



## 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 canceled.

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

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

Step 3 – The Upper School office staff places a message on the school's website. Lower School office staff informs 5th-grade students that are affected.

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 – 5th-grade teachers assist with student participants' calling home.

Step 6 – AC sends an 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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