

August 8, 2017

To: Longfellow Staff

From: Mary Grace Hanson, Director of Teaching and Learning/Administrator
Longfellow School

Welcome to the 2017-18 school year and to new and returning staff! We are happy you will be at LF this year.

Longfellow School is unique in that it houses several different programs serving a variety of age levels: Early Ventures, Hand-in-Hand Preschool, Early Childhood Special Education and the Alternative Learning Center (ALC) as well as the Teaching and Learning office. This has worked well for our children, students and staff, and we are looking forward to another good year.

Please review the security and safety procedures for your knowledge and to share with your students. We will have five fire drills and five lockdown drills (a combination of “stay put” and “duck and cover”) and one severe weather/tornado drill during the year. If you will be in the building after hours or on the weekends, review our security and alarm procedures. Mark Harder, our LF Head Custodian, and office staff will help with any questions or concerns.

A change at LF this year: The Special Education/Student Services offices have relocated to the High School building. That space has been reconfigured into office and student learning/testing spaces.

Let me know what I can do to help you and your students have a successful year!