

August 1, 2016

To: Longfellow Staff

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

Welcome to the 2016-17 school year!!

Longfellow School will house several different programs: Early Ventures, Hand-in-Hand Preschool, Early Childhood Special Education, and the Alternative Learning Center (ALC), as well as the Student Services and Teaching and Learning offices. This has worked well for our children, students, and staff; and we are looking forward to another good year.

Our security system has served us well. Please review the after-hours entrance and alarm procedures. We will have five fire and five lockdown drills (a combination of "stay put" and "duck and cover") as well as a tornado/severe weather drill. Review these procedures and prepare your students for them. Contact me if you have any questions or concerns.

Mark Hader joins our staff this year as the Longfellow Head Custodian. We have new staff in other programs, too. Welcome to all of you! Stop in and introduce yourself!

Let me know if there is anything I can do to help you have a successful year.