

## **Attitude, Behavior and Performance**

Staff members are expected to display a positive attitude at all times toward their fellow staff members and their tasks. They are expected to display proper and acceptable behavior at all times. A high level of performance is required in all aspects of your work. To meet these expectations, the following guidelines are offered:

**Behavior:** These guidelines are the same as for regular classroom behavior, that is, a student is expected to:

- Exhibit a positive attitude toward their fellow staff members and their work. Demeaning and unkind comments and actions are considered inappropriate.
- Refrain from obscene or profane language or gestures
- Refrain from loud and inappropriate behavior.
- Wear proper attire at all times. Refrain from wearing hats, jackets, or other distracting and inappropriate clothing. Appropriate on-air attire is mandatory. This is especially important on location representing you, the staff, and reputation of GBN-TV.
- No food or drink is allowed in the broadcasting area during the day. In the evening hours after 4 p.m. you may eat in the classroom area only. Food and drink is never allowed in the radio or television studios, control rooms or around equipment when on location.
- Follow all rules and regulations of Glenbrook North

**Performance:** all staff members will strive to achieve as high a level of performance as possible. To help accomplish this, the following guidelines apply.

- All written work will be typed, or for forms, printed.
- All work is to be correct in form, spelling, and punctuation.
- All deadlines, guidelines, and requirements are to be followed exactly as given.

You will have both short and long-term assignments and objectives. These are expected to be completed on time. Work not turned in on time or not meeting appropriate standards will earn less than full credit.

You will exhibit proper attitude or behavior. Failure will affect your evaluations.

Only PG-13 material can be brought into the studio and used in productions. NO material from R rated movies can be used viewed in the area.

**You must respect the property and hard work of others. If it does not belong to you - LEAVE IT ALONE. DO NOT touch any thing on others' shelves.**

**DO NOT take, view or use tapes that belong to others.  
Return and store all items to where they belong.  
This includes equipment, clothing, tapes, cables,  
CD's, records, and forms.**

Equipment must be returned and properly stored by the beginning of school. Failure to return equipment by the beginning of school will result in your losing outside event shooting points.

Book bags and coats are not allowed in the studios or editing rooms. Leave all book bags and coats in the classrooms.

For safety reasons you must sit properly in all chairs.

You must have instruction and clearance before using the digital audio and video editors for any projects.

When working in the various studios, you must return all equipment when finished. Cameras must be pulled back against the wall with cables coiled. All microphones must be placed in their containers and returned to the shelves. Microphone cables should be coiled and placed along the wall or on pegboard. All recording media must be returned proper location. All scripts should be filed or thrown out

All recording media left out and unlabeled will be recycled. All media come in protective boxes and must be kept in their boxes. This protects not only the media but also the materials that you have spent time and energy recording. Recording media can easily be damaged by not keeping them in their protective boxes. You are responsible for labeling all media and their boxes.

All cables used must be secured and return to the proper location on the pegboard.

Batteries must be returned to their appropriate charger. Return the battery belt so that it is aligned on the shelf and that it is charging properly. There is a risk of damaging the connections inside the belt if you do not return it properly.

Broadcasting class projects have the highest priority. If you want to work on a project for another class, you must clear it with your broadcasting instructor. Permission to do personal projects that have nothing to do with school or that will not be aired over GBN-TV or WGBK-FM will probably be denied. Under no circumstances are you allowed to do projects for someone and receive compensation.

There will be no editing in VHS mode. All editing will be done in S-VHS. Do not open the decks and change any settings. Projects can be transferred to VHS on the rack equipment after they are edited.

You will be given source and master tapes on which to work. If you need, additional tapes see your instructor. Students are not allowed to go into the cabinets and take tapes. It is your responsibility to make sure that you have the tapes you need for your projects.