

SCOPE Instructional Services

Universal Pre-Kindergarten Program

CODE OF CONDUCT

Building a Community of Kind, Safe, and Happy Learners

Our Classroom Promise

In our Pre-K classroom, we are a community of learners who take care of ourselves, each other, and our school. Every child deserves to feel safe, respected, and ready to learn. Our Code of Conduct guides us in being our best selves every day.

We believe every child can:

- Be kind to friends and grown-ups
- Use gentle hands, feet, and words
- Listen and follow directions the first time
- Take care of our classroom and school materials
- Try our best and ask for help when we need it

Our Four Big Rules

Be Safe	Be Kind	Be a Learner	Be Responsible
Keep hands and feet to yourself Walk inside the building Use materials the right way	Use kind words and gentle touches Include everyone in play Share and take turns	Listen when someone is talking Follow directions the first time Stay in your learning space	Clean up after activities Take care of books and toys Help keep our classroom tidy

Behavior Expectations Throughout the Day

Time of Day	What We Expect	What It Looks Like
Arrival & Morning Routine	Greet friends and adults; hang up belongings; go to morning activity	Smiling, walking, using quiet voices
Circle / Meeting Time	Sit criss-cross; raise hand to speak; listen to friends and teacher	Eyes on speaker, hands in lap, waiting for turn
Learning Centers / Play	Choose a center; use materials appropriately; clean up when signaled	Taking turns, working together, asking for help

Snack & Lunch	Wash hands; sit in your seat; use quiet voices; clean up tray	Polite requests, kind conversation, no food sharing
Outdoor / Gross Motor	Stay in bounds; use equipment safely; play with everyone	Taking turns on equipment, inviting others to play
Transitions	Line up safely; keep hands to yourself; follow the leader	Walking feet, quiet mouths, respectful of space
Rest / Quiet Time	Stay on your mat; keep quiet so friends can rest	Closing eyes or looking at a quiet book
Dismissal	Pack belongings; say goodbye; wait calmly for pick-up	Organized, calm, respectful of space

How We Support Positive Behavior

Our teachers use the Pyramid Model for Social-Emotional Learning to create a warm, supportive environment where children thrive. Strategies include:

Encouragement & Recognition • Specific verbal praise ("I love how you waited your turn!") • Class Dojo points or classroom star chart • Celebration of kind acts at circle time • Positive notes home to families	Teaching Social Skills • Daily lessons on feelings and emotions • Calm-down corner with sensory tools • Role-playing problem-solving • Books and puppets about friendship
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When Behavior Needs Redirection

We understand that learning to behave is a process. Our teachers respond to challenging behaviors with patience, consistency, and compassion. Consequences are always age-appropriate, respectful, and focused on teaching — not punishment.

Our Stepped Response:

Step	What Happens	Teacher Action	Goal
1	Gentle Reminder First sign of off-task or unsafe behavior	Quiet, calm verbal cue or nonverbal signal; redirect to expected behavior	Child self-corrects with minimal intervention
2	Cool-Down Break Behavior continues after reminder	Child moves to calm-down corner with teacher support; discuss feelings and choices	Child learns to self-regulate and re-enter activity
3	Change of Setting Behavior escalates or poses risk to others	Child is supported to a supervised quiet space; Field Supervisor is notified	Ensure safety for all children; review incident
4	Family Notification & Planning Patterns of challenging behavior; safety incidents	Teacher and/or Director contacts family; collaborative problem-solving meeting; supports identified	Build a home-school partnership to support the child

Important: Safety First

Behaviors that immediately put a child or others at risk of harm — such as hitting, biting, running from the classroom, or throwing objects — will result in immediate adult intervention and family notification, regardless of step in the sequence above. SCOPE staff follow all NYS Commissioner's Regulations Part 151 requirements.

What We Never Do

SCOPE UPK staff will never use the following as consequences, under any circumstances:

- Withholding food, snacks, or water
- Physical punishment of any kind
- Isolation in a room alone or confinement
- Yelling, shaming, or ridiculing a child
- Withholding rest time or bathroom access
- Group punishment for one child's behavior

Family Partnership

Families are our most important partners. You know your child best. Together we can:

- ✓ Share consistent expectations between home and school
- ✓ Discuss concerns early — before small issues become big ones
- ✓ Celebrate your child's growth in following rules
- ✓ Work together on a plan if your child needs extra support

Contact your child's teacher or the SCOPE Instructional Services office at any time with questions:

Mellisa Krauss, Senior Director for Instructional Services

SCOPE Education Services | www.scopeonline.us | mobrien@scopeonline.us