

SCHOOL COMMUNITY SERVICE

Grades 3–5 • Administrator-Assigned Intervention

Student: _____

Grade: _____

Date assigned: _____

School: _____

Administrator: _____

Parent contacted: _____

1 WHY THIS INTERVENTION IS BEING ASSIGNED

Student-friendly explanation: You are being asked to help our school community. This is a chance to make a positive choice, repair harm, and practice responsibility.

Behavior or incident being addressed:

2 COMMUNITY SERVICE PLAN • Complete before service begins

Service task

☐ Campus clean-up ☐ Organize school materials ☐ School or classroom helper

☐ Campus beautification ☐ Other: _____

Where

Location: _____

When

 Date: _____ Start: _____ End: _____ Total: _____
 minutes

Adult supervisor

Name/title: _____

Success looks like

The student follows directions, works safely, treats others respectfully, and completes the agreed task.

Student expectations

- ☐ I will listen and follow the adult's directions.
 ☐ I will use safe hands, feet, and tools.
- ☐ I will be respectful and do my best work.
 ☐ I will ask for help if I am unsure.

Safety and supervision check (administrator)

- ☐ Task is age-appropriate, directly supervised, and completed during nonschool hours.
- ☐ No hazardous chemicals, bodily-fluid clean-up, power equipment, climbing, traffic exposure, or confidential student records.

3 NOTICE AND PERMISSION

ON-CAMPUS SERVICE — PARENT/GUARDIAN NOTICE

I understand the assignment described above. My signature acknowledges notice; it is not a condition for assigning supervised on-campus service.

Parent/guardian signature: _____ Date: _____

OFF-CAMPUS SERVICE — WRITTEN PERMISSION REQUIRED

- ☐ I give permission for my child to complete the off-campus service described above.

Parent/guardian signature: _____ Date: _____

Administrator assignment Signature: _____ Date: _____

COMMUNITY SERVICE REFLECTION & COMPLETION

The student completes this page after the service task.

Student: _____

Grade: _____

Date completed: _____

4 STUDENT REFLECTION • Use words or draw a picture

A. What job did you complete?

B. How did your work help the school or another person?

C. What choice will you make next time?

How do you feel about finishing your service?

☐ **Proud**

☐ Better

☐ Still thinking

☐ I need help

5 SUPERVISOR COMPLETION RECORD

Completion status

☐ Completed as assigned ☐ Partially completed ☐ Not completed

Actual service

Date: _____ Total time: _____ minutes

Student participation

☐ Followed directions ☐ Worked safely ☐ Was respectful ☐ Needed redirection

Supervisor notes

Follow-up

☐ Intervention complete ☐ Student conference ☐ Parent contact ☐ Additional support

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Administrator review: _____ Date: _____

Administrator reminder: Use the service as a constructive, proportionate intervention. Do not assign humiliating, unsafe, unsupervised, or academically exclusionary tasks.