**ACTC Media Broadcasting - Audio Studio Rules and Procedures**

Our Classroom Rules/Standards:

1. RESPECT – your teacher, your fellow students, special guests; equipment and resources
2. RESPONSIBILITY – always be prepared; follow class procedures; use time and resources carefully and efficiently; be a team player
3. RESULTS – always do your best; always look to do better

Use of the studios is a privilege and not a right. Proper and efficient use of the studios is essential to the health of our program.

In order to use a studio or voiceover booth, the following procedures must be followed:

Before getting into the studio -

1. Student(s) must be up to date on all assignments and have maintained a satisfactory class behavioral record
2. Student(s) must provide an approved script (or plan) for the project being recorded
3. Student(s) must sign in at the time entering the studio and sign out upon completion of session

During the studio session -

1. Student(s) must not interrupt or disturb other students’ recording sessions.
2. Sessions are limited to 30 minutes each
3. No personal work is to be completed in a studio session unless all of the following conditions exist: a) entire class has completed the current project, b) extra studio sessions are available, and c) Mr. Boone has approved it. After school sessions will occasionally be available as well.\*
4. Once the session is completed, all work should be saved in the proper folder, all equipment should be turned off, all belongings gathered, clutter removed, and any extra equipment/accessories and/or chairs returned to proper location.

*\*All ACTC audio studio rules and procedures also apply to personal studio sessions.*

The following offenses (whether in the studio or at personal work stations) will cause immediate suspension of studