



BROADCASTER'S CODE OF CONDUCT

(and Student Agreement) ⁽¹²⁾

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(A copy of this agreement and supporting class materials, policy manuals, etc. can be found at the program web site: www.wvph1079fm.com)

My signature at the bottom of this agreement (witnessed by my parent or guardian as indicated by his/her signature) indicates my pledge to abide by the BROADCASTERS CODE OF CONDUCT by following broadcasting program rules, policies and responsibilities. (Advanced Broadcasters additionally pledge to follow the online handbook and Orange Sheet.) My signature further indicates that I understand that failure to honor this code of conduct may result in loss of broadcasting privileges, grade reductions and an alternate method of instruction. Extreme infractions could result in school sanctions or legal consequences. Additionally, my signature indicates my understanding that due to the nature of the course & of live broadcasting, the teacher might have to adjust or add requirements, but that will NOT invalidate this agreement, and I will be responsible for abiding by any changes.

- ___ 1. **LAWS, RULES, POLICIES, PROCEDURES:** I will obey and strictly follow: all laws, rules, policies, decisions and procedures (of the FCC, of the school, of the broadcasting program, of the teacher, of radio and TV station leaders, etc.) I will strictly follow the logs, the news format, the formatics, the hot clocks, the TV studio procedures & and all directions and guidelines.
- ___ 2. **EQUIPMENT CARE AND RESPONSIBILITY:** I am fully responsible for all equipment that I use. Damaged or lost equipment will require restitution and other consequences, including possible school and legal penalties, as well as course and broadcasting program consequences. I will check equipment for problems before using it, and will immediately report all problems to the teacher. I understand that once I start to use equipment, I then become fully responsible for it. I will never fool around near equipment or use equipment carelessly; I will never misuse or abuse equipment. I will **NOT touch equipment, computers, etc., unless I have teacher permission**. If I borrow equipment for use outside of the classroom, I will sign it out, check it out before I leave with it, & then take full responsibility for it until it is checked back in (loss or damage requires restitution). Equipment borrowed overnight must be returned to the teacher the very next school day, **AS SOON AS THE TEACHER ARRIVES ON CAMPUS**, and the equipment must be returned in the **same condition and organized** the same way it was handed out. **Camera batteries must be fully charged**, etc. I will show **professional courtesy** for the next person. I will also show the same respect and take the same care for **all equipment, supplies, facilities, etc.**
---SPECIAL NOTE WHEN PERFORMING A RADIO SHOW: I will check the studio at the beginning and end of my show to make sure the studio, classroom, and all equipment are in proper order & condition. I will clean up before I leave the studio, check my log (make sure it is perfect, legal, and complete), make sure everything is back in place and organized, etc. I will report all problems on the discrepancy log. For major problems, I will immediately **notify the teacher**.
- ___ 3. **WORK ETHIC:** I will always give my best effort each day. I will come to class with a positive attitude and maintain that positive attitude throughout the entire class. I will provide self-discipline and behave in class. I will always cooperate with my partner, group and team members, and do an equal share of work. I will strive for greatness in all I do, and take pride in all of my work. I will always be prepared.
- ___ 4. **DEADLINES:** I will follow the deadline rule with work that fully goes through the designated process and work that is always to the best of my ability and which shows pride and effort because I know that a **deadline is the last possible day to hand in (or perform or produce, if applicable) an assignment in final form. Failure to meet a deadline will result in a zero.** All help, feedback, revisions, etc. must come **BEFORE** the deadline. Productions, performances, shows, etc. must be deemed "ready to air" (by teacher standards) no later than the deadline. **PROCRASTINATION** does **NOT** work in this class. **(The safest method is to hand in assignments early, and to get feedback before a deadline.)**
- ___ 5. **BELL-TO-BELL:** I will strictly follow rules about staying on task every day **"bell-to-bell,"** arriving (in my seat or designated location) on time (by the late bell), staying on my designated tasks (at designated location) for the entire period (cleaning up at the designated time) and remaining in my seat (or designated location) until the end-of-class bell rings. I will not leave class without teacher permission.
- ___ 6. **PERSONAL RESPONSIBILITY / NO BLAME GAME:** I will (even in groups) take personal responsibility for my own grade and work, and I will never blame others. If I have a problem with another person, including a partner or teammate, I will get the teacher involved early. (Blaming a partner and/or ANY OTHER EXCUSE will not be accepted for grading purposes.) I will get help with all problems way ahead of time to avoid hurting my own status (and grade) in the class. I will take **personal responsibility** for my own success.
- ___ 7. **RESPECT:** I will show RESPECT at all times. In addition to respecting my peers and equipment, RESPECT includes listening to the teacher whenever he is talking, listening to my peers when they are called upon to talk and respecting the broadcasting program philosophy, spirit & ideals. I understand that respect (& character) means doing the right thing even when nobody is watching or when I won't "get caught.
- ___ 8. **ELECTRONICS RULES:** I will follow the ELECTRONICS RULES, which state that cell phones and other electronic devices may **NOT be used** (and must be **kept off and out of sight**) UNLESS I HAVE **TEACHER PERMISSION** to use a device. (Infractions could result in confiscation, grade reduction and loss of broadcasting privileges.)

