

August 6, 2015

To: Longfellow Staff

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

Welcome to the 2015-16 school year!!

Longfellow School will house three different programs: Early Ventures, Hand-in-Hand Preschool, and the Alternative Learning Center (ALC) as well as the Student Services/Special Education 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 upgrades have worked well and will continue this year. 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) drills as well as a tornado/severe weather drill. Review these procedures and prepare your students for them a well. Contact me if you have any questions or concerns about these drills.

Martha Donahoe, Laura Greenlund, and Nancy Kluver will be covering the front office this year. Stop in and say hello! We will have other new staff in all the programs too!

If there is anything I can do to help you have a successful year, let me know!