



## Student Behavior Handbook



**KOMETA**

Serbian Children's Program  
Boston, MA

[www.kometaboston.org](http://www.kometaboston.org)

## Kometa Students Behavior Handbook

Dear Kometa Parents/Guardians,

Kometa Serbian Childrens Program is a parent-led non-profit, and as such we all have a responsibility to create and maintain a school culture which is positive, inclusive, and supportive of each of our members. We have high expectations; insist on respectful behavior; and recognize the importance of building a community where members feel a sense of belonging and responsibility to contribute. Our students have a right to be in an environment which is safe, promotes learning, and enables them to achieve success. In order for the children to meet these expectations, it is important that they understand the rules and responsibilities that guide our community. It is also important for students to accept responsibility for their behavior and to understand the consequences so that they learn from their mistakes.

Please read and discuss the student section of this handbook with your child. This process will help him/her to recognize the home/school connection and the importance of carrying over from home those positive attitudes and behaviors that you have taught. Children benefit when staff and parents work together to build a safe and positive climate at school.

This document also contains the rules and procedures section which is intended for parent review and the discipline contract, which should be parent signed and returned to Kometa Board members. Students from the oldest group should also sign the contract.

By signing the contract you acknowledge that you have reviewed the behavior guidelines with your child and accepted the rules for their behavior, which may include disciplinary actions.

Respectfully,

Board of Directors (Marija Jankovic, Mila Ristic-Lehmann, Rosanne Coric, Natasa Saric-Uzelac, Marija Kalabic, Zoran Coric) Kometa Serbian Children's Program  
Cambridge, MA  
[www.kometaboston.org](http://www.kometaboston.org)

Contacts:

[kometa\\_board@kometaboston.org](mailto:kometa_board@kometaboston.org)

[uciteljice@kometaboston.org](mailto:uciteljice@kometaboston.org)



## I. Student Section:

### Kometa Children's' Program Core values:



#### Respect

- We show respect by caring for people and materials.
- We show respect by treating others the way we want to be treated.
- We show respect by being kind, considerate, & honest.



#### Community

- People in a community care about each other.
- People in a community help each other.
- People in a community work as a team.



#### High Expectations

- We work hard.
- We do our best.
- When something is hard, we don't give up.



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## Expected Behavior:



### Respect at all times

- We greet teachers and students in a friendly way.
- We are considerate of others in our words and our actions.
- We are helpful.
- We are truthful.
- We listen when others speak.
- We take care of our school property (chairs, tables, books) as well as the Church property.
- We are polite and treat others with kindness.



### In the classroom

- We respect each other's ideas, work and belongings.
- We are polite, fair and show concern for others' feelings.
- We use words to express feelings.
- We take turns talking, raise hand when have something to add to discussion and respect our teachers.
- We follow our classroom rules.



### During lunch

- We stay seated at our assigned seats (and we don't run around the church).
- We raise our hands to ask for help and extra food.
- We use polite language like "Please", "Thank you", "May I", "Excuse me".



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- We use table manners.
- We do not take food outside of the designated dining room, especially not into classrooms.



## In the Bathroom

- We respect each other's privacy.
- We flush the toilet.
- We throw paper towels in the trash, not in the toilet.
- We wash our hands.
- We leave the bathroom neat and clean.

## At recess outside (with parental supervision only)

- We play safely with each other and on the structures.
- We stay out of the parking lot. (Ask adult for help if your ball goes in the parking lot.)
- We resolve problems respectfully with our words and ask an adult for help when necessary.
- We line up quickly and quietly when signaled.
- We do not exclude others when we're playing in a group.
- We do not bring food out, nor do we eat while we play.
- Parents are responsible for their children when outside the class, during recess or outside the church.

## Problem Solving Steps

1. Calm Down.
2. Identify the Problem.
3. Decide on a positive goal.
4. Think of several solutions.
5. Make a plan and try it.



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## Unacceptable Behavior:

- Bullying.
- Fighting, physical aggression.
- Swearing or threatening others.
- Vandalizing, destroying or stealing property.
- Bringing items to school that could be used in ways that are dangerous or threatening to others.
- Harassment on the basis of sex, color, national origin, age, sexual orientation, and handicap in any form is illegal and will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures which are derogatory to either gender or to race, ethnicity, religion, age, sexual orientation or handicapped individuals or groups.