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9. **PREPARATION:** I will always come to class prepared with all required supplies, equipment, paperwork and assigned preparation.
10. **COMMITMENTS:** I will fulfill all class commitments. IF I CHOOSE TO MAKE ADDITIONAL COMMITMENTS to the radio club, the radio station, the TV station, etc., then I will fully honor those commitments. If I am an advanced broadcaster, then I will fully participate in all required meetings, seminars and broadcasting program activities and events, including fulfilling all fundraising requirements.
11. **ONLY POSITIVE INTERACTIONS AND COMMUNICATIONS:** I will get along with and respect all staff members, teachers, managers and peers. I will get along with all members of my partnership, group and team, showing respect and embracing individual differences. I will support and respect all leaders and teachers (and their decisions). I will have only positive interactions with all members of the broadcasting program. I will only speak/write positively about staff members & all aspects of the broadcasting program both on and off the air (including online). I will do nothing that even hints at bullying, hazing, intolerance, etc. I will be a positive role model and a positive representative of the broadcasting program in school, in the community AND ONLINE. I understand my actions in the school and community, and online will influence my broadcasting status and privileges.
12. **BROADCASTING PROGRAM HONOR CODE:** I will follow the broadcasting honor code, which incorporates the school academic integrity policy and the district contract for participating in co-curricular activities, but which goes much further, including acting honestly and with integrity at all times, reporting all acts of dishonesty, suspicious behavior, equipment abuse, bullying, intolerance, negativity towards peers or the program, etc. I understand the honor code also includes reporting my own infractions. My actions and decisions will always be "high road" and appropriate. I will honor all commitments. I will honor the code even outside of the classroom and studios, including when I am online, on cell phone, texting, etc. I will publicly represent the broadcasting program with honor & integrity.
13. **PUBLICITY:** I understand that a radio station and a TV station must publicize their programs and stars (you) so my photo, name and broadcasting work may be heard or viewed on the radio station, on the district public access TV stations, on district and broadcasting program web sites, through podcasts, through internet broadcasting, on school bulletin boards and materials, etc.
14. **PAY IT FORWARD:** Since the concept of peers helping peers is a core ideal of the broadcasting program, I will do all I can to help any student who needs help or who has less experience than I do. I will show patience in helping others learn. If I am an Advanced Broadcaster, I will put the needs of others ahead of my own. I will "Pay it Forward" by correctly training Broadcast Writers and all members of the radio and TV stations when appropriate. I will also be a positive role model for all other members of the broadcasting program.
15. **COMMUNICATION:** I understand that communication is crucial for avoiding problems and succeeding in the broadcasting program. I plan to read & obey all signs posted on windows, bulletin boards, doors, etc. I will check e-mail and all applicable web sites and course communication resources every day of the week, and respond immediately, when required (by a teacher or a leader). **Note:** If I do not have e-mail or online access at any time, it is my responsibility to set up an "e-mail / online buddy" or set up an alternative means of receiving and responding to all communication. I will also communicate with the teacher whenever I have a problem, a question or a need for help.
16. **TAKE THE HIGH ROAD and "DO THE RIGHT THING!"** I agree to only use appropriate language, actions, music, decisions, etc. at all times. I will always "TAKE THE HIGH ROAD."

SIGNATURE SECTION

Student signature: _____ date: _____

Parent/guardian signature(s): _____ date: _____

NOTE TO ALL PARENTS AND GUARDIANS: Your signature above indicates that you are witnessing and endorsing your son/daughter's pledge to honor this agreement. Also, the course involves student performance in radio and TV (on FM, on television and on the internet), and the use of school and broadcasting program web sites, school bulletin boards, newspaper articles, brochures, etc. Your signature grants permission for your son/daughter to be seen, heard and featured through the various public media used in the broadcasting program. If there is a problem or concern, or if you have "opted out" of the district policy, then please e-mail the teacher at: glenn.allison@ww-p.org.

SPECIAL NOTE ONLY FOR ADVANCED BROADCASTING PARENTS AND GUARDIANS:
Advanced Broadcast Writing might occasionally include the use of "R" rated movies and excerpts to teach various concepts, including filmmaking and TV production. Your signature above also grants your son/daughter permission to participate in the viewing of these materials for educational purposes.