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**MEMORANDUM**

**TO:** All Principals and Headmasters  
**FROM:** The Principal Leader Team  
**DATE:** May 16, 2016  
**SUBJECT:** Potential Student Walk-out on Tuesday, May 17, 2016

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Dear Headmasters and Principals,

We would like to provide clarity and additional guidance to ensure student safety should students choose to walk out tomorrow, Tuesday, May 17th at 1:00 p.m. in response to concerns about funding for our schools. We deeply value input from our students and families, and we invite them to attend a public forum on Tuesday, June 7th at 6:00 PM in the School Committee Room of the Bruce C. Bolling Municipal Building. This is a productive opportunity for students and families to engage in conversation with BPS leadership about issues raised by our students.

BPS does not sanction the walkout; please encourage students to stay in school. We encourage those of you supporting middle school students to be prepared with alternative activities that will keep them safe until a supervised dismissal at the normal time. We ask that you remind students and parents that Tuesday, May 17th is the first scheduled day of 10th-grade math MCAS testing. This is a high stakes test that is required for graduation. While most students will finish the test well before the suggested 1:00 pm walkout time, it is important that no pressure be put on students who are ELLs and with disabilities who might need the entire time to finish the test.

We request that you and your teachers create constructive opportunities for discussion on this issue. For example, you can provide opportunities for students to participate in budget presentations, open dialogues, writing letters to local leadership, and meeting in supervised safe, large open spaces on school grounds. Please click [here](#) for more about these ideas.

Families will receive communications about the planned walkout. The content of that message -- to be sent late afternoon via phone, email, and text -- will be forwarded separately.

Superintendent Tommy Chang has asked us to clarify expectations for staff support for Tuesday:

Please have a plan in place to ensure that hallways and doorways remain safe. Staff should not leave the school grounds. The Boston Police Department and Boston School Police have been notified that students may be leaving schools without permission. The Administrators of Operations (AOs) and Operational Leaders (OLs) will be available to support as needed.

Please remind teachers to take period attendance at 12:45 p.m. and again at 1:30 p.m. Use this information to determine who has left the building. Below are directions for how to code students who leave, so that their names can be flagged for messages home to families.

Students who miss instructional learning time will be marked absent for missed classes and families will receive an automated phone message informing them of the missed classes.

**You do not need to send a message to families.**

While academic consequences for missed classes may be appropriate, no additional disciplinary consequences should be applied to students who walk out in a respectful and orderly manner.

### ***Walkout Attendance Instructions***

*Students who participate in the planned walkout on Tuesday, May 17th, should be marked "WALKOUT" in their attendance after 1:30pm. This code will be used to determine participation in the walkout for a 2:00pm call to families and will be converted to a dismissal for the day. This code can only be used at the School level and is not available in the teacher attendance view. Average daily attendance rates will not be negatively impacted.*

- 1. Go to the Attendance top-tab.*
- 2. In the quick add box at the top, change the drop-down to "WALKOUT"*
- 3. Uncheck the "Show Popup" box.*
- 4. Enter the student name or ID in the box and click enter to change their attendance to WALKOUT.*

*In addition, teachers should mark students absent from missed classes.*

We thank you for your continued support and leadership in the Boston Public Schools.

Sincerely,  
The Principal Leader Team

