Community Service Procedures

What is recess community service for?
- Three or more late arrivals to school without satisfactory explanation.
- Whole lesson truancy.
- Out of bounds.
- Smoking.
- Persistent non-compliance
- Other reasons at the discretion of the Year Coordinator, SLC or Deputy Principal.

Issuing students with a recess community service.
- Year Co, SLC or DP informs the student of the community service requirement
- Year Co, SLC or DP records student’s name on community service register at Community Service Register
  - Include details (For Example dates of truancy, strategies attempted)
- Student records officer issues Community Service slip to student in the lesson prior to the community service occurring

Rules for community service.
- Students meets duty teacher at Student Services room at the beginning of recess and remain there until the duty teacher arrives
- Students are permitted to eat and drink provided that those foods/beverages fit within the school rules.
- Teacher on duty has the right to decide what form of community service students are required to carry out
- Students will be dismissed five minutes before the end of recess to allow them time to use toilet facilities and access their lockers.

Consequences for non-attendance to community service.
- Student will be required to attend the next community service session.
- Subsequent failure to attend community service will result in parent contact from the Year Coordinator and two community service sessions.
- Subsequent failure may result in suspension for persistent non-compliance.