



Possible Teacher Walk Out Administrator Guide

- **Letter for Families:** Ensure a letter in (English & Spanish) is distributed to print and send home with all students, shared with local media, posted on your social media channels and added to the district website. If applicable, ensure a message is pushed to all families and staff encouraging them to visit your website for additional details.
- **FAQ's:** Please ensure that your front office staff has this letter and the updated Frequently Asked Questions (FAQ's) so they can help answer questions for families and staff.
- **Printed Signage:** Ensure you have signage to print and post at your building if your campus closes for a teacher walkout. Please post on your front door and any other appropriate locations.
- **Marquee:** If the decision is made to close for the Teacher Walkout, you may also want to consider changing your marquee to reflect the closure.
(IMPORTANT: If you do, please make sure that you quickly update that message when the decision to reopen so you don't confuse families and staff.)
- **Morning of Day 1:** Although you are doing all to communicate with your families ahead of time, it will also be important that you have staff available to stand out front and inform/redirect families on Day 1 of the Teacher Walkout in case they were unaware of your plan to close. If this occurs, we also encourage you to use your interaction as an opportunity to reiterate to them how important it is for them to sign up to receive district notifications via phone/text/email.