

# How to Communicate with School Administration

It is important that your school administration is aware of the walkout and/or demonstration that you are leading in order to ensure the safety of students at your school. If they attempt to block your walkout, you do have rights outlined in the [students' rights document](#).

If you go to a **public school**, it is illegal for the school administration to appear partisan in any way. For this reason, school admin will most likely not support your walkout so be prepared for this. You will probably not be allowed to hang flyers on campus promoting the event, but can use social media and word of mouth.

If you attend a private school, your right to demonstrate is much more limited but we recommend following these steps nonetheless.

1. Arrange a meeting with one of your administrators — this could be your principal, vice principal or a dean.
2. Present your entire plan. Include where your demonstration will be, what time you plan to conduct it, and the precautions you are taking in order to ensure students' safety. The more thorough you are with your plan, the more willing your administration will be. Be extremely courteous, but stand your ground. This is something you're passionate about. Articulate the level of student interest in participating, what you plan to say during the walkout, and why you think it's important to conduct another walkout.
3. Discuss your school's attendance policy. Students may be marked absent because of their participation in the demonstration and it is important to discuss the absence policy with admin. Will students be marked absent with or without an excuse? Will students be punished for being absent? Communicate this information regarding absences clearly to students who wish to partake in the walkout. Remember, your school cannot punish students for their politics, but they can punish students for being absent. For more information, read [this](#).
4. Ask for the administration's opinion and take into consideration their recommendations. It is extremely important that everything is clearly communicated and planned out. You are there to work with them, not against them. If they disapprove entirely, you can present your rights and continue with

the walkout. Thank them for their time and kindly explain that you will be pursuing the walkout.

5. If anything changes in your proposed plan, you should immediately inform your school's administration.

**Again, this walkout isn't targeted against the school administration. Your first priority is to work with them.**

If you have further questions with how to talk to your administration or your admin is interfering in your plans, please contact us at [march4ourlivessj@gmail.com](mailto:march4ourlivessj@gmail.com)