Serendipity Center Student & Family Handbook

2026-2027

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SERENDIPITY CENTER MANAGEMENT TEAM

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School Hours

Monday, Tuesday, Thursday, Friday
8:25 am – 2:25 pm

Wednesday
8:25 am – 1:00 pm

Serendipity Center

TEACH NURTURE EMPOWER

WELCOME TO SERENDIPITY

Welcome to Serendipity Center! An enrolled Serendipity student is part of a caring school community, whose main goal is to help students 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 students and caregivers. These policies and rules were written collaboratively with the help of staff, students, and caregivers so that the best therapeutic school environment can be offered. Please see Serendipity's website www.serendipitycenter.org under Caregiver Resources for selected full policies.

Serendipity strives to make every student's school experience 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 (p.4)
- Utilization of our Integrated Intervention Model which includes practices such as collaborative problem solving/coaching and positive behavioral interventions and supports
- Maintaining a team approach that includes caregivers
- Adhering to practices that are consistent with special education statutes which protect student/caregiver rights
- Modeling, through policies and interactions, methods of effective problem solving that rely on respectful communication and the best interests of students

Founded in 1979, Serendipity has continually adapted the services they provide to meet the ever-changing needs of students. Serendipity endeavors to create a safe environment where students are supported in making academic, emotional, and behavioral growth.

Caregivers are always encouraged to offer suggestions or voice concerns regarding their student. Serendipity is dedicated to working together to help every student learn, grow, and thrive.

The Serendipity staff welcomes every new student and caregiver and looks forward to collaborating with them to support each student's growth.

PREFACE

The material covered within this student handbook is intended as a method of communicating annually to students and caregivers 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 Student & Caregiver 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 caregivers.

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 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:

Kristin Harquail
Compliance Manager
Title IX & Title VI Coordinator
(503) 595-2776
kristinh@serendipitycenter.org

Annetta Jackson
Special Education Director
Section 504 & ADA Coordinator
503-595-2770
annettaj@serendipitycenter.org

SERENDIPITY'S MISSION STATEMENT, CORE BELIEFS, & CORE PRACTICES

Mission

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

What is a Therapeutic School?
Serendipity's therapeutic education model seamlessly blends special education with behavioral and mental health support. The 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 the school program prioritizes identifying and building upon each student's strengths, cultivating new skills to address areas of challenge, and approaching this work in an environment of trust and positive recognition. Serendipity recognizes the following tenets of RE-Education:

- 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
Students come to 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 in order to holistically support the learning, healing, independence, and wellness of every student.

Our Educational Model – Individualized Learning
At Serendipity, assessment and evidence-based instruction are used to teach state standards to each student at their ability level. Teachers and administrators continuously monitor progress for each student and adapt curriculum and instruction to improve students' response to 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 curriculum and instruction to each student's individual learning needs, Serendipity helps students realize success, often for the first time.

Our Treatment Modality – milieu-based care 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/coaching, positive behavioral Interventions and 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. It is important to recognize the potential impacts of trauma on the development, learning, and response to treatment in 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, Serendipity seeks to implement policies and procedures for how services and supports are delivered within the Therapeutic School program that are sensitive to and informed by an understanding of trauma and its impact on students and caregivers.

Serendipity has developed policies and procedures that define and specify how services and supports are delivered to students and caregivers within the 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.

For the full Trauma-Informed Care policy, see Serendipity's website www.serendipitycenter.org under Caregiver Resources.

RIGHTS AND RESPONSIBILITIES

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 by the staff at Serendipity.
- Have personal information treated with confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Equal educational opportunities and freedom from discrimination.
- Collaborate with staff members to make progress on their goals.

Caregivers have the right to:

- Their student receiving a Free and Appropriate Public Education (FAPE) in the least restrictive environment to address their student's learning.
- Be treated with respect by Serendipity staff.
- Access information about their student's educational and mental health needs.
- Participate in planning and decision-making about their student's education.
- Have the confidentiality of their student's personal information respected in accordance with FERPA.
- Express concerns and receive a response from a clinical case manager or other school representative. If necessary, caregivers can convene a meeting to address concerns. Finally, if a caregiver believes that a satisfactory resolution has not been achieved, they can notify the home school district and/or the Oregon Department of Education about any concerns regarding the student's educational experience.
- Their student receiving educational services and mental health care in an environment free of discrimination.
- Have access to Serendipity's clinical staff during a mental health crisis 24 hours a day and 7 days a week for phone support and guidance.

- Receive home-school communication in an understandable form and, upon request, have that communication explained.
- 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 academic, behavioral, and social skills.
- Maintain at least 90% attendance.
- Follow all policies and procedures outlined in the Serendipity Student & Caregiver Handbook.

