



Filmmaking Class Policy

Becoming a filmmaker is both exciting and empowering. Learning to tell your story in this impactful medium requires passion, dedication, creativity and patience.

Student safety is our first priority. As such, we request a parent or guardian as well as the student read and agree to these important guidelines.

COVID-19 Safety Guidelines & Requirements: Do not send your student to class if they are experiencing any cold or COVID-19 symptoms .

Students are required to wear facial masks covering nose and mouth while indoors during class except while acting on camera or eating/drinking. Students, please arrive no earlier than 10 minutes before class to the Boardroom. We will be performing touchless temp checks on students when they arrive. If students have a mild fever and above we will ask for them to be picked up immediately. We will also have everyone use hand sanitizer when they arrive inside. Parents are welcome to see our classroom before class begins but we ask that they remain outside during class so we can reduce the number of people.

We are following Springfield-Greene County Health Department and Springfield Public Schools recommendations. We also are adhering to the Springfield Regional Arts Councils policies since they run the Creamery Arts Center. If it is deemed necessary by the health professionals or policy makers, we may have to move this class to online for the remaining of the semester.

Filming done in class can only be made public by the instructor. We want to be sure to represent the students, facility and school in the best light. This also frees the student to not worry about stumbling on a line or making embarrassing mistakes on camera.

Your access to the WeVideo video editor will be monitored by your teacher. This will help in sharing different video production assets between teacher and students as well as ensuring students video content is school appropriate.

We will be making films that will fall under a **G-PG rating**. This is to, again, keep things school appropriate and suitable for your fellow classmates and families. Parents, please notify the instructor if you have any other content concerns or restrictions.

Be considerate and respectful of your classmates and teacher. We don't make fun of or put down classmates performances. It's okay to give criticisms but we'll make sure they're constructive ones. We never use our cameras or footage to harass or in a hurtful way. No teasing or meanness!

Here is what each student will need for the class:

- A cloth facemask that will cover their nose and mouth.
- A computer such as a Windows, Mac or Chromebook that can connect to the internet for classes where we are doing video editing or scriptwriting. Each student will be provided with an access login, usually by email.
- An email address that students can use for our Google Classroom, class work, class correspondence and program login. This needs to be different than a public or private school issued email address. Gmail works great.

- Headphones or ear buds with a cord that they can plug into their computer and to monitor audio when using the camera.
- We have no drinking fountains so it's a great idea to bring a water bottle.

Each student will learn how to write, produce, direct, shoot and edit short movies. We will also be working on a class film together. To achieve these goals students must work as a team. They will support one another, learn to compromise and do their best to create great and entertaining movies. Students will have "homework". It will be more like "homeplay" since we're making movies!!!

You must finish your films. Done is better than perfect but incomplete. We don't screen incomplete films.

Students are responsible for your own equipment and the safety of it. Any important items brought to class should be marked with the student's name or initials. Plotline is not responsible for lost or damaged personal items. If a student doesn't have a case or screen protector for their camera phone you should definitely get one. Laptops should be transported in a laptop bag, backpack or something else suitable. Bring charging cables for devices. It won't do them any good if it's dead when we're editing or trying to shoot.

Accidents and Emergencies

In the event of an accident, first aid will be administered. Parent/guardians will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, the program will call 911 and contact the parent/guardian or emergency contacts provided with the student's registration.

Allergies

Any student with known allergies that could lead to severe allergic reactions must bring appropriate treatment to class. Any student with asthma must bring medication for treatment. Even if the student has not needed this medication recently, Plotline activities have the potential to aggravate symptoms. Food allergies or any dietary needs should be communicated to the Plotline staff as early as possible.

Parent/Guardian Responsibilities and Expectations

To account for your child's safety and the productivity of the class; it is the responsibility for a parent/guardian is to inform Plotline staff when their child will not be attending on a scheduled day. Please text or call **(417) 986-3286**.

Class Pick Up

Parents or Guardians, please arrive five minutes earlier than the dismissal time of class to be available to pick up your student.

Notify Plotline of any change regarding your account, child's records, including email, authorized people to pick them up, allergies, etc.

Dress for Success

On days when we're shooting, students should dress accordingly. Filmmaking can be very physical. Appropriate footwear and attire should be considered. **When it's cold, bring a coat!** We will be shooting outdoors.

Behavior Expectations

We expect behavior that is respectful, responsible, and safe. Our goals are to provide an environment where students and staff can build lasting relationships, express themselves freely, and explore their creativity to learn and grow.

Discipline Policy

It is the intent of Plotline to provide a safe environment for participants in our camps and classes. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions. We make every attempt to work with the student and family to support improved positive behavior. However, if a participant is continually disruptive, creating an unsafe condition or displays a disrespectful demeanor to Plotline staff or peers, the participant may be removed from the program.

No Weapons

No weapons or dangerous items are allowed at class.

Harassment and Bullying

Plotline has a zero tolerance policy for harassment, or bullying behaviors. Please express to your student that if they feel they are a witness or target of harassment or bullying to immediately tell a Plotline staff member. Harassment or bullying behaviors will be handled immediately with disciplinary actions up to and potentially including dismissal from class as determined by the Plotline director.

Violence

If your child engages in a violent act causing possible harm to another participant or staff person, they will be immediately removed from the program.

Any expenses and transportation related to early dismissal from class, for any reasons, are the responsibility of the parent/legal guardian.

Policy Acceptance & Photo/Video Release Form

I have read and agree to the Filmmaking Class/Camp policy. I hereby give permission for images of myself and/or my student, captured during Plotline classes, Camps, or other Plotline-Associated Events through video, audio, photo and digital camera, to be used for the purposes of Plotline promotional material, publications, social media posts, video sharing or streaming services and theatrical screenings and waive any rights of compensation thereto.

Any restrictions or concerns regarding the use of images or audio of myself or my child will be reported to Plotline staff ASAP.