

TV/Media Classroom and Studio Procedures

Every classroom needs to have a set of procedures. Procedures allow the class to operate smoothly. A smooth-running, effective classroom is free of confusion and is a pleasure to teach and learn in.

***Classroom procedures that must become student routines:**

1. Beginning of a class, come in and sit quietly.
2. Students seeking help or have questions.
3. End of class- everything picked up/put away & clean

PROCEDURES

What to do when you enter the classroom.

What to do when you are tardy or absent.

What to do when you need to leave the classroom. – ALWAYS ask permission from me. Be quiet, respectful, and go only to the place you have requested – going anywhere else is considered skipping.

Where to find the assignment.

How to respond to my request for your attention.

What to do when you have a question.

What to do when someone knocks or enters the room.

What to do if the phone should ring.

How to keep your notebook/journal.

When you need help or a conference/progress reports.

What to do when you hear an emergency alert signal.

What to do when you finish your work early. – work on TV/Media homework, read your text book. DO NOT DO WORK FOR ANOTHER CLASS!!!

What to do when you need to go to the restroom.

NO FOOD/DRINK

NO CELL PHONES

TV / STUDIO * EDITING ROOM PROCEDURES

- Work with your group, stay in your group – if you are not editing, you are to be watching, helping and staying with your group.
- Do not leave the room without permission (ask to use bathroom). You will get a detention for leaving the room without asking.
- Take turns editing – rotate editors every 15 minutes.
- Keep volume of computers LOW.
- Keep volume of discussions and overall room sound LOW.
- Work out all editing/computer problems with your group FIRST, then if you are still having problems raise your hand for the teacher.
- Do not change name of folders, drives or anything else on the computer.
- Do not open or watch other peoples' projects.
- Never delete files unless they are your own.
- Leave the editing room the way you found it... all applications on the computers are closed, chairs are pushed in and all desk areas are tidy.

PROCEDURES DURING GROUP WORK

- **You are responsible for your own job and the results of the group.** (In the working world, you are responsible for your own job and the results of the people you work with).
 - **If you have a question, ask your SUPPORT BUDDIES. Don't ask your teacher.** (In the working world, you do not raise your hand for help. You seek, ask, and research because you are expected to act on your own initiative).
 - **You must be willing to help if a SUPPORT BUDDY asks you for help.** (in the working world, you are expected to apply teamwork skills.)
 - **If no one can answer a question, agree on a consensus question and appoint one person to raise a hand for help from the teacher.** (in the working world, negotiating and reaching agreements are the keys to success.)
- * Individuals are accountable for the work of the team. Write reports cooperatively and give team presentations. The support group will get a group grade, and that grade will be each individual's grade, so it is important that each member of the group support the others' achievement efforts.**