A caregiver 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.
- Ask questions and notify the student's clinical case manager, teacher, or principal about concerns.
- Ensure that the student maintains at least 90% attendance.
- Participate in meetings discussing the student's progress and planning goals.
- Pick up or arrange for timely transportation in the event the student needs to leave school due to illness or suspension.
- Prepare with all emergency contacts a plan in the event the caregiver is unavailable to support the student in case of emergency.
- Notify the school immediately with changes of address or phone numbers.
- Work with the school's health assistant if the student receives medication at school 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 the student's clinical case manager.

ADMISSIONS
Serendipity utilizes a thoughtful four-part admissions process:

1. A review is conducted of the referral application and corresponding documentation.
2. A screening meeting is scheduled with the district and caregivers 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. The clinical intake is facilitated by a clinical case manager and will include a campus tour for the incoming student and their caregivers.
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 discharge from other 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 and the student's district representative when there are concerns. When a student is absent for consecutive days without informing the school, the school will contact the caregiver and notify the district.

If a student is unable to attend school, the caregiver should call (503) 761-7139 or use ParentSquare to notify the school as soon as possible, preferably before 8:30 am. Absence from school or class will be excused when the student's caregiver informs Serendipity for the reason of the absence. If the caregiver has not notified the school about the student's absence, the caregiver will receive a notification via ParentSquare that the student is not in attendance. 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 students need 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 attendance for any student who develops a pattern of absences.

BENEFITS & RISKS OF THERAPEUTIC SCHOOL PLACEMENT

Students referred by their school district 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. Over time, most students make progress in the areas of challenge that brought them to Serendipity.

While attending Serendipity, students will most likely witness other 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 students in learning new skills to cope with distressing situations. Serendipity believes that crisis is an opportunity for change and supports students in working 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. Caregivers are encouraged to reach out to clinical case managers or the principal if a student needs additional support or if there are on-going concerns in this area.

CHANGE OF ADDRESS

When a student's physical address changes, Serendipity should be informed immediately and, if possible, in advance of the move. If the new address results in a change in the student's home school district, the student must be registered in the new school district. Serendipity's special education coordinator will contact the previous school district and the new school district to facilitate the transfer of special education services between the two districts.

CHILD PROTECTIVE SERVICES (CPS) MANDATORY REPORTING

All staff at Serendipity Center are mandated by law to report suspicions of abuse and neglect. In the event a report is made, Serendipity staff members do not investigate, judge, believe, or disbelieve reports. Serendipity's responsibility is 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 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.

Each student's clinical case manager is available during the school day for coaching, and behavioral counseling depending on the needs of the student. Clinical case managers are responsible for completing Mental Health Assessments on each 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 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 Student Guidelines.

CODE OF CONDUCT
Serendipity's Student Guidelines
Students are responsible for behaving in a way that is safe, respectful, and responsible. Serendipity has developed student guidelines that define how students are expected to behave. The guidelines are as follows:

<u>Be Safe</u>
1. Keep body to self; be 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

<u>Be Respectful</u>
5. Follow staff directions and school rules
6. Practice kindness in words and actions
7. Let others heal and learn

<u>Be Responsible</u>
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.

Students may be disciplined for:
1. Willful disobedience
2. Open defiance of the authority of a school employee
3. Possession or distribution of tobacco, alcohol, drugs and other controlled substances and paraphernalia including vapes, lighters, matches, etc.
4. Use or display of profane or obscene language
5. Willful damage or injury to school property including vandalism and theft
6. Use of threats intimidation, harassment, or coercion
7. Sexual Harassment

8. Bullying or cyberbullying
9. Hazing or menacing
10. Dating violence or domestic violence
11. Assault
12. Intentional attempts, by word or conduct to place a school employee or another student in fear of imminent serious physical injury
13. Possession of a dangerous weapon (any object capable of causing death or serious physical injury)
14. Possession of a list that threatens harm to others
15. Participating in a bias incident or possessing symbols of hate
16. Violation of the Acceptable Use Policy
17. 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 staff and students do not interfere with the neighbors' privacy by walking across their property, loitering, littering, etc.

Serendipity also expects students to show respect to members of the church who are attending church events during the school day. It may be necessary to develop individual plans to support students who struggle with exhibiting appropriate community behaviors.

COMPLAINTS

Serendipity is committed to the following:

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

Serendipity Center strives to provide an environment where all members of the school community feel safe and welcome. Serendipity understands that, at times, students and caregivers may have questions or concerns about various aspects of the school program or other experiences.

Serendipity welcomes any expression of concern. Serendipity staff will listen to concerns brought forward by students and/or caregivers and address these concerns fairly and promptly in order to maintain an inclusive and positive environment.

