

For the Parents/Guardians...

Dear Parents/Guardians:

I am excited to be working with your student in the artistic and technical world of video production. This course will allow students to gain hands-on experience in both field and studio video production, improve their media literacy and offer several service-learning opportunities, as well as the creation of festival entries. In order for your student to participate, there are several items you must consider:

Handbook Agreement - Agreement to the rules and regulations your student is expected to follow in the Digital Video Arts course, including behavior expectations on the MVROP campus.

Donations - In order to provide such opportunities, we ask for a \$15 lab fee *or* your student provides their own SD card. (Checks payable to: "Mission Valley ROP". A school receipt will be provided). You may also donate 8GB SDHC cards, 9 volt batteries, movies on DVD, or blank DVD-R disks. Last Fall we received only \$180 in donations and ended up with over \$400 in damaged equipment – not including the usual costs of batteries, DVDs, etc.

Equipment Check-out - Please check the appropriate box on the form and sign it so your student can use a school camera, or give me notification if your student should be restricted to use of his/her own camera which you will provide. If you cannot afford to cover damage your student may inflict upon the equipment, then do not give them permission to check out the equipment.

Movie Filter - Please look over the list of films and clips. Scratch out any you do not allow your student to view in class, then sign and date.

Media Refusal Form - This form is to allow or refuse use of your student's voice/image should they have an opportunity to appear in a video used for MVROP promotional purposes, or a student video posted on the MVROP website. It does not effect their participation in class.

Medical Emergency Form - Because this class is held on the MVROP campus, medical information is collected in case of an emergency and kept on file in the MVROP administration office so we don't have to go on a search at their home school to find the info. (The second copy is used for field trips)

Network Use Agreement Form - Agreement to the rules governing use of MVROP computers and network. Your student will not be allowed to use an MVROP computer without this signed form.

Homework and Assignments – most can be found at www.penguindaze.com, along with a course calendar including due-dates. However, everything posted on the website is subject to change without notice.

Transportation and Time - Videos are often shot after school at a variety of locations and transportation and time availability may be a need they have. Please ensure your student is aware the resources available to them before they begin planning their videos. Often projects fail when parent and student do not communicate.

If you have any questions or concerns, please feel free to call (510) 657-1865 extension 15201.

Sincerely,

B. Feist

Digital Video Arts Instructor
bfeist@mvrop.org (e-mail valid Nov 29th onward)