

2023-2024 chstv Procedures

IMPORTANT DATES-MARK YOUR CALENDAR

2024 STN CONVENTION: March 13-17, 2024 (W-S)

STN Mandatory Packet Turn In: October 26th @VMS @6:00pm

STN Mandatory Parent /Student Meeting: March 6th @CHS @6:00pm

Homecoming Lancer Day: October 20, 2023

Back to School Night:

CELL PHONE NUMBERS

Add these numbers to your cell phone right now please:

Mr. Kohnen-619.778.7139

Ms. Cohn-760.644.7068

Classroom-760.331.5721

PLEASE BRING A REUSABLE WATER BOTTLE EVERYDAY

www.chstv.com

Check our Google Calendar DAILY as the schedule changes often.

ANCHORING

If you are anchoring, wear appropriate clothes. No large logos.

DAILY POINTS SHEET

The Daily Points Sheets are on the STAFF page. **You are required to go on and fill out the form each day.** You must put your name next to the daily job. You may not do the same job more than four times in a grading period.

No name = No Points.

PITCH SHEETS & VERBAL PITCHES

Pitch Sheets must be approved **before** projects begin, before checking out equipment, and before filming starts. Remember only **two students** per package and only one Pitch Sheet per team is needed!

PACKAGE TURN-IN SHEET/SELF SCORING

It is very important that you write your name, the name of the Package, Title, your jobs, your partner, where your package/story is. **EACH PERSON** needs a separate grading sheet. The Grading Sheet is placed in the plastic bin on Ms. Cohn's desk at the beginning of class. No sheet-no points!

Also, if your PKG is date sensitive or needs to air before an event or date, TELL ME or the Content Producers so it gets on the schedule!

STORY/PACKAGE

It is very important that you keep the name of your story consistent. Put the same name on the Pitch Sheet, Grading Sheet and electronic file when you turn it in.

Example: kohnen_cohn_SummerStory

GRADES

All questions regarding grades must be directed to Mr. Kohnen. If you wish to challenge a story grade issued by a Content Producer and are confident the Grading Rubric does not support the grade, please see Mr. Kohnen.

PERSONAL SD CARDS AND THUMB DRIVES

Write your name on them so that if found, they can be returned!

CAMERA & EQUIPMENT CHECK-OUT

1. Let Ms.Cohn know what your equipment needs are verbally or via text.
2. Cameras are on a first-come first-served basis.
3. If checking out a tripod, please return it with the **plate attached**.
4. Equipment is to be **returned the next morning before school** even if you don't have Broadcasting that day (unless other arrangements have been made).
5. Equipment not working properly: Please let me know immediately!

LEAVING THE CLASSROOM DURING CLASS

YOU ARE TO USE THE BATHROOM THAT IS ASSIGNED TO OUR BUILDING AND NO MORE THAN TWO PEOPLE AT A TIME. PLEASE ASK BEFORE YOU GO! There are lanyards with your ID cards that will be provided. You **MUST** wear your lanyard anytime you leave the classroom. You must also sign out on the clipboard with date, time and destination indicated. **WE MUST KNOW WHERE YOU ARE AT ALL TIMES! NEW PROCEDURE!**

TARDY

Yes, you will be marked tardy if you enter the classroom after the bell has rung!

LEAVING CLASS EACH DAY, REMEMBER TO:

- push in your chairs
- close out of all applications on the computer and shut them down
- throw away all trash
- If you have borrowed a chstv shirt, hang it up

BE INFORMED

Read the news. Know what is going on at CHS and the community. Be curious, inquisitive, ask questions, and keep your eyes and ears open.

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CHSTV BOOSTER CLUB ADDRESS

PO BOX 702

Carlsbad, CA 92018