



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.

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

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 reserve the right to move this class online for the remaining of the semester if deemed necessary.

Filming done in class can only be made public by the instructors. We want to be sure to represent the students, facility and school in the best light. This also frees students 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 instructors. 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 content school appropriate and suitable for your fellow classmates and families. Parents, please notify the instructor if you have specific content concerns for your student.

Be considerate and respectful of your classmates and instructors. 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, bully or in a hurtful way. No teasing or meanness!

Here is what each student will need for the class:

- 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.
- Google Chrome works better for the programs we use over Safari.
- An email address that students can use for 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.
- It's a great idea to bring a water bottle for hydration!

Each student will learn how to write, produce, direct, shoot and edit short movies. We will also be working on class film(s) 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!!!

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

Students are responsible for their 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. Laptops should be transported in a laptop bag, backpack or something else suitable. Bring charging cables for computers! It is very common for a student's battery to die when they thought they had enough charge.

Accidents and Emergencies

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

Allergies & Health Restrictions

Allergies or dietary restrictions must be communicated to the Plotline staff. Additionally, any diagnoses that might impact the student's learning or participation in class are *very helpful for us to know*. We keep health information confidential. Any student with known allergies that could lead to severe allergic reactions must bring appropriate treatment to class. Similarly, students with asthma should bring medication for treatment.

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 to inform Plotline staff when their child will not be attending on a scheduled day. The sooner the better! A student's absence can greatly affect a film we are shooting so the sooner know the better we are able to pivot. 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 sometimes film 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 and not of Plotline.

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.