

SCHOOL COMMUNITY SERVICE

Grades 6–8 • Administrator-Assigned Intervention

Student: _____

Grade: _____

Date assigned: _____

School: _____

Administrator: _____

Parent contacted: _____

1 WHY THIS INTERVENTION IS BEING ASSIGNED

Purpose and accountability: This intervention is assigned because your choices affected the school community. Community service gives you an opportunity to take responsibility, repair harm, and demonstrate better choices.

Behavior or incident being addressed:

2 COMMUNITY SERVICE PLAN • Complete before service begins

Service task

☐ Campus beautification ☐ Event set-up or clean-up ☐ Library/office support
☐ Organize instructional materials ☐ Approved school project ☐ Other: _____

Where

Location: _____

When

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

Adult supervisor

Name/title: _____

Success looks like

The student arrives on time, follows directions, stays on task, works safely, and completes the assignment respectfully.

Student expectations

☐ I will arrive on time and remain for the assigned period.

☐ I will follow directions and all safety expectations.

☐ I will stay on task and keep my phone put away.

☐ I will use respectful language and complete quality work.

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 • Answer honestly and specifically

A. What decision or behavior led to this intervention?

B. Who was affected, and how did your service help repair or improve the situation?

C. What specific choice will you make if a similar situation happens again?

After completing this service, I:

☐ **Repaired harm**

☐ Understand the impact

☐ Need more reflection

☐ Need support

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.