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

Caregivers are informed of our policies and commitments in this area in the following ways:

1. Serendipity's Student & Caregiver Handbook contains the Rights and Responsibilities of students and caregivers. Caregivers are welcome to schedule visits to the school program. At the caregiver's request, conferences to review progress or discuss concerns will be quickly scheduled.
2. Serendipity's Formal Written Complaint Form can be found on the website, at the bottom of every webpage, in the reception area, in the waiting area, and in the conference rooms. There is also a complaint form included at the end of this handbook.
3. Please visit Serendipity's website under Caregiver Resources for relevant school policies.

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 the 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
- Create and maintain an Education Plan and Profile for each student in 7-12th grades
- 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 caregivers 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 the caller will be contacted by a Serendipity manager or clinical case manager as soon as possible. **This service is for support during a mental health crisis only**. If a student is experiencing a medical emergency or a threat to the safety of people or property, the caregiver should call 911.

DISCIPLINE & DUE PROCESS
When a student demonstrates inappropriate behavior, the school supports the student to change that behavior.
Both collaborative problem solving/coaching and positive behavioral interventions and supports recommend that the most effective response to student misbehavior is to teach a replacement or alternative behavior. Serendipity believes that any behavior is a form of communication and misbehavior occurs because of lacking or lagging skills. Explicit replacement behavior instruction is used to address problem behavior. In addition, school staff members attempt to prevent problem behavior by modifying expectations and the environment and by teaching emotional regulation and social skills. Students' positive behavior and willingness to learn new skills through the Integrated Intervention Model are continually acknowledged.

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. 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,

- the incident is documented.
- communication is established with caregivers of the students involved in the incident.
- a copy of the incident report is sent to the student's team including the referring school district.
- caregivers will be contacted as soon as possible in the event a student is suspended, 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 the student's behavior can be supported as well as time to support any students who were impacted by the incident. A student can be suspended from school for up to 10 cumulative school days during the school year.

For students that are in 5th grade or lower, out-of-school suspensions are limited to:

A. Nonaccidental conduct causing serious physical harm to a student or school employee
B. When a school administrator determines, based on the administrator's observation or on 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 the school can support the student through the Behavior Support Plan (BSP).

Caregivers will always be informed in writing regarding suspension. Every attempt will be made to contact caregivers by phone as well. Students and caregivers have the right to express their concerns with the school's response to the student's behavior. Caregivers may reach out to the student's clinical case manager, the 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 or more serious offense.

Discipline of Students with Disabilities
When a student with a disability engages in behavior that may result in a suspension of more than 10 school days, or when a series of suspensions results in more than 10 cumulative school days of removal, a Manifestation Determination meeting will be held. The purpose of the meeting is to determine whether the behavior was a manifestation of, or directly related to, the student's disability.

If the behavior is determined to be a manifestation of the student's disability, the IEP team will review the student's Behavioral Support Plan (BSP) and revise it as appropriate to ensure that appropriate supports are in place.

If the behavior is determined <u>not</u> to be a manifestation of the student's disability, disciplinary procedures may be applied in the same manner as they are for students without disabilities, consistent with applicable special education requirements.

After a student has accumulated more than 10 school days of suspension, subsequent removals will be reviewed to determine whether additional manifestation determination procedures are required and whether the student's BSP and supports should be reviewed or revised.

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 must not threaten the health or safety of any other student or staff or incite violence.
- Clothing, accessories, or insignia must not promote or identify with any gangs, criminal organization, or illegal activity.

EDUCATION RECORDS

Family Education Rights and Privacy Act (FERPA)

Caregivers can inspect student records within 45 days of a request. When a student turns 18 years old, the rights under FERPA transfer from the guardian to the "eligible student".

Caregivers may ask to amend any records they believe are inaccurate. Serendipity is not required to amend the records but will provide a reason and advise the caregivers of their right to request a hearing.

Serendipity only shares student information with home district personnel, Board members, or consultants. Information may be disclosed if there is a belief that 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 caregiver or legal guardian of the student. Consent is collected during OLR.

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

EMERGENCIES

Emergency Medical Treatment

If a student experiences a significant illness or injury at school, the health assistant or clinical case manager will contact the caregiver and emergency services as necessary. If the school is unable to connect with caregiver, designated emergency contacts will be contacted. Emergency contacts are provided by caregivers as a part of OLR. It is essential that caregivers keep emergency contacts up to date in Synergy.

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 Serendipity's 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
- the early dismissal of students.

Serendipity will contact caregivers immediately after the decision has been made to close school.

Serendipity serves students from as many as 20 public school districts in Oregon and Washington. It is possible that the district will not transport students if it is unsafe to travel in that district's area, but it remains safe to travel at Serendipity's school location.

Serendipity is located in east Multnomah County and frequently has adverse conditions that are not present in other areas. Closure will be based on inclement weather at the campus location.

