

# **DRIFTWOOD PARENT-STUDENT HANDBOOK**

2025-2026 SCHOOL YEAR

## **PORT ORFORD/LANGLOIS 2CJ BOARD OF DIRECTORS**

Korinn Hockett – Chair

Angel Ashdown -Vice Chair

Robert Brown

Judy Miles

Carol Hacherl

Aaron Miller, Superintendent

Tara Garratt, Business Manager

Stephanie Griffith, Executive Assistant

## **2CJ MISSION STATEMENT**

The District will provide ALL students with curriculum and programs to enable them to be proficient and to allow them to excel as ethical, responsible, and successful members of a global society.

## **DRIFTWOOD SCHOOL**

1210 Oregon Street

P.O.Box 8

Port Orford, OR 97465

Phone: (541) 332-2712 Fax: (541) 332-0190

Website: [www.2cj.com](http://www.2cj.com)

Lisa Wendel , Principal      Shanthi Wood , Office Manager

## **OFFICE HOURS**

7:30 a.m. to 4:00 p.m. (Monday –  
Friday) Closed Holidays

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## **PRINCIPAL'S GREETING**

Welcome to Driftwood School. We are excited to partner with you as we begin another exciting school year. We continue our commitment to working with you, our families, to provide the best possible education for your students. Our motto and maxims have changed: As a staff we are here to help our students, **“Navigate Challenges With Grace, Chart Their Course To Prepare For Their Futures and Anchor Themselves In Our Community”**

Our goal is to provide an education and the opportunities for our students to be life ready and reach their full potential.

Once again, welcome!!!

Lisa Wendel

Principal

Office (541) 332-2712

E-mail [lisa.wendel@2cj.k12.or.us](mailto:lisa.wendel@2cj.k12.or.us)

## **PREFACE**

Port Orford-Langlois School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

The Superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

## DRIFTWOOD SCHOOL STAFF

<b><u>Licensed:</u></b>	<b><u>Position</u></b>	<b><u>E-mail</u></b>
Ashley Jones	Counselor	<a href="mailto:ashley.jones@2cj.k12.or.us">ashley.jones@2cj.k12.or.us</a>
Teal Fleming	Kindergarten	<a href="mailto:teal.fleming@2cj.k12.or.us">teal.fleming@2cj.k12.or.us</a>
Dixi Howard	Grade 1	<a href="mailto:dixi.howard@2cj.k12.or.us">dixi.howard@2cj.k12.or.us</a>
Rachelle Lamon	Grade 2	<a href="mailto:rachelle.lamon@2cj.k12.or.us">rachelle.lamon@2cj.k12.or.us</a>
Kathleen McDade	Grade 3	<a href="mailto:kathleen.mcdade@2cj.k12.or.us">kathleen.mcdade@2cj.k12.or.us</a>
Stephanie Edwards	Grade 4	<a href="mailto:stephanie.edwards@2cj.k12.or.us">stephanie.edwards@2cj.k12.or.us</a>
Nancy Windholz	Grade 5	<a href="mailto:nancy.windholz@2cj.k12.or.us">nancy.windholz@2cj.k12.or.us</a>
Leila Thompson	Grade 6	<a href="mailto:leila.thompson@2cj.k12.or.us">leila.thompson@2cj.k12.or.us</a>
Bonita Stout	Resource Room	<a href="mailto:bonita.stout@2cj.k12.or.us">bonita.stout@2cj.k12.or.us</a>
Donna Johannesmeyer	Title 1	<a href="mailto:donna.johannesmeyer@2cj.k12.or.us">donna.johannesmeyer@2cj.k12.or.us</a>
Jessica Dupree	K-6 Art	<a href="mailto:jessica.dupree@2cj.k12.or.us">jessica.dupree@2cj.k12.or.us</a>
Garth Gant	K-6 PE	<a href="mailto:garth.gant@2cj.k12.or.us">garth.gant@2cj.k12.or.us</a>

### **Classified:**

Shanthi Wood	Office Manager	<a href="mailto:shanthi.wood@2cj.k12.or.us">shanthi.wood@2cj.k12.or.us</a>
Autumn Mays	Paraprofessional	
Lauren Courtier	Paraprofessional	
Barbara Ellis	Paraprofessional	
Poly VanBlaricom	Paraprofessional	
Heather Valentine	Paraprofessional	
Juliane Lau	Paraprofessional	
Rhinda Reed	Paraprofessional	
Michele Leonard	Paraprofessional	
Jackie Seagrave	Custodian	
Lyle Keeler	Maintenance	

## **CONTACT US**

Email by using their [firstname.lastname@2cj.k12.or.us](mailto:firstname.lastname@2cj.k12.or.us).

