



## **EXTRACURRICULAR ACTIVITY CANCELLATION PROCESS**

Communication is important to our school, and we want to be sure our students and families are informed of cancellations involving our sports and clubs. Below are the communication steps SHPA will take in the event an extracurricular activity is cancelled.

Step 1 – League Director informs Activities Coordinator of the cancellation.

Step 2 – AC emails and calls coaches/advisors/office staff of cancellations.

Step 3 – Upper School office staff places message on school’s website. Lower School office staff informs 5<sup>th</sup> grade students that are effected.

Step 4 – Coaches/Advisors email home and copy AC and office staff (as well as an interpreter if necessary), and assist student participants in calling home to ensure parents and guardians have received the communication.

Step 5 – 5<sup>th</sup> grade teachers assists with student participants’ calling home.

Step 6 – AC sends email to all staff (including those in charge of dismissal) to remind students in Study Hall to call home to confirm parents are aware of the cancellation and to make alternative transportation arrangements if necessary.

PLEASE DIRECT ANY RELATED QUESTIONS TO ACTIVITIES COORDINATOR

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