Serendipity communicates emergency closures in multiple ways:

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

For overnight inclement weather, Serendipity will make every effort to update communication by 6:30 am.

If caregivers believe it is not safe in their area, or have any other safety concerns, they may excuse their student from school that day. If Serendipity is open, caregivers may call and leave a message on the school's voice mail (before 8:00 am) or talk to the school's receptionist after 8:00 am. Serendipity's main office number is 503-761-7139.

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

EQUITY, DIVERSITY, & INCLUSION (EDI)
Serendipity values and teaches students to understand educational equity, diversity, and inclusion. These values are taught 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 during the summer 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, Spring, or Summer Break) and struggles to recoup those skills, the student may be eligible to attend ESY. The student's IEP team, including caregivers, will make the determination regarding ESY eligibility.

EVERY STUDENT BELONGS
In accordance with OAR 581-022-2312, 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, formal written complaint forms are available at the front desk, conference rooms, waiting area, on Serendipity's website, at the end of this handbook, or by request.

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

FAMILY/CAREGIVER EVENTS
Every year Serendipity hosts three family/caregiver teacher conferences and two open houses. Please see the annual school calendar for the dates and times. In addition, caregivers and families will be invited to all events via ParentSquare.

FEES & TUITION
Students are placed at Serendipity by their school districts. As such, there is no tuition cost to caregivers for services provided. Serendipity will provide all necessary 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. Caregivers must provide informed consent for the student to participate in field trips. Informed consent is collected during OLR. All families will be notified before each field trip with information regarding the destination, the departure and arrival times, type of transportation, etc. Caregivers may choose to opt their student out of a school field trip. Students who do not participate in field trips may be at school and will have a pre-arranged plan for their school day.

GRADE REPORTS & GRADING SCALES
Written reports of student progress and attendance in the form of grade reports and IEP progress notes will be issued to caregivers at least four times a year.

Upper School students will receive a progress report every mid-quarter and a report card every quarter. Lower School students will receive a report card every quarter.

Students' overall class grade is weighted on both participation & engagement (40%), and on accuracy & proficiency (60%). The one class that is graded entirely on participation & engagement is Personal Development for Upper School and Social Development Instruction for Lower School. Grades will be entered into Synergy by Friday each week and made available for caregivers to view through ParentVUE. IEP progress notes will be based on assessments and observations designed to measure how much progress the student has made on their annual goals in their 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	50-59	0
NG	0-49	0
N/A		Temporary plan in place

Incomplete (I): If a student earns a final grade between 50-59%, they will receive an Incomplete and have **one** quarter to complete make-up work that will bring up their overall class grade to a minimum of 60%. If within the following quarter, the student does not complete the work needed to raise their grade at or above 60%, the student Incomplete will be changed to NG.

No Grade (NG): If the student did not complete a minimum of 50% 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 that quarter.

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 20-39%
NG	No Grade 0-19%
N/A	Temporary Plan in Place

NOTE: In special and approved circumstances, a student may be placed on an alternative grading scale of Pass/NG.

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	2.5	
Social Science Civics	.5	
Physical Education	1	
Health	1	
World Languages, Arts, Career and Technical Education	3	Credits may come from any of these content areas
Personal Finance	.5	Required for class of 2027
Higher Education & Career Path Skills	.5	Required for class of 2027
Electives	5	Beginning in 2027, 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, although this varies among specific institutions.

Subject	Required Credits	Notes
Language Arts	3	
Mathematics	2	Algebra 1 and above starting with class of 2027
Science	2	
Social Science	2	May include history, civics, geography and economics
Physical Education	1	
Health	1	
World Languages Arts Career and Technical Education	1	
Personal Finance Education	.5	Required for class of 2027
Higher Education and Career Path Skills	.5	Required for class of 2027
Electives	11	11 elective credits required starting with class of 2027
Total	24	

Internships & Community-Based Learning
On occasion, students may have the opportunity to earn credits for graduation by completing internships on campus or through community-based activities. Please contact the student's Special Education Coordinator for more information.

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.

ESY Grading Scale

CR (credit)	20-100%
NC (no credit)	0-19%

- Courses are graded and recorded to student records and transcripts.
- There are no report cards for ESY.
- Upper School – credits are earned towards graduation for Math and Language Arts ONLY.

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 Caregiver Resources for the full policy.

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

Serendipity's health teacher and clinical case managers collaborate to ensure that educational 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 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. Students will be provided with instruction that is trauma informed and aligns with standards at a minimum of twice per year.

Per ORS 336.035, caregivers may request to opt their student out of any portion of the health course during OLR at the beginning of the school year. If a caregiver opts their student out of certain topics, it is recommended that they address those topics at home.

