond to all reports of sexual harassment in accordance with federal and state law. Serendipity's policies address sexual harassment as defined and prohibited by [Title IX](#), federal law and Oregon law, [Prohibition of Sexual Harassment Policy](#).

This notice provides information about third party rights under Oregon law. "Third party" means a person who is not a student or a school or district staff member and who is on or immediately adjacent to school grounds or district property, at a school-sponsored or district-sponsored activity or program, or off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored activity or program.

Third parties are encouraged to contact the Title IX Coordinator for more information or help in understanding these policies, procedures, and rights.

Serendipity's Title IX Coordinator is also the Director of Education and Compliance and can be reached at the following 503-761-7139 or [TitleIXCoordinator@serendipitycenter.org](mailto:TitleIXCoordinator@serendipitycenter.org).

#### **Third Party Rights**

- The right to be free from sexual harassment while at Serendipity or at any Serendipity-sponsored activity or program.
- The right to file a complaint pursuant to the school [Prohibition of Sexual Harassment Policy](#) when the third party feels they have been the victim of sexual harassment.
- The right to a fair, adequate, and impartial investigation.
- The right to be notified when the investigation is concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws.

#### **Complaint Process**

Third party complaints of sexual harassment should be made to the Title IX Coordinator/ Director of Education & Compliance. Third parties may also use the formal sexual harassment complaint form available from the Title IX Coordinator.

When Serendipity receives a complaint of sexual harassment under Oregon law, the school will follow up as described in [Prohibition of Sexual Harassment Policy](#). Serendipity will take action to ensure the reporting person is protected and to promote a non-hostile environment, including providing support measures for the reporting person. More information is available in



the Policy and from the Title IX Coordinator. Serendipity will also conduct an investigation. The investigation will be carried out as quickly as possible, and in most instances will be concluded within 90 days. Once the investigation is complete, the person who initiated the complaint and the person reported will be notified in writing of the outcome in accordance with the policy.

### **No Retaliation**

The initiation of a good faith complaint about behavior that may violate the Serendipity's policy against sexual harassment may not adversely affect the educational assignments or educational environment of a student complainant, or any terms or conditions of employment or work environment of an employee complainant, or any terms or conditions of a third-party complainant. There shall be no retaliation against any person who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

### **Confidentiality Rights**

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### **Resources**

Third-party complainants should contact the Title IX Coordinator with questions about community resources. Community resources may include:

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