August 23, 2021



Dear Parent/Guardian,

My name is Caroline Kinlaw, and I’m your student’s Honors Forensics teacher for this year. Forensics is a course where we will study crime scene investigations and the science behind them. I try to do as many labs as possible with my students so they can understand the material in a variety of ways. Throughout the year, students will be performing multiple projects that will allow them to show their understanding of the concepts being covered in class.

Grading:

Students are expected to complete all assignments that are given to them. Homework will be assigned several days each week to make sure that students understand the material that we are covering. Homework assignments will be posted on a calendar in the room. All assignments will also be posted on Canvas. Before each test, students will receive a review sheet. Below are the grade scales and breakdown for Biology:

 A=90-100 (excellent) Projects=30%

 B=80-89 (above average) Quizzes=30%

 C=70-79 (average) Classwork=40%

 D=60-69 (below average)

 F=0-59 (failing) Total=100%

Late Assignment Policy

Students will be allowed to submit late assignments up to three (3) school days after an assignment deadline without penalty.

There will be a 10-point deduction per school day for any late assignment submitted after the first three (3) school days, **not to exceed 40 points deducted.**

Students will be granted one (1) late assignment pass per quarter to be used for any late assignment without penalty.

Tutorials:

Tutorials are available by appointment only. Students who need tutorials need to talk to me, and we will arrange a time to have tutorials.

Class Rules:

In class, students will be expected to follow all Page High School and Guilford County School rules. In addition, they should adhere to the following guidelines:

1. **Be respectful.** This rule pertains to me as well as my students. I will do everything I can to help students. The classroom should be a place of mutual respect for this to happen.
2. **Be prepared.** Students should come to class everyday with their charged computer, notebook and pen/pencil.
3. **Be on time.** Students have plenty of time to get to class, and I expect them to be in the room and in their seats when the bell rings. Chronic tardies will lead to parent contact and/or discipline referrals.
4. **No food/drink or sleeping** will be allowed in class. All items will be confiscated if brought to class. Face masks must be properly worn at all times.

**Consequences**

1. Verbal warning
2. Detention/phone call home
3. Office referral

\*Some actions will result in an automatic office referral and phone call home.

Cell Phone Policy:

Phones and other electronic devices may be used before school, in the halls, and during lunch.  Our goal is to allow students the use of phones, except during instructional time.  **Strict consequences** for classrooms are in place to protect instructional time.  Electronic devices out during instructional time will be confiscated, including headphones or ear buds.  Phones that make any noise during instructional time will also be confiscated.Students may not charge their cell phones in any class.

Cheating:

1. Students may not access any personal electronic devices during any test or quiz.  **Students accessing a device during test or quiz time will receive a zero on the test or quiz and be referred to an administrator.  There will be no make-up test or quiz.  Such unauthorized access will be considered cheating as any unauthorized material can be quickly deleted**.
2. Students may not access personal electronic devices to access information during assignments unless clearly directed by the teacher for that assignment.
3. For any tests, quizzes, labs, or other assignments, cell phones and other electronic devices are turned off and secured with the teacher. I will be collecting all cell phones before all tests and quizzes.

**Cheating is defined as -** Taking credit for someone else's ideas - sharing information with peers, getting information from outside sources without acknowledgement including online resources- is considered as cheating and will result in a zero and referred to an administrator (as defined in the GCS handbook).  Examples are, but not limited to: photographs of tests or assessments; assessment materials; sending or receiving texts, emails, or any other social media or electronic communication.

Materials:

I would like students to have the following materials for Forensics:

Binder or notebook

Paper

Pens/Pencils

Charged Computer

Parent Communication:

I look forward to working with your student this semester. I enjoy teaching, and my goal is to have all of my students succeed. Please do not hesitate to call/text (336-462-8219) or email me (kinlawc@gcsnc.com) throughout the semester if you have any questions or concerns about your student. I’ll be sure to respond to you within 24 hours. Email will be most effective for a fast response from me. I will be sending out weekly updates informing you of upcoming assignments and tests at the beginning of each week. Instead of signing this, please send me an email with the following information:

* Daytime Phone Number
* Concerns or any information I should know about your student

Sincerely,

Caroline Kinlaw

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| **Unit** | **Topic of Study** |
| 1 | Intro to Forensic, History & Development, and Careers in Forensic Science |
| 2 | Crime Scene Investigation, Types of Evidence (Class/Individual); Documentation |
| 3 | Fingerprinting; Lip Prints; odontology |
| 4 | Microscopes, Hair & Fiber |
| 5 | Psychology of Crimes; Psychological/Criminal Profiling |
| 6 | Serology, Blood Spatter Analysis and Blood Typing  |
| 7 | DNA Fingerprinting, The Innocence Project   |
| 8 | Drugs, Toxicology, and chromatography   |
| 9 | Ballistics, tool marks and impression evidence, Arson/fire investigation; Explosives |
| 10 | Cyber Crimes, Questioned documents (forgery/counterfeiting); Graphology  |
| 11 | Death: Meaning, Manner, Mechanism, Cause & Time; autopsy |
| 12 | Anthropometry; Anthropology entomology |