

2026-2027 CHSTV PROCEDURES AND EXPECTATIONS

CELL PHONE NUMBERS -ADD TO YOUR PHONE NOW

Mr. Kohnen-619.778.7139

Ms. Bensen- 760.453.3164

Classroom-760.331.5721

IMPORTANT DATES- ADD TO YOUR CALENDAR NOW

-2027 STN Convention: March 17-21, Long Beach, CA

-STN Mandatory Packet Turn In at Valley Middle: Wednesday, Sept. 23

-STN Fall Challenge:

-Practice Weekend: October 22-25

-Contest Weekend: November 12-16

-STN Mandatory Parent /Student Meeting: Wednesday, March 10

WWW.CHSTV.COM/STAFF

Check our Staff Page Google Calendar DAILY as the schedule changes often. Be sure to click on the whole calendar (ex: if it has +2 more...click on it!)

CLASS EXPECTATIONS:

If you need to leave class you MUST:

1. **HAVE PERMISSION. DON'T JUST LEAVE CLASS.**
2. Take a bathroom pass or press pass and wear it.
3. Sign out on clipboard with time out, time in and where you are going.
4. **WE MUST KNOW WHERE YOU ARE AT ALL TIMES.**

NO GUM IN CLASS OR STUDIO

Clean up the desk and push your chair in.

Absolutely No drinks/food in the studio.

Hang up any CHSTV shirts you borrowed back in the closet, on the hanger.

Snacks are at the end of the period and only if you really need it (see me for special circumstances)

ANCHORING

If you are anchoring, wear appropriate clothes. No logos. We have CHSTV shirts available to wear on air.

DAILY POINTS SHEET

- The Deputy Producer will add points to the sheet each day.
- NEW!** Jobs now have different point levels attached to them.
- It is **YOUR JOB** to make up points in case of an absence.
- You may not do the same job more than four times in a grading period.

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:

- Story filename must include your last name and your partners last name:

LAST NAME_LAST NAME_STORY NAME

example: Zak_Hinshaw_Otto's Story.mov

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

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

SHOW TIME

Finish your job before downtime.

Lock-in for showtime

10:00

10:20

Phones away, get to your jobs.

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.

Story changes are due by 11:59 pm on the same day.

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. Bensen 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!

TARDY

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

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.

LET'S MAKE IT A GREAT YEAR!

BE KIND TO EACH OTHER 😊