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

Child Abuse Prevention Guidance
At Serendipity, the safety and well-being of every student is a top priority. Serendipity is committed to maintaining a secure and nurturing environment and it is important that caregivers are informed partners in this effort. We want to make sure caregivers understand:

- **What child abuse is**: abuse can be physical, emotional, sexual, or neglectful.
- **Warning signs to watch for:** sudden behavior changes, unexplained injuries, fearfulness, or withdrawal may signal something is wrong.
- **Our procedure**: If a staff member suspects abuse or neglect, they are required by law to report it to Child Protective Services.

Per ORS 336.059 schools are required to inform families about how to prevent and respond to child sex abuse. Should a caregiver want support in talking about this or any health-related topic, they should reach out to the student's clinical case manager. Trauma-informed instruction will be provided for students at a minimum of four times per year on boundaries, healthy relationships, and identification of trusted adults to talk to.

In addition to the required health education standards, there are additional statutes and rules that Serendipity 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 CPR and using automated external defibrillators (AED's).
- Per ORS 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, drug abuse, and opioid/Fentanyl use, Serendipity provides all students prevention instruction annually.

Further guidance and training on Child Abuse Prevention are available at: https://www.d2l.org/

HEALTH SERVICES

Medication Dispensing at School

Serendipity has a full-time health assistant who dispenses all student medication at school. In the event that the health assistant is absent, there are trained substitutes available to step in.

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

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

Caregivers should not send medications to school with their student. Caregivers can bring the medication to the school or send them in with the bus/cab driver (if district transportation policies allow) who will then deliver them directly to school staff. Medication will never be sent home with a student. Caregivers should contact the front desk or the health assistant with any questions regarding medication or procedures.

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

Health Screenings

Serendipity will conduct annual vision and hearing screenings for all students at no cost to families. If caregivers do not want their student to receive a screening, they should notify the school. Results of the screenings will be emailed to caregivers 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. The health assistant or clinical case manager will contact the caregivers before the end of day.

Please see the communicable disease prevention information below for symptoms that require the school to send a student home. If a student's symptoms are not resolving and the school is required to send the student home, caregivers will be notified and asked to pick the student up from school. If the school is unable to connect with caregivers, the school will contact the emergency contacts provided during OLR. Emergency contacts should be kept up to date in Synergy.

Communicable Disease Prevention

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

A student diagnosed with certain 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 the health assistant or by caregiver 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 recommended but not required.
- 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 caregiver 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 caregiver 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 caregiver communicates with the school that a recognized treatment has been initiated.
- Scabies - exclude until effectively treated. The restriction may be removed after the caregiver communicates with the school that a recognized treatment has been initiated.
- Lice - exclude until effectively treated. The restriction may be removed after the caregiver 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.

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.) for 24 hours.
- Cough: May return when symptoms are improving over 24 hours (no cough or cough is well controlled).
- Shortness of breath/difficulty breathing
- Stiff neck or headache with fever: call caregiver 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.
- 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 caregiver 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 caregiver 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, caregivers may decide on the response to student's health concerns.

Caregivers with questions should contact the school health office.

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. Caregivers will be notified of the reason for this exclusion.

Bloodborne Infectious Diseases & Universal Precautions
All Serendipity staff are trained on universal precautions and bloodborne pathogens. 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 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 student or caregiver gives permission for such release. If a student or their caregiver 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.

Serendipity's comprehensive health services plan can be found on our website: www.serendipitycenter.org under Caregiver Resources

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 caregivers.

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 school day throughout the year.

McKINNEY-VENTO ACT
In the event a caregiver and/or student does not have a fixed, regular, or adequate living situation, the student's clinical case manager should be notified. Serendipity staff will collaborate with the home school district and caregiver to ensure school placement.

MEETINGS
At least annually, meetings will be held which request the attendance of caregivers. The following is a glossary of those meetings:

Consent to Abbreviated Day Program
Per Senate Bill 819, district must inform caregivers that Serendipity is defined as an abbreviated day program. Caregivers must sign consent to maintain placement at Serendipity on a schedule required by this law.

Initial Check-in
Review the IEP to make any revisions approximately 4-6 weeks following initial start date. Discussion will include 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 of performance, goals and measurable objectives, services, and placement. Caregivers, 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 caregivers, 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 placement at Serendipity or placement options that may better address a student's current level of need.

ONLINE REGISTRATION (OLR) & ENROLLMENT
OLR and enrollment are done through Serendipity's student information system - Synergy/ParentVue. At each student's intake, the admissions coordinator will guide caregivers through the registration process. The completion of OLR and enrollment is required for Serendipity to confirm a start date.

