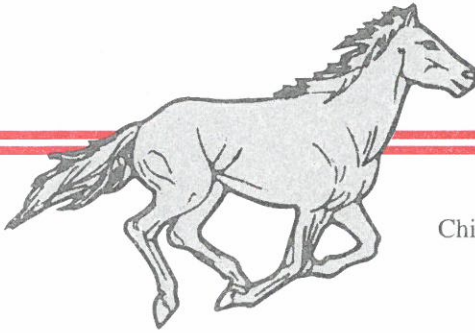


WOODBURY HEIGHTS SCHOOL DISTRICT

100 Academy Avenue
Woodbury Heights, NJ 08097-1499
Phone: 856-848-2610
Fax: 856-848-8739



Janis Gansert
Chief School Administrator

Christopher Rodia
Business Administrator

September 7, 2016

Dear Parents/Caretakers:

On a monthly basis we will be conducting security drills with our students, in addition to one fire drill evacuation per month. The drills conducted will practice 1) evacuation – bomb threat, 2) evacuation – non-fire, 3) lockdown, and 4) intruder. Prior to these drills, your child's classroom teacher will thoroughly review procedures with the students. It will be positive if you also reinforce the importance of these drills with your child.

Our local police have been a great resource in the development of our school security drill procedures. They may be present to assist and volunteer their expertise as we practice the drills throughout the year.

Thank you for your continued cooperation; and if you have any questions, do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Janis Gansert". The signature is written in a cursive style with a large, sweeping initial 'J'.

Janis Gansert
Chief School Administrator