When emailing staff:

- Remember that email is **not** confidential.
- Be concise.
- If the concern is lengthy or involved, please request a conference.

Phone: All teachers can be contacted by phone by calling the school office at (541) 332-2712. Unless it is an emergency, classroom phones will not be answered during instructional times.

We ask that if any parent/guardian wish to meet with the teacher in person, please make an appointment through our front office with **24 hours notice**.

Teachers are unable to meet from 7:50 am – 2:50 pm unless an appointment is made

## **EMERGENCY CLOSURE**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as deemed appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students. We will do our best to notify parents of these situations and local radio will broadcast timely school information. This is posted on the district website and our Facebook page. We will utilize local media in the event of emergency closure. This will include radio stations 107.3 or 107.7 (KACW FM) and 94.9 (KOOS FM), and local TV, KCBY Coos Bay or KOB Medford.

**We will also be using REMIND for emergency communication. Please sign up at the office for this service.**

## **DISTRICT/SCHOOL WEBSITE AND FACEBOOK**

Go to [www.2cj.com](http://www.2cj.com) to view the district website. There is information about the district, calendars, menus, school news, and much more. Please also like us on Facebook to get up to date information about the happenings at our school!!!

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others:

1. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to the student's education records;
6. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## **STUDENT CODE OF CONDUCT**

Students are responsible for conducting themselves properly in accordance with the policies of the district and lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and laws.

The district has the authority and control over a student at any school – related activity, during the regular school day, regardless of time and location, and while being transported in district provided transportation. Students will be subject to discipline including loss of privileges, detention, suspension, expulsion, and/or referral to law enforcement officials as deemed appropriate by school administration.

## **TIME TO LEARN AND DEFINING DISCIPLINE**

**“WE CARE TOO MUCH TO LET PROBLEM BEHAVIOR INTERFERE WITH LEARNING.”**

Students learn best when they feel safe and respected at school.

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Here are beliefs related to discipline at Driftwood:

*We believe providing discipline and boundaries is a way for us to care for our students.*

*Students don't care how much you know until they know how much you care.*

*Every discipline is an opportunity to teach expected behavior.*

*Expected behavior must be communicated, taught, and modeled throughout the school year.*

*Parents have a responsibility to ensure their child's behaviors do not take away from a safe, orderly, and academically productive learning environment of others.*

## **COMMUNICABLE ILLNESSES**

Students with certain illnesses are not permitted to attend school while contagious. This includes but is not limited to, chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, rubella, staph/strep infections, tuberculosis, conjunctivitis, COVID 19, RSV and the Flu.

Call the school office if you have concerns or questions.

## **IMMUNIZATIONS**

Students enrolling in Oregon schools must have been immunized for certain diseases. Parents must submit documentation showing their child has had the required immunizations or proof that they have followed the proper protocol for exemption as set forth by the state of Oregon.

**School administrators are required by Oregon law to deny admission to children who have not been immunized or whose parents/guardians have not shown proof of the exemption protocol by the statewide exemption date, which is set by the Oregon Health Authority each year.**

Parents with questions should contact the office, the Curry County Health Department at 541-247-3377 or go to [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption) for new immunization laws.

## **MEDICATION AT SCHOOL**

A student who take prescription and/or over-the-counter medication during the school day **must** bring the medicine and a written request to administer medication signed by his/her parent to the office. For over-the-counter medicine, the request must include the parent/physician's written instructions, dosage, time interval, and method of administration. All prescription medication **must** be in its original container, and the container label must clearly show the student's and physician's names, and instructions. Parents must deliver all medicines to the school. Students may not bring their own medications. At the end of the school year, parents are expected to pick up prescription medication at the office.

Written permission must be given for students to be administered tylenol/ibuprofen pain relievers and herbal cough drops. All medication will be taken in the school office under supervision of office staff.

## **TITLE 1**

Driftwood has Title I programs in place that serve all of the students in our school. Our district receives federal grant money that is used for supplies and personnel to provide students with supplemental instruction focused on reading and math.

Federal law now allows parents to ask for certain information about the adults working with your children, and requires the district to respond in a timely manner. Parents may request information about the professional qualifications of classroom teachers. This could include information about the teacher's licensing for grade levels taught and whether the teacher is teaching under an emergency or provisional status. Parents may request what baccalaureate degree and other graduate certification is held by the teacher and subject area, if any, of the certification or degree. Parents can also learn whether their child is being provided service by a paraprofessional (instructional assistant) and if so, their qualifications.

