**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.](mailto:Kristen.buchanan@fortbendisd.)gov 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. Since we are now a one-to-one district for laptops, I will no longer have a class set in my room. Students will use their laptop to access Schoology for notes, quizzes, and turning in digital projects. I am not allowed to purchase office type supplies for our class with the Forensics budget. Any supplies listed under the notebook and laptop 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)**

* Pencils, mechanical pencils (with extra lead), or pens
* 1 highlighter
* Erasers
* Composition notebook
* Laptop
* Laptop charging cable

**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 sticks)

**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 periodically and students will be informed that a check is coming. The proper order of each unit will be listed in Schoology for students to check weekly to make sure their book is in the correct order. Checks are for extra credit and not a grade. However, there will be one test where students may use their notebook for assistance.

**Lab Behavioral Expectations**

Students will be taught behavioral expectations and safety for the laboratory. All students are required to have a signed safety contract and score an 80% 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. Students will **NOT** share calculators during tests.

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

3. Students will **NOT** access their backpacks or bags while testing materials are distributed in the classroom unless they

ask the teacher and permission is given.

4. 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.

All electronic devices including but not limited to earbuds, headphones, smartwatches, and cellphones should be put away during the school day unless otherwise stated in a student’s paperwork that was filed with the campus.

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

4. 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 3:00-3:30 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.