



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-09.11 (rev. 1)
DATE: May 4, 2011
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**SUPERSEDES: OP-09.11
September 1, 2001**

OPERATING PROCEDURES

SUBJECT: STUDENT CONDUCT

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

It is the policy of the WSD that students shall conduct themselves in an orderly manner and that the classroom atmosphere shall be conducive to learning.

PROCEDURES:

I. The following rules shall govern student conduct:

- Students shall arrive for class on time.
- Students shall not leave the classroom or school without permission.
- Sleeping in class is not permitted.
- Eating, horseplay, and profanity are not permitted under any circumstances.
- Students shall follow Texas Department of Criminal Justice (TDCJ) policies related to dress and grooming.
- Cheating on any schoolwork or tests is not permitted.
- Students shall do all their assigned class work and take all required tests.
- Students are not permitted to bring personal property to the school unless otherwise authorized by unit staff.
- Excessive noise and other disruptive behaviors are not appropriate.

- Students shall not steal, damage, or destroy school property.
 - Students shall follow all school rules, unit rules, and TDCJ rules.
 - Students are not allowed to work on personal projects during class.
 - Vocational students shall successfully complete (with 100% accuracy) a written and performance assessment before operating hazardous equipment (as defined by WSD OP-08.02, "Career and Technical Education") and read Material Safety Data Sheets (MSDS) before handling chemicals.
 - Vocational students shall wear personal protective equipment when required.
 - Vocational students shall check out tools according to established checkout procedures.
 - Vocational students shall operate shop equipment in accordance with safety instructions and training.
- II. Teachers are responsible for enforcing these rules in school and for following TDCJ disciplinary procedures.
- III. Violation of these rules shall result in disciplinary action and/or removal from school.
- IV. The WSD rules for student conduct shall be posted in a prominent place within the school.
- V. All rules shall be discussed with students upon entry in the program. Non-reading and non-English speaking students shall have the rules for student conduct read and explained to them. Consequences for not adhering to all rules shall also be explained to each student.

* Signature on file

Marjie Haynes

Director, Division of Instruction