



September 2018

Dear Parents and Guardians,

Windsor Bergen Academy has prepared a school safety and security plan which is required of all New Jersey schools. The plan has been approved by the Windsor Bergen Academy Board of Directors in accordance with the guidelines mandated by the New Jersey Department of Education. This plan will be reviewed annually and revised as necessary. Staff will be trained each year to implement the school safety and security plan. The plan is available for review upon contacting the Director of Windsor Bergen Academy.

Security drills including the following, Fire, Lockdown, Active Shooter, Evacuation and Bomb Threat, are held as required safety measures. A School Crisis Response Handbook is visibly displayed in each classroom. This handbook details the specific procedures to be followed in the event of a crisis. Students are expected to display appropriate behavior throughout the entire duration of the particular security drill. Students and faculty will be notified by a building administrator when a security drill has concluded.

Sincerely,  
*Justin M. Siesta*

Justin M. Siesta  
Principal