

# **Brunswick Schools Video Program**

## **Application Packet**

### **2010-11 School Year**

Thank you for your interest in the award-winning Brunswick Schools Video Program. Please read the following information carefully. The most important thing that you have to remember is that you should be doing this because you want to learn more about working in a journalism/TV production environment, and not because your friends are doing it.

All students in grades 6-12 are eligible. You do not have to be a current member of the Program to join. To be considered for the 2010-11 Video Program, you must take the following actions:

1. Complete the Student Information Form
2. Have your teachers complete three Brunswick Schools Video Program Evaluation Forms
3. Read, understand and sign the Brunswick Schools Video Program Procedures and Attendance Policy
4. Be sure your parents read everything as well.
5. Return the completed Student Information form, the three completed evaluation forms and the signed procedures/attendance policy to John Wasylo (Brunswick High School) by **Monday, May 17, 2010**.

If you have any questions regarding the Brunswick Schools Video Program, contact John Wasylo (Video Program Co-Advisor) at (330) 441-2259 or visit him at the Brunswick High School (across from the BHS Media Center). Keep in mind everyone has an equal opportunity to be a member of the Video Program.

**Student Information Form  
(New Members)  
Brunswick Schools Video Program**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ parent's e-mail \_\_\_\_\_ Grade \_\_\_\_\_

School currently attending \_\_\_\_\_

School you will attend next year \_\_\_\_\_

1. Describe in 3 sentences why you want to be a member of the Video Program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe any previous journalism/video experience that you have. (Please remember this is not necessary for admission into the Program.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List any extra-curricular activities you were involved in last year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List other activities you plan on joining next year (besides the Video Program).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List what skills, talents, etc. that you can bring to the Program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe yourself in 5 words.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Video Program Procedures and Attendance Policy

1. Video Program interviews will be conducted in May (dates TBD). If selected, new students will be asked to attend several mandatory meetings in August to learn journalism/equipment operation in preparation for the 2010-11 school year. A membership fee of \$50 is required to join the Program, which pays for a Program T-shirt and an end-of-the-year banquet.
2. Students are required to attend all Video Program meetings during the school year. Meetings will be held at the Brunswick High School Video Program Studio every other Tuesday, Wednesday or Thursday (each team meets on a different day) from 3:30pm to approximately 4:15pm. Also, students must be able to work on a select number of team productions and individual projects throughout the 2010-11 school year.
3. Attendance at all meetings is mandatory, as it is during meetings that assignments are selected and discussed. Failure to attend any meeting may result in dismissal from the Video Program. Students are encouraged to participate in other school activities and scheduling conflicts will be resolved should they arise. Any conflicts should be discussed in person with the advisor prior to the day of the conflict (see attendance policy).
4. Students must display professionalism during all Video Program productions. If a student displays unprofessional behavior during a production or meeting, he/she will be asked to leave the production immediately. Afterwards, the advisor will review the conduct and possible dismissal from the Program will be considered.
5. Attendance: We realize students are involved in other organizations. We are happy that students participate in other activities as long as they communicate with the Video Program Advisor in person, and in writing about them. Scheduling personal appointments or simply not attending a Video Program meeting are not recommended. If you need to have doctor's appointments, please try to schedule them on non-Video Program days. We have such little rehearsal time for a group of this nature. If a member is absent, our team does not function in a proper way. Please do not let your fellow members down by being absent.

In the event that you miss a meeting or production, a record of the date and the reason must be reported to the Advisor (who will decide if it is an excused or unexcused absence). Because the Video Program is not an actual "class", disciplinary measures upheld by the school do not work as consequences. Therefore, listed below is how you will be penalized for attendance:

- **Tardy:** Meetings start promptly at 3:30pm on your assigned day (Monday, Wednesday or Thursday). If you are late or absent, you will be marked as "absent-unexcused".
- **Excused Absences:** Speak directly to the Video Program Advisor ahead of the day in conflict. He/she will decide if it is an acceptable excuse. In the event of an emergency, see the Advisor when you return to school (this is YOUR responsibility). If you are sick from school, you cannot be involved with the Program on that day because of school policy. If you cannot speak with the Advisor directly, please call (330) 441-2259 and leave a message, as well as a phone number where you can be reached. Work is NOT considered an excused absence! Any productions/events will be listed roughly a month ahead of their actual dates. This gives everyone the time to rearrange your work schedule. This is YOUR responsibility.