## **ATTENDANCE**

It is a requirement of Oregon School Law (ORS339.010) that children between the ages of 7-18 regularly attend school. Research shows excessive absences have a negative effect on grades and learning. Absences cause students to fall behind in completion of required coursework. Participation in class discussion, lectures, group projects, audio video presentations, and demonstrations are required activities, which often cannot be made up outside the classroom. Regular attendance contributes to the academic success of students. Punctual and regular attendance is a learned function necessary in coping with life.

In Oregon, if a student is absent for ***10 consecutive school days***, schools are required by state law to ***unenroll*** the student from active enrollment regardless of the reason for the absence. Once the student returns to school they must be re-enrolled.

A student is considered a "regular attender" if they attend school more than 90% of their enrolled days. The Oregon Department of Education (ODE) defines chronic absenteeism as missing 10% or more of school days.

An excused absence includes: Illness, family emergency, medical/court appointment, Disability/religious/ethnic reasons for some activities or parts of the curriculum. To be missed. Absences without valid reasons: This includes family vacations or personal business, unless pre-arranged 48 hours in advance.

## **ARRIVING AT DRIFTWOOD**

**Students are not to be on campus prior to 7:45 a.m. Monday through Friday.** Supervision is not available until then. Students are to go to the cafeteria when entering the building for breakfast. When finished eating, students are to go directly to their classrooms by 8:00.

The students who ride buses will be allowed to enter through the bus door. Students who are dropped off or walk to school will enter through the front door. No students will enter through playground doors.

**It cannot be stressed enough how important it is that students are at school on time, both to ensure the maximum benefits of school, and to prevent disruption of the class.**

## **DISMISSAL**

If your child is not riding the bus, please make arrangements to have him/her picked up promptly at the designated dismissal time. Dismissal begins with Kindergarten at 2:30PM and ends with 6th grade at 2:45PM .

**If waiting for your child, please wait on the front lawn of Driftwood.**

Parents will not be allowed to enter the building to wait for their student.

## **LUNCH**

At Driftwood, lunch behavior expectations are as follows:

- Follow adult directions.
- Sit on your bottom while eating.
- Inside voices in the line and at the tables.
- Manners and courtesy practiced at all times.
- Clean up your messes.
- Hands, feet and objects to yourself.

## **SCHOOL MEALS**

Breakfast and hot lunches are available every day. Menus are sent home each month, available in the school and online [www.2cj.com](http://www.2cj.com).

Driftwood has a “closed campus”, and students are not allowed to leave the school campus unless escorted by an adult. **Once a student is on school property, which includes school buses, they cannot leave without permission from the administration.**

School breakfast and lunch will be free to all students for the 2025-2026 school year.

Students may receive the full meal, which includes one milk, at no cost. Any extra milk will be charged to the student.

## **Candy/Gum/Beverages**

For sanitary and clean up concerns chewing gum is **not** allowed at school.

Candy is permitted in ***small amounts*** as part of cold lunch (not to be shared with other students).

**Do not bring Pop/soda/carbonated beverages or energy drinks to school.**

## **SCHOOL PHONE USE**

**Phones are for school business only.** Due to the volume of calls and limited phone lines, student usage of phones is for extremely important or emergency situations. If a student has an emergency they may come to the office and ***the office manager will call home and relay messages for them.*** Parents are asked to make afterschool arrangements with their children before they leave home.

## **COMPUTERS AND INTERNET**

Driftwood works to have a one to one ratio of computers to students in each classroom. This allows teachers to spend instruction time teaching computer skills, keyboarding, email, and internet use.

We take every precaution to protect students from material on the internet that could be considered inappropriate or objectionable, and we feel the educational benefits far outweigh any risk.

Along with this educational opportunity also comes responsibility. It is important that parents and students read and discuss the Internet Safety Policy. This permission form is given to parents at the beginning of the school year.

(Board Policy IIBGA-AR)

## **Electronic Devices**

Devices that allow students to photograph, make calls, texts or message others such as cell phones, Smart Watches and other similar items are not permitted to be used during the school day. Students who carry these items to school must ensure that the device is powered off and secured in a backpack, locker or left with the office.

**The school takes no responsibility for lost or damaged personal devices. Students bring these to school at their own risk.**

Students may **not** take photos during school hours as per district policy JFCEB.

Violation of this policy will result in confiscation of the electronics to be returned only to the parent. Upon the 3rd violation, a student will not be permitted to have devices with them (left at home or locked in the office).

**Parents, please call the school office if you need to communicate with your student.**

## **VISITORS TO DRIFTWOOD**

Driftwood welcomes visitors to our school to help provide an enriching learning environment in classrooms through volunteering under the direction of our teachers.

