



Corvallis School District 509J is an educational institution providing mental health and educational services and is duly governed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Parents have a basic right to have all information held private to the standard of FERPA rights. Student records will be governed by HIPAA if they receive the following services:

- Individual Therapy
- Family Therapy
- Mental Health Case Management
- Mental Health Skills Training

Under these circumstances, district mental health and wellness staff will be required, consistent with community standards of practice, to author, review and maintain documentation related to treatment and may receive information relevant to a student's treatment from other agencies. Written documentation will be contained in the district's electronic health record which can only be accessed by mental health and wellness staff who have an appropriate need to know. Access to this record is limited and tracked by the user to ensure privacy. All of the following records will be kept within this record and will not subject to disclosure without permission:

- Formal mental health assessments;
- Mental health treatment plans;
- Therapy services notes;
- Skills training notes; and
- Records delivered from other agencies relevant to the treatment process.

These records will not be kept within a student's educational record. Mental health and wellness staff will continue to coordinate with school staff to ensure the highest standard of care for students. Families will be asked, when services begin about cross sharing of information, and be provided with this notice. The following types of information will not be disclosed in part or whole without consent of the student or their legal guardian:

- Diagnoses;
- Family history of health conditions;
- Trauma related information or any history of abuse;
- History of student or family substance use;
- Legal status related to a history of criminal offense or immigration; or
- Information and details used to develop a risk evaluation.

Mental Health and Wellness staff may discuss the following unless explicitly requested not to do so:

- Treatment plan goals;
- General evaluation of progress in treatment;
- Options or suggestions with the goal of improving the educational environment;
- Safety plans or risk evaluation outcomes and recommendations (without details); and
- Information related to the impact of a student's mental health that could result in their eligibility for specialized education or 504 plans to allow them to access a free and appropriate public education.



A student or their legal guardian may request information be further limited with the understanding that this may limit the positive effects of the overall treatment services offered by mental health and wellness staff. Please initial below to indicate your understanding of information sharing within the district operations:

 I DO CONSENT for the Mental Health and Wellness Program to share information within the district.

 I DO NOT CONSENT for the following information to be shared within the school district:

- Treatment Plan Goals
- General Evaluation of progress in treatment
- Safety Plans/Risk evaluations
- Options and suggestions for the educational environment
- Other (please specify):

Unless otherwise noted, all records will be kept private and confidential without specifically indicated release of information. All Corvallis School District Staff are mandated reporters related to child abuse and neglect. Signing below indicated receipt and agreement with these privacy practices.

X _____
Student Signature (if minor and older than 14)

Date Signed

X _____
Parent/Guardian Signature (Required for students under age 14)

Date Signed

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding discrimination: Rynda Gregory, Human Resources Administrator and Title IX Coordinator: rynda.gregory@corvallis.k12.or.us, 971-217-6309; Melissa Harder, Assistant Superintendent and Title II Oversight: melissa.harder@corvallis.k12.or.us; Sabrina Wood, Special Education Coordinator and ADA Title II Complaints: sabrina.wood@corvallis.k12.or.us