**Forensics Policies and Procedures**

Welcome to Forensic Science! Please read the following for information about our class this year.

**Parent Emails**

The teacher will communicate regularly with parents via email. Information about upcoming quizzes and tests, current units of study, projects, extra credit opportunities and more will be available. It is imperative that you (the guardian) have a valid regularly checked email address in the system with the school. You may update your email address in FAMILY ACCESS on SKYWARD.

**Contacting the teacher**

Email is the quickest and easiest form of communication. All emails should be directed to [Kristen.buchanan@fortbendisd.com](mailto:Kristen.buchanan@fortbendisd.com) Teachers will make their best effort to respond to you within 24 hours. Please update your email with the school.

**FORENSICS CLASSROOM SUPPLIES & NOTEBOOK**

Students will need one composition notebook. Each student is required to have this notebook in class daily, as it will be used for notes and study materials. If students are absent, they need to fill in the pages missed looking at the notes from Schoology. I am not allowed to purchase office type supplies for our class with the Forensics budget. Any supplies listed under the notebook are not mandatory, but if you are able to donate any item, I will be grateful!

**Supplies (all students should have this in class DAILY)**

* Pencil bag (must be brought to class everyday and can be used in other classes)
  + Pencils, mechanical pencils (with extra lead), or pens
  + 1 highlighter
  + Erasers
* Composition notebook

**Donate these supplies to your teacher if you are able to do so.**

* 2 rolls of Scotch tape (any brand is fine, we’re using it instead of glue)

**AND depending on your period:**

* 1st, 2nd & 3rd period bring one or two boxes of facial tissues
* 4th, 5th & 6th period bring one or two rolls of paper towels

**Notebook Checks**

All notebooks will be checked for completion on the day of the test. Missing pages will result in a deduction of 5-10 points per page (depends on how many pages there are in total for each unit) and 10 points will be deducted if pages are out of order. The proper order of each unit will be listed in Schoology for students to check weekly.

**Lab Behavioral Expectations**

Students will be taught behavioral expectations and safety for the laboratory. Students not completing pre-lab assignments will not be eligible to participate in the lab, but will receive representative data to complete the lab for a reduced grade. All students are required to have the safety contract signed and score a 100% on the Lab Safety test before entering the lab. The contract is located in Schoology.

Goggles are required in many labs and activities in forensics. Students who do not comply with this requirement will be dismissed from the lab and receive representative data to complete the lab for a reduced grade. In addition, safe behaviors are required in the laboratory. Running, sitting on lab tables, horseplay and other unsafe practices WILL NOT be tolerated. Depending on the frequency or severity of the infraction, further disciplinary action may be taken by the teacher.

**Testing Procedures: Applies to all tests and quizzes.**

1. All cell phones will be turned into the teacher and **NOT** accessible while testing materials are distributed in the classroom.

2. Students will **NOT** share calculators during tests.

3. Students will **NOT** talk or otherwise communicate with anyone other than the teacher for **ANY** reason while testing materials are distributed in the classroom.

4. Students will **NOT** access their backpacks or bags while testing materials are distributed in the classroom. Belongings are to be placed in the designated area in the classroom.

5. Cheating on a test will result in a **ZERO** and students will **NOT** have the ability to re-test.

**Classroom Procedures**

All students are required to be on time for class. Reporting to class after the bell rings will result in a tardy. Three tardies is equivalent to one absence and absences will affect a student’s fall and spring final exam exemption status.

Students should not have earbuds in or headphones on during instruction. Phones should be put away during instruction unless otherwise directed by the instructor.

Students are expected to follow the Kempner Code of Conduct found in the school handbook.

**Violations of these procedures could lead to, but are not limited to:**

1. A parent phone call and/or

2. Office referral and/or

3. Score of zero on the test without recourse and/or other teacher consequences as assigned. Consequences are at the teacher’s discretion and will be influenced by the severity and/or frequency of violations.

**Tutorials**

Tutorials are offered in room 817 Tuesday before school 7:00-7:20 AM and Thursday after school 3:05-3:35 PM. If the times and days do not work for a student, they may make an appointment to meet on a day that works best with their schedule.