- **Unexcused Absences:** When a student is absent and the excuse is not valid, it will be counted as "unexcused". It is the Advisors' discretion as to the validity of an excuse. No argument should be given. One unexcused absence will be marked as a "warning", two unexcused absences will result in a loss of 10 accumulated hours, and three unexcused absences will result in dismissal from the Program.

.....  
Please sign and Return this Portion of the Sheet  
.....

I have read and agree to abide by the above requirements with my parent/guardian and understand the importance of my dedication to the Brunswick Schools Video Program throughout the entire school year. I will do my best to contribute to the success of the group and uphold the Video Program's tradition of excellence.

---

Student Signature

Date

---

Parent/Guardian Signature

Date

# Brunswick Schools Video Program Evaluation Form

3643 Center Road, Brunswick Ohio 44212 (330) 441-2259  
John Wasylo. Brunswick Schools VideoProgram Co-Advisor

## To be completed by the students:

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by the teacher:

Please complete the following student evaluation and return it via interoffice mail to John Wasylo, Brunswick Board of Education, by Monday, May 18, 2009. Rate each area as follows: 4 = Outstanding, 3 = Good, 2 = Average, and 1 = Needs Improvement. Thank you for your assistance.

I know that there are many forms coming across your desk on a daily basis. I really appreciate you taking the time to help this student.

| The above named student:                    | <b>Low</b> |   |   | <b>High</b> |
|---|------------|---|---|-------------|
| 1. Is cooperative in class                  | 1          | 2 | 3 | 4           |
| 2. Shows respect for authority              | 1          | 2 | 3 | 4           |
| 3. Has a good attendance record             | 1          | 2 | 3 | 4           |
| 4. Demonstrates strong leadership skills    | 1          | 2 | 3 | 4           |
| 5. Follows directions well                  | 1          | 2 | 3 | 4           |
| 6. Has good relationships with peers        | 1          | 2 | 3 | 4           |
| 7. Is a positive role model                 | 1          | 2 | 3 | 4           |
| 8. Takes pride in work & appearance         | 1          | 2 | 3 | 4           |
| 9. Demonstrates enthusiasm and interest     | 1          | 2 | 3 | 4           |
| 10. Should be a member of the Video Program | 1          | 2 | 3 | 4           |

Please feel free to make any additional comments that you feel would be helpful for our selection process in the space below. Thank you.

---

---

---

---

---

---

Total \_\_\_\_\_

## **Information for Parents**

If your child is interesting in joining the Brunswick Video Program, parents need to know it is a big commitment for both of you.

Students are required to attend meetings unless they are temporarily excused and must complete written assignments on time to move forward in our group. They will first be learning to write stories, which are posted on the Brunswick Schools' Web site ([bcsoh.org](http://bcsoh.org)) on the Open Lines link. Some of those stories may also be selected to run in the print edition of Open Lines, which is sent to all homes in the district. They may also be selected to run in local newspapers from time to time.

There are two meetings a month (except holidays) with the new group and previous groups meeting on Tuesday, Wednesday or Thursday. They last from a half hour to an hour unless something special is happening and they will have notice of that. They will each receive a copy of their calendar of meetings and our contact information. Please put it in a safe place so you can refer to it if needed. One written story a month is required.

If they have a problem getting ideas, the advisors are more than happy to provide ideas and information for them. In January, each new student will be assigned a "beat" – just like a news reporter – and that will consist of assignment to one of the schools in the district. From then on, their monthly stories will be about something happening in those schools.

The majority of our communication is done via e-mail between meetings. It is vital that the student and parent have e-mail addresses that are checked regularly and that e-mails are answered as soon as possible. Stories are sent via e-mail as are suggested revisions, etc.

It also means parents have to provide transportation to meetings (Willetts students generally walk to the meeting and then are picked up after). You may also be asked to drive for potential field trips, such as to area TV stations.

We are looking forward to working with your child if he or she can meet the goals. Unfortunately, space is limited so not all of those who are interviewed in May will be accepted, which is why it is important for everyone to understand the commitment it will take.

Thank you  
John Wasylo, communications director  
'Sam' Boyer, first-year advisor