**Classroom and Safety Rules Contract**

This is an innovation zone! You are learning to design, create, and invent. As a part of that you will learn to work as a team, to follow directions, and to create. For these things to happen we all need to follow some basic rules.

**Classroom Rules:**

1. Respect others! No name-calling, meanness, bullying, or rude behavior to anyone!
2. Be on time! In your seat and ready to work when the bell rings!
3. Be prepared! Come to class with all your supplies and equipment!
4. Follow directions! No teacher should have to give directions more than once! EVER!
5. Leave the room in better shape than you found it in! Clean up all supplies and messes! Put away all the equipment in the right place before you leave!

**Safety Rules:**

Video Production is a hands on, project based classes. Safety rules must be followed or injuries to students and/or damage to property could occur. This form must be signed by the student and their parent/guardian before the student will be allowed to do any hands on activities, or work on the computers.

* The school dress code will be adhered to, even if acting as a character.
* Equipment operators must have sleeves pulled back, hair tied back, and use all safety straps.
* Students will not engage in horseplay. e.g. shoving, pushing, throwing objects, etc at any time!
* Students will not run with, carry incorrectly, or mishandle any hand tool or equipment.
* Students will use outlets, sinks, drawers, and storage containers for their intended purposes.
* Students will always ask permission to use power equipment.
* Students will not operate any piece of equipment without completion of the appropriate safety test (passed with 85% or better) and **instructor permission.**
* Students will always let the instructor make any changes or repairs to the equipment, they will not attempt to do so themselves.
* Do not unplug a camera or memory card reader while it’s being used.
* Do not tamper with lights, ventilation switches, or any other devices in the classroom.
* Students will adhere to all rules and guidelines taught by instructor involving the correct use of equipment.
* The classroom/soundstage area will be cleaned up to the teacher’s satisfaction every time!
* If equipment or supplies are damaged due to a student’s not following the rules, fines and fees can and WILL be applied to their account.
* Students will not be allowed access to equipment or computers without a signed safety contract on file, and completion with a 85% accuracy of all required safety tests.
* Students will not take photos or video of any person without consent.
* Students will not use copyrighted video or sound footage and will comply with all copyright laws.
* Students will not use any vulgar or obscene behaviors in their stories.

**Tools and Equipment:**

The following tools and equipment are stored in this class and may be used for projects:

|  |  |  |
| --- | --- | --- |
| * Digital camcorders
* Action/”Helmet” cameras
* High wattage lights (very hot)
* Boom poles
* Wired microphones
* SD memory cards
 | * Tripods
* Mono-pods
* Walki-talkies
* Costumes
* Face paint
* Green screens
* Memory card readers
 | * Desktop computers
* Sound barriers
* Extension cords and power cables
* USB cables
 |

**Failure to follow these rules will result in:**

1. A **verbal warning** and an explanation of what will happen if behavior continues
2. A **written warning**, **detention**, and **phone call home**.
3. Student will be officially placed on **probation**. Written notification sent home. **Safety and rule tests must be retaken** and passed at 85% again and behavior must stop to continue in GTT.
4. Staff will attempt to find student an **alternate placement**. If this is not possible student will do **seat-work** for the remainder of the trimester.

**By signing below, you and your parent understand the rules, risks, and consequences of working in the lab and using its tools and equipment.**

Student Signature/Date Parent Signature/Date