



## SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL

2146 Jacksonville Jobstown Road  
Jobstown, NJ 08041  
Telephone (609) 723-2479  
Facsimile (609) 723-8213

Dear Parents/Guardians and Staff Members:

### **Re: District Affirmative Action and Right-to-Know Policies**

The Springfield Township Board of Education supports the district's Affirmative Action Policy, which is available in the office of the Affirmative Action Officer, Mr. Craig Vaughn.

**School and Classroom Practices:** In implementing affirmative action, the district shall carry on:

1. A process of identification and correction of the denial of equality of educational opportunities for pupils solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or non-applicable handicap.
2. A continuing re-examination and modification, as may be necessary, of its school and classroom programs; of location and use of facilities; of its curriculum development program, and its instructional materials; of the availability of programs for children; and of equal access of all eligible students to all extracurricular programs.

**Harassment, Intimidation and Bullying:** The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is "conduct that disrupts a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying." Parents and guardians are encouraged to view the complete district policy #5512, available through the district Website, for definitions of harassment, intimidation or bullying, and for reporting procedures.

**Contract/Employment Practices:** All vendors and suppliers of material and their employees are bound by the district's affirmative action policies in their contacts with district staff and students. All recruitment, hiring, evaluation, training, promotion and personnel management practices are designed to further equal opportunity principles and eliminate discrimination on any basis.

**Handicapped Accessibility:** In addition to prohibiting education and employment decisions based on non-applicable handicapping condition, the district shall make facilities accessible to handicapped students and employees as intended by Section 504.

**Complaint Procedure:** Any staff member, parent and/or student may present a complaint directly to the Affirmative Action Officer and/or 504 Compliance Officer. This complaint must be submitted as follows:

1. A statement of the complaint.
2. The affirmative action provision alleged to have been violated, misinterpreted, or applied inequitably.
3. The remedies sought.

Upon receipt of the complaint, the Affirmative Action Officer and/or 504 Compliance Officer will respond in writing within 20 calendar days. The disposition of the complaint may be appealed to the Superintendent and the Springfield Township Board of Education no later than 10 calendar days following receipt of the complaint response. The Board of Education will have 30 calendar days to make its determination of the complaint.

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| <b>Affirmative Action Officer:</b> Mr. Craig Vaughn<br>Superintendent/Principal<br>Phone: (609) 723-2479, Ext. *101<br>E-mail: <a href="mailto:cvaughn@springfieldschool.org">cvaughn@springfieldschool.org</a> | <b>504 Compliance Officer:</b> Mr. Jon Luyber<br>Dean of Students<br>Phone: (609) 723-2479, Ext. *101<br>E-mail: <a href="mailto:jluyber@springfieldschool.org">jluyber@springfieldschool.org</a> |
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A detailed copy of the district's Affirmative Action Policy and other board policies are available for viewing on the district's web site, which is updated regularly at <http://springfieldschool.org/>

**Right-To-Know:** In an effort to ensure the health and safety of our students and staff members, the Springfield Township School District is taking this opportunity to notify you about the hazardous chemicals being used or stored in our school. This notification satisfies the Right-To-Know requirements of P.L. 1998, Chapter 364(C.34:5A-10 et seq.).

The Springfield Township School District shall not use hazardous substances in or on any building or grounds at any time when students or staff members are expected to be present in the buildings. The exception to this is when an emergency condition exists as deemed by the Board of Education, Chief School Administrator, or Principal. Furthermore, any construction or other activities involving the use of any hazardous substance will be posted on a bulletin board in the school at least two days prior to the construction or other activity. When an emergency condition exists and prevents the two-day notice, the notice shall be posted as soon as practicable. Also posted on the bulletin board in each school will be the hazardous substances that may be stored at the facility at various times throughout the year, and the availability of Hazardous Substance Fact Sheets on particular substances. "Hazardous substance" is defined as any substance included on the hazardous substance list developed by the Department of Health and Senior Services pursuant to the "Worker and Community Right-To-Know Act," P.L.1983(C.34:5A-1 et seq.). Upon request, Hazardous Substance Fact Sheets are available for those substances stored on site or that are being used. Copies of the Hazardous Substance Fact Sheets can also be obtained from all repository libraries in the state, and on the Internet at:

<http://www.state.nj.us/health/eoh/rtkweb/>. Any questions regarding Right-To-Know requirements may be referred to my office or to Mr. Matthew Carney, Facilities Manager at (609) 723-2479 Ext. \*100.

### **Asbestos Management**

An asbestos management plan is on file with the Director of Facilities. This plan describes where asbestos is located in each building and the condition of the asbestos. Any questions regarding this plan may be referred to my office or to Mr. Matthew Carney, Facilities Manager at (609) 723-2479 Ext. \*100

### **Integrated Pest Management**

The School Superintendent will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, the principal working with the IPMC will also give this information to new staff or the parents/guardians of new students upon their arrival. New Jersey law requires that this notice shall include:

1. a copy of the School IPM policy
2. the name, address, and phone number of the IPM coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:
  - (a) The IPM coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
  - (b) The label and data sheet is available for review by a parent, guardian, staff member, or student; and
  - (c) The IPM coordinator is available to parents, guardians, and staff members for information and comment;
5. the time and place of any meetings that will be held to adopt the school IPM policy;
6. the following statement:

*"As part of a school pest management plan, Springfield Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."*

Sincerely,

*Craig Vaughn*

Craig Vaughn, Superintendent/Principal

Cc: Board of Education