PERSONAL BELONGINGS & STORAGE
Students and caregivers are encouraged to leave personal items including electronic devices at home and assume full responsibility for any valuables they may bring to school. Personal items that are inappropriate for school will be secured for the duration of the school day. Reasons for regular inspections of storage areas in the classroom might include ensuring prohibited items are not present, maintaining proper sanitation, or reclaiming school property such as instructional materials.

PERSONAL ELECTRONIC DEVICES
In accordance with the State of Oregon Executive Order 25-09, Serendipity students are required to turn in all personal electronic devices upon their arrival at school. They will be secured for the duration of the school day and returned to the student just prior to their dismissal.

For the purpose of this policy, "personal electronic device" is defined as any portable, electrically powered device that is capable of:

- Making and receiving calls
- Making and receiving texts
- Accessing the Internet independently from the school's network infrastructure

Serendipity staff will support each student in meeting these expectations, and are committed to thoroughly teaching, practicing, and reinforcing them. Serendipity will provide school-owned mp3 players as well as iPads to use for a variety of reasons including coping strategies for emotional regulation.

In any instance requiring emergency communication with a student, Serendipity staff will immediately assist the student or a caregiver with that situation by using a school telephone. All classrooms are equipped with a landline.

Lower School Student Device Guidelines

- All Lower School students will turn in their electronic devices to a designated staff member upon arrival in the building.
- That staff member will secure all devices in a locked cabinet where they will remain for the duration of the school day.
- At the end of the school day, electronic devices will be distributed to each student just prior to dismissal.
- Students will not have access to their devices during the school day but may request the use of an mp3 player or tablet/Chromebook as a coping strategy during the day. They will also have access to a landline telephone if they need to make a call to a caregiver during the school day.

Upper School Student Device Guidelines
Every student will be assigned a personal Yondr Pouch – while the Yondr Pouch is school property, each student is expected to keep it in good working condition.

- Upon arrival, students will turn their phone or electronic device on airplane mode or power the device off.
- Students will place their device(s) inside their pouch and secure it in the presence of school staff.

- Students will store their pouch in their backpack or in the pouch holder in the curriculum closet for the duration of the school day.
- At dismissal, students will unlock their pouch, remove their device, and return the pouch to a staff member.
- Students will not have access to their devices during the school day but may request the use of an Mp3 player or tablet/Chromebook as a coping strategy during the day. They will also have access to a landline telephone if they need to make a call to a caregiver during the school day.

Students arriving late or leaving early will "pouch/unpouch" their device at the reception desk.

If a student is unable to comply with these expectations, the following steps will be taken:

1. The first day a student refuses to turn in/lock their phone, they will be reminded of this policy and encouraged to meet the expectation by their teacher or their program assistant.
2. On the second day, the student's case manager will call the caregiver and communicate the concerns regarding the student's refusal to comply with the policy.
3. On the third day, an administrator will call home and ask the caregiver to pick up the phone.
4. If a student continues to have a difficult time complying with the policy, the case manager will schedule a meeting with the caregiver, a Serendipity administrator, the student, and the student's teacher to resolve the issue.

PERSONAL HYGIENE

Proper personal hygiene is important. It promotes self-esteem and allows for a comfortable learning environment. Students should arrive at school with clean, fresh clothing, showered body, washed hair, and brushed teeth. Students may be asked in a private, tactful manner to attend to those items at school if necessary. If, for any reason, a student is having difficulty complying with these hygiene rules, caregivers may notify the student's clinical case manager for support at school.
Shower and laundry facilities are available for student use, should the need arise. Serendipity also has a closet of clothing items in various sizes that students may wear if it becomes necessary to launder or change clothing during the school day.
Students should avoid using products with strong fragrances, so odors do not impact the learning environment.

PROFESSIONAL DEVELOPMENT DAYS

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

All Professional Development days are indicated on Serendipity's school calendar for caregivers' reference.

PROTECTION OF PUPILS RIGHTS AMMENDMENT (PPRA)

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

- 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 Caregiver 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 releases and/or yearbook photos are collected during OLR.

RESTRAINT & SECLUSION
Serendipity has invested in multiple training programs that equip staff with skills in de-escalation strategies with students before, during, and after crises. This training ensures student safety in adherence to Oregon law when and if restraint and seclusion are required to mitigate substantial or serious risk of injury. If a student poses an imminent threat to self or others requiring restraint and/or seclusion, caregivers and school district will be notified by the end of the day.

Restraint
Trainers certified by the Crisis Prevention Institute (CPI) train all Serendipity staff in Non-Violent Crisis Intervention. Serendipity requires all program staff to be trained in CPI as near to their hire date as logistically possible but does not prohibit staff from supporting students before this training is completed.
When completed, this training:

- Prepares staff with the skills and confidence needed to safely use physical interventions that meet Oregon statutes.
- Ensures that staff members can safely conduct crisis interventions.
- Provides training in principles that lead to better decision-making

Seclusion
Seclusion rooms are designed to remove stimulation from the student's environment and in turn, allow them to self-regulate. Like restraint, it may become necessary in emergency situations to seclude a student to prevent serious 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.