**ALL visitors are required to sign in and out at the office and wear visitor identification while in the school. *Even if a parent is well-known to school staff, he/she must follow this procedure. This policy is part of the district's effort to keep our schools safe.***

Classroom observations or visitations should be scheduled at least 48 hours in advance with permission from both the teacher and principal. **Visitors are to refrain from participating in the class activity unless invited to do so by the teacher.**

**We will not allow any non-school personnel on the playground or in our cafeterias during school hours without the permission of the building principal.**

**Before school starts and after school ends, unless given permission by school administration, parents/guardians will not be allowed in the building.**

It is expected that if a visitor has symptoms of any illness that they will not visit Driftwood

Office personnel reserve the right to deny entry to Driftwood if we see any symptoms of illness.

## **STUDENT VISITORS**

For the 2025-2026 school year, student visitors will be allowed on a very limited basis with permission of the principal.

## **PETS AT SCHOOL**

Animals may not be brought to school or school sponsored events without prior approval from the principal and may not be transported by school bus.

## **PROGRESS REPORTS AND REPORT CARDS**

Communication between families and teachers is imperative to student success.

Progress reports and report cards will be distributed at parent teacher conferences after the 1st and 3rd quarters and mailed home after the 2nd and 4th quarters. \*Grades and completed assignments are an important part of athletics and activities. Students must pass all classes. Behavior can also impact participation.

## **PARENT TEACHER CONFERENCE**

A conference provides for productive two-way communication that can set the stage for a great school year. Parents who are concerned can schedule a conference at any time during the year by calling the teacher or using email.

Driftwood schedules conferences in both the fall and spring. Please be sure to attend both conferences.

Conference tips:

- Before the conference, spend a few minutes talking with your child about things he or she likes and doesn't like, problems or concerns.
- Prepare some questions in advance. These could be about subjects, homework, assignments, or how you can help at home.
- Share things about your child, like favorite subjects, outside interests/hobbies, medical/health needs, or other concerns.
- At the conference keep an open mind. The teacher shares your wishes for your child's success, and the goal is a partnership. Ask to see your child's work. Ask for explanations of anything you don't understand. If necessary, ask to meet again. After the conference, follow up. Stay in touch with the teacher, and if you think of a question you forgot to ask, write a note or call.
- Know what the expectations are for your child's success.

**Parents should notify the front office at least 5 days in advance if they need a translator for the conference.**

Parents or teachers may request that a third party join the conference, and it is helpful to inform the conference participants in advance. If any participant feels that a conference is threatening, an administrator will join the conference. If an administrator is not available, the teacher will terminate the conference and an administrator will contact the parent to arrange a follow-up conference at a later date.

## **Educational Support Programs**

SMART Reading is available for elementary students in grades K - 3. Students are selected by their teacher to participate. SMART is a volunteer program.

Title 1 is a K-8 program providing reading and math interventions in small groups run by district staff. Students are placed in groups based on their mastery of literacy and math skills and are exited when they meet their grade level benchmarks.

## **SPECIAL PROGRAMS**

Sometimes the student may require special education and related services because of a disability that adversely affects his or her ability to learn. Parents and teachers can refer students for evaluation of needs.

Services for talented and gifted students are provided upon determination of eligibility through district procedures.

We ask that if parents/guardians have forms that teachers must fill out that discuss student behaviors and/or health during school hours to please contact Bonita Stout, Special Services Coordinator, to help facilitate this process.

## **LOST AND FOUND**

Any items found at school should be turned in to the office for placement in lost and found. Your student's name should be on articles of clothing, school supplies, or other possessions brought from home, then found items can be returned to the owner.

The school assumes no responsibility for a child's personal belongings beyond teaching responsibility and honesty.

Students are urged to check with the office for lost articles. Clothing items left unclaimed at the end of the school year will be donated.

## **PERSONAL ITEMS FROM HOME**

Students should not bring personal items from home ***unless they are cleared by the teacher, and are for educational purposes.***

The school takes no responsibility for lost or damaged personal items. Students bring personal items at their own risk.

