



February 1, 2019

Dear Parent/Guardian of Think Together Students,

Due to a recent discovery of a flaw in our Safety Policies and Procedures Think Together will be revising our authorized release policy for after school pick up **effective February 4, 2019.**

Students who are unable to attend the entirety of the program and have been instructed to meet a parent/guardian in front of the school will no longer be permitted to wait on the front lawn. **Students must report to program and be signed out from a Think Together staff member daily.** Any Think Together students found loitering in front of the school after dismissal will be escorted to Think Together.

Early Release and Absent Policies will remain the same. If your student(s) are absent from school or a parent/guardian signed-out the student(s) prior to 3:05PM dismissal we will be notified through the school day in order to account for your child.

Think Together will continue to clear unexcused absences via call through Phonevite.com and the Remind App. Please understand it is critical that we receive confirmation that your student(s) are in attendance or a parent/guardian is aware of the absence. **Think Together is required to account for all present and absent students by 3:35PM.** Communication with your Think Together staff ensures all parties are aware of the safety of your student from the time school is dismissed through pick-up. If program staff are unable to contact a parent to clear the absence school officials and emergency contacts will be notified so we may locate the student.

Under no circumstances are Think Together students permitted to walk home or loiter in front of the school. Think Together students should report directly to program at 3:05 PM in the cafeteria or pavilion (FLEX/Minimum Days). Our Disciplinary System will be as follows for any students violating the Safety Policies & Procedures listed above:

1. Phone Call home to parent/guardian
2. Student will receive a Think Together Reflection Sheet (program minor referral)
3. Behavior Notification (program referral)
4. Suspension
5. Long – Term Suspension pending dismissal

Thank you for your continued support,

Jasmine Muñoz
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