Ukeru
Ukeru is a national research-driven intervention program that offers an alternative to coercive behavior techniques. Ukeru is a restraint-free program that combines hands-on training, theoretical concepts, practical tools, and specialized equipment to safely manage and diffuse crises. Trainers certified by Ukeru Systems train all Serendipity program staff as near to their hire date as logistically possible, but Serendipity does not prohibit staff from supporting students before this training is completed.
The following practices are prohibited:

- The use of Ukeru pads or other objects to push a student
- The use of Ukeru pads or other objects/furniture to seclude or confine a student alone in a space
- Allowing students to hold Ukeru pads while others hit the pad

Debriefing
Caregivers 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 will be emailed and/or mailed written documentation within 24 hours. Caregivers and districts will be invited to participate in a debriefing meeting with the student team 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
Monday, Tuesday, Thursday, Friday
8:25 am – 2:20 pm

Wednesday
8:25 am – 1:00 pm

In order to provide specially designed instruction to meet each of our student's unique learning needs, school staff have designated time between 7:45 am - 8:15 am to prepare and plan. Students should not arrive before 8:15 am, so that unstructured time is reduced and student behavior can be supported.

SEARCHES
Serendipity Center is committed to maintaining a safe and supportive learning environment for all students. In some situations, staff may need to search a student's belongings, school property, or other items when there is a reasonable belief that a student may have an item that violates school rules, could be unsafe, or may disrupt learning.
Any search will be limited to what is reasonably necessary to address the concern. Staff will not conduct searches that are unrelated to the reason for the search.
A student may be placed on a temporary search protocol when:

- The student has made a threat of violence.
- Staff have reason to believe the student may have an item that could be dangerous to themselves or others.
- Staff have reason to believe the student possesses contraband or other prohibited items that may be unsafe or disruptive to the school environment.

When a search protocol is put in place, the student's caregiver will be notified. Any prohibited or inappropriate items found during a search may be confiscated and returned to the caregiver, given back to the rightful owner, or otherwise disposed of as appropriate.
Staff members may also conduct a search when they have reasonable information that a student may have a prohibited or potentially dangerous item. Caregivers will be informed, and the search will be documented.
For safety reasons, any student who leaves campus without permission and is unsupervised by Serendipity Center staff while off campus will be required to complete a search before returning to school activities that same day.

SIGN-IN AND 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 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 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.

SCHOOL IMPROVEMENT PLAN
A school improvement plan serves as a blueprint for progress, helping schools identify strengths and areas needing improvement. The primary purpose of an SIP is to align the school's values, resources, and daily operations with its educational goals. It ensures that everyone in the school

community understands the priorities and initiatives, allowing for focused efforts on high-impact goals. Serendipity Center creates an annual SIP that is aligned with the agency's strategic plan. As a part of campus improvement planning, collaboration among various stakeholders (Board members, community members, staff, caregivers) ensures a shared vision and commitment to accountability and improvement. Caregivers and family members are encouraged to consider being a part of the SIP Committee. For more information or to volunteer for this important work, please reach out to the building Principal.

STATEWIDE ASSESSMENTS

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

Serendipity will notify caregivers on an annual basis regarding their right to opt their student out of statewide assessments.

STUDENT GROUPS

Serendipity hosts a variety of student groups during the school day 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 and support to students about recognizing and responding to the warning signs of suicide, using coping skills, and accessing support from trusted adults. Program staff are trained annually on suicide prevention and if they become aware of a student's suicidal ideation, they will inform that student's clinical case manager.

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

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

SYNERGY & CAREGIVER COMMUNICATION

Edupoint – Synergy Education Platform

Synergy is Serendipity's student information system education platform. Synergy is a system that is used to manage student information, teaching and learning solutions, and special education. Synergy meets and complies with state and federal requirement and regulations. Edupoint is SOC2 certified, and data is safeguarded throughout Synergy with full field-level security and protections at the database and application levels. Synergy is compliant with FERPA and HIPAA.

ParentVUE

The Synergy ParentVUE portal gives caregivers web and mobile access to grades, assignments, student documents, health information, attendance, special education, OLR, class schedules, graduation requirements, and more. The ParentVUE portal allows caregivers to stay connected and up to date on the students' education and information.

ParentSquare

ParentSquare is a unified communication platform that supports the entire school community to stay informed, engaged, and involved in their student's success. Serendipity utilizes urgent and smart alerts, mass notifications, automated notices, attendance alerts with direct response

capabilities, emails, robo-calls, emergency closures, school and events calendars, document delivery, direct messaging with the school, classroom communication, school newsletters, and more.