## **SCHOOL CLOTHING**

2CJ Board Policy [JFCA] was adopted to ensure students' dress and grooming does not cause:

- Disruption or interference with the classroom learning environment
- Threat to the health and/or safety of the student concerned or of other students

The following are guidelines for dress and grooming at Driftwood Elementary and at school activities:

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Students must wear clothing that cover areas from one armpit across to the other. All shirts must have straps on the shoulder that are larger than 1" in width. Clothing should cover the student's body including the midriff. Shorts and skirts are to be no shorter than 2" above the knee.
3. Pants that have holes in them are allowed; however, students must wear clothing underneath the pants covering exposed skin under the pants if the holes are more than 2" above the knee.
4. Undergarments are required and must not be visible.
5. Clothing deemed to be gang-related or that could be considered a weapon is not acceptable.
6. Sunglasses, unless prescribed by a physician or optometrist, are not acceptable inside the building at any time. Prescription must be on file with the front office.
7. Clothing with profanity and implication of imprints that pertain to alcohol, tobacco, drugs, sexual implication, or obscene/questionable logos may not be worn to school.
8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. Due to safety concerns, soft soled shoes/slippers may not be worn. Students attend PE daily, **wearing sneakers is highly recommended**
10. Head coverings such as hoodies, hats etc. are not to be worn in the school building. This ensures that students are not using earbuds, and allows them to maintain unobstructed eye contact with staff more easily. Eye contact is important to the teaching/learning process. Removal of hats in a public building is a respectful courtesy. Additionally, head coverings can be related to gang activity.
11. Students on field trips or other school sponsored events are expected to follow

dress guidelines as directed by the teacher. Students involved in sports or other voluntary activities may be required to meet additional dress and grooming standards.

***The administration reserves the right to determine if dress and/or grooming is inappropriate. In the event of an infringement of the dress code, parents will be called to bring appropriate clothing.***

## **DISPLAYS OF AFFECTION**

It is normal for elementary school students to be attracted to each other, and we certainly encourage friendships among all students. We feel that our students are not ready for affectionate relationships with another boy or girl, and that school is not the appropriate place for intimate gestures.

Hand holding, kissing, hugging or other physical displays of affection are not allowed at school or school functions.

## **BULLYING AND HARASSMENT**

At Driftwood, we do not allow hurtful, mean, or threatening words and/or actions at our school.

With that being said, there is a difference between being rude, being mean, and being a bully.

***The 5 facets of bullying are:***

1. Targeted
2. One – sided (once the target engages, it becomes a conflict)
3. Over time (we consider three or more incidents, not in the same day)
4. Power differential (size, gender, social, etc.)
5. After adult intervention (usually, after the PRINCIPAL intervention)

Bullying must be documented actions, not hearsay. Acts of bullying may result in student discipline.

We encourage Driftwood students to discuss issues with adults immediately when those issues arise so that they can be taken care of immediately. **Please remember that not every action is bullying.** We encourage parents/guardians to communicate with the school about any concerns regarding behaviors. Please refer to District Policy JFCF.

We will never totally prevent all bullying, and a strong component of this policy is

teaching coping skills to our students.

Students feel empowered when they are able to solve their own problems, but also know when they need an adult's help.

## **STEPS TO RESOLVE CONCERNS**

Board policy outlines a hierarchy of contact when parents have concerns.

Concerns should be addressed in this order, if needed:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

For more serious concerns, a formal complaint procedure is available to parents, and these will be responded to in a very timely manner. Please visit [www.2cj.com](http://www.2cj.com) to find the district's complaint procedures.

## **SCHOOL SUPPLIES**

A list of school supplies is available at the front office. Teachers may require that additional supplies be purchased during the year for special activities and/or projects. We sometimes have donations of supplies that help those in financial need.

## **FIELD TRIPS**

Field trips are an important part of our school program. Information specific to the field trips will be sent out prior to the trip.

Students are considered "in school" while participating in district sponsored activities. This means students are subject to the rules, district policy, and other rules deemed necessary by the field trip supervisor.

## **DRILLS**

The safety of our students is the top priority. Drills are conducted on a regular basis both to comply with the law and to prepare our students in case of an emergency. Fire drills occur monthly. Earthquake, tsunami, and lockdown drills take place 2 times per year. Students are taught proper procedures for evacuation, and we are proud of our ability to get to safety quickly and quietly.

## **ASBESTOS NOTICE**

Federal law requires that we notify the public of the presence of asbestos in the buildings. While asbestos is a concern, it poses no significant problem unless damaged.

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. Any questions, concerns, or reporting of possible problems are to be directed to the district at 541-366-2111.

## **LEAD BASED PAINT PROGRAM**

The Port Orford/Langlois School District, in accordance with EPA regulations, would advise all parents to read the EPA pamphlet "Renovate Right" regarding lead based paints. This pamphlet is available online at the 2CJ website (under Safety Committee heading) or by going directly to the EPA website at:

<http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>

**\*\*\*District policies will supersede any policy or procedure outlined in this handbook. Please visit [www.2cj.com](http://www.2cj.com) for the district's policies.\*\*\***