## Disciplinary Actions:

- Discussing behavior with parents, teachers, board members, aides etc.
- Explaining verbally or in writing what was done that was not acceptable (may require parental signature if in writing).
- Apologizing to offended person or meeting with others to settle differences.
- Losing privilege of participating in activity.
- Having "time-out", by being removed from the classroom.
- Doing school tasks to restore or remedy results of unacceptable behavior.
- Losing custody of an item that could pose danger or threat or interfere with learning.
- Being suspended for one to three classes (if paid in advance, tuition will not be refunded).
- Being dismissed from Kometa till the end of the school year.



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## II. Parent Section:

### Disciplinary Actions for unacceptable behavior:

- After consulting with the parents and appropriate teacher, the Board will issue appropriate disciplinary action and facilitate corrective action with parents and teachers to help the student improve his/her school behavior.
- If the Board determines that a formal suspension is necessary, parents will be asked to cooperate.

### What bullying is and is not:

Arguments, confrontations, and fighting sometimes happens between siblings, schoolmates, teammates, even best friends. Unkind words might be spoken. Names may be called. Pushes can lead to shoves.

Is it bullying? In many cases, it is not. Usually, such quarrels are simply clashes that can be resolved with an apology. They are a normal part of growing up and learning social skills.

Sometimes, however, these actions are intentional acts of bullying. To help distinguish bullying from routine childhood conflicts, look for these hallmarks\*:

- Bullying is intentional. The target does not knowingly provoke the bully and may have made it clear that the behavior is unwelcome.
- The behavior is often repetitive. Bullying generally is carried out repeatedly over time. It can sometimes be a single incident.
- The incident involves hurtful acts, words, or other behavior. Bullying is an oppressive or negative act intended to hurt someone else.
- The act is committed by one or more people against another. Bullying can be done by a single person or by a group.
- There is a real or perceived imbalance of power. A child without power cannot bully. Power can be defined as either physical strength, social status, or intimidating behavior.

\*Adapted from Preventing Bullying: A Manual for Schools and Communities, U.S. Dept. of Education



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The school does not discriminate based on a student's race, color, sex, religion, national origin, or disability. Any questions in this regard may be addressed to Kometa Board of Directors ([kometa\\_board@kometaboston.org](mailto:kometa_board@kometaboston.org)).

Passed by Kometa Board of Directors  
January 2012

Confirmed by the Kometa Board of Directors  
September 2018





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## DISCIPLINE CONTRACT

### STUDENT AND PARENT/GUARDIAN AGREEMENT

Everyone has the right to feel physically and emotionally safe in Kometa. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. I read Kometa Student Behavior Handbook with my Parent/Guardian and I agree with the terms listed in it.

**Student's responsibility:**

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult (Parent, Teacher or Board Member). I commit to upholding the rules of Kometa Student Behavior Handbook and to be a good friend to my peers in Kometa.

_____	_____	_____
Student's Name	Group	Date
_____	_____	_____
Student's Name	Group	Date
_____	_____	_____
Student's Name	Group	Date



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**Parent/Guardian's responsibility:**

I/We commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

I/We understand that bullying and other unacceptable behavior will result in the following disciplinary action:

**1<sup>st</sup> Offense:** Parents will be informed first. Verbal reprimand by the Board and the appropriate Teacher will be issued. Student will have to write an apology note and/or verbally apologize to the student that was wronged.

**2<sup>nd</sup> Offense:** Parents will be informed. Student will be removed from class and required to go home for the day.

**3<sup>rd</sup> Offense:** Parents will be informed. Student will be suspended for three classes. If tuition is already paid, it will not be reimbursed.

**4<sup>th</sup> Offense:** Parents will be informed. Student will be dismissed from Kometa instructions for the rest of the school year. If tuition is already paid, it will not be reimbursed.

**Any severe situation will result in a student being sent home immediately and/or authorities being contacted.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date