TECHNOLOGY USE

Acceptable Use Policy (AUP)

Serendipity's Acceptable Use Policy (AUP) outlines the responsible and appropriate use of Serendipity's information technology resources by students. By adhering to this policy, students contribute to maintaining a secure, respectful, and productive digital environment.

By enrolling at Serendipity, students and caregivers are acknowledging and agreeing to Serendipity's Terms of Use and Privacy Notice regarding the school's online learning systems. These systems are utilized to teach core academic areas. Caregivers should reach out to their student's case manager if they believe an online activity may be inappropriate for their 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. Caregivers should reach out to their student's teacher or clinical case manager with any questions or concerns.

Privacy

This policy aligns with compliance requirements including the Family Educational Rights and Privacy Act (FERPA), National Institute of Standards and Technology Cybersecurity Framework (NIST-CSF), and the Health Insurance Portability and Accountability Act (HIPAA). 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.

Acceptable Use Guidelines

Data Protection

- Students must respect the privacy and confidentiality of their own and others' personal information in compliance with FERPA, and other applicable regulations.
- Sensitive information must not be shared or distributed without proper authorization.

Device Usage

- Students are responsible for using school provided devices and resources for educational purposes only.
- Students must comply with Serendipity's Personal Electronic Device policy (p.22) and adhere to security standards and guidelines.

Prohibited Usage

- Students are prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing profane disruption, or harassing. Defamatory statements are prohibited, and individuals are personally responsible for the legal consequences of such statements.
- Nothing in this policy should be interpreted as limiting a student's right to engage in legally protected speech or other activity.
- Students are prohibited from engaging in any activity that is illegal under local, state, federal, or international law while using Serendipity-owned resources.

Examples of Unacceptable Use:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other

intellectual property, or similar laws or regulations including but not limited to, the installation or distributions of "pirated" or other software products that are not appropriately licensed for use by Serendipity
- Unauthorized copying of copyrighted material including but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Serendipity or the end user does not have an active license, is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
- Introduction of a malicious program into the network or server (e.g. viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a Serendipity computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from a Serendipity account.

Internet Safety
- Students should use the internet responsibly, avoiding inappropriate or harmful content
- Social media use should align with school policies and ethical behavior.

Communication
- Email and communication platforms must be used respectfully and appropriately.
- Cyberbullying, harassment, or any malicious activity is strictly prohibited.

Password and Account Security
- Students must maintain the security of their accounts by using strong, unique passwords, and not sharing them with others.
- Multifactor authentication (MFA) should be used where available.

Academic Integrity
- Students must not engage in plagiarism, cheating, or unauthorized access to academic materials.

Reporting Concerns
- Students should report any suspicious or inappropriate online activities to a teacher, case manager, or designated authority.

Sanctions of Non-Compliance
- Violations of this Student Acceptable Use Policy may result in disciplinary actions in line with school policies and procedures.

Instructional Technology

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.

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 students are using Serendipity's instructional technology.
- Students may not use staff computers.
- Personal devices are not to be connected to Serendipity's network.
- 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 caregiver 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 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 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 Caregiver Resources for the full policy.

Any questions or concerns relating to this policy can be addressed to Serendipity's 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 the student'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. The school district should be contacted for their transportation policy and student expectations for riding transportation.

VEHICLES ON CAMPUS
Students are not permitted to drive any motor vehicle to school or park on school property. This policy is in place to ensure the

safety of all students and staff, manage traffic on campus, and maintain an organized drop-off and pick-up process.

VISITORS
Caregivers and other visitors are encouraged to visit Serendipity. Serendipity provides several family events in which everyone is encouraged to participate, including open houses, Caregiver/teacher conferences, award ceremonies and special events such as the yearly talent show and graduation ceremony. Notices will be sent out in advance for all scheduled events.

Due to safety concerns, confidentiality, and consistency, visits with students in the program must be arranged through a case manager and are limited to 30 minutes or less. All visitors must sign in at the front desk where they will be issued a visitor badge.

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

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, volunteers are not typically placed in the classrooms. However, caregivers are encouraged to join students on field trips as chaperones. There are also opportunities to volunteer in the Growing Mind Garden. Per ORS 326.607, all volunteers must be cleared through a background check prior to participating in a field trip. If a caregiver is interested in submitting to a background check, they should contact the student's clinical case manager. Background checks can take up to several months to be cleared so caregivers and volunteers should plan accordingly.

COMPLAINT/CONCERN FORM

Serendipity Center strives to provide an environment where all members of our community feel safe and welcome. Serendipity understands that at times, students and/or caregivers 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/or caregivers 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

Formal Written Complaint Form

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?

Formal Written Complaint Form

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