

Video Production Club Rules

The following student rules and policies are in effect for involvement in the after school Video Production Club. Additional rules may be created as needed.

General Rules Include:

1. Follow the directions given by the advisors for the club Mr. Gorman and/or Jenna, as well as any teachers assisting us on a given day.
2. Handle equipment with care and only when directed to do so.
3. Be respectful of others, yourself and the property of the school.
4. Always notify advisor(s) of whereabouts during club hours. ie. bathroom, nurse, another teacher, etc.
5. Be responsible for your own belongings and respect the property that belongs to others.
6. Personal electronics must be away unless otherwise directed by advisor(s)
7. Computer games or projects that do not relate to Video Production Club will not be permitted.
8. No downloading any content, games, audio etc. on the iMacs without permission.
9. When you do not know something ask questions at the appropriate time, try to avoid interrupting advisors while we are working with other students.

Additional Policies:

1. Attend club regularly to get the most out of our activities. The club starts at approximately 2:20pm and runs until **3:30pm - 4pm depending on activity**. We understand there are circumstances out of your control and ask that you **notify us** when unable to attend.

Mr. Gorman - zgorman@holbrook.k12.ma.us | **Jenna** - jcabral@holbrook.k12.ma.us

An unexcused absence for club is defined as missing club when not absent from school for the day or not notifying the advisors that you will miss club on a day you are present at school.

2 or more unexcused absences from the club or absences in a term, will result in suspension from the club until the start of a new term. When a student is present in school but skips club - this will result in suspension from club until the start of a new term (lack of notification)

2. Students are held responsible for writing and producing their own news stories. Inappropriate content will not be permitted. Student videos may be posted online or air on HCAM (Educational Channel - Comcast 12 or Verizon 38).
3. On filming days, students **must plan to stay until 4pm** to help clean up equipment and reset classroom. Students are responsible for notifying parents/guardian/ride that you will be at club until 4pm on those days.

Parents/Guardians must go over these rules with your VPC student.

If aforementioned rules are not followed, the following consequences will result:

The advisors will remind the students of the behavior expected. If behavior continues to be disruptive or detrimental to the program:

1. Students may be suspended from Video Production Club for a period of time determined by the advisors.
2. Students may not be allowed to participate or remain a member of Video Production.

Parent/Guardian Signature

Date

Phone # : _____

Email Contact: _____

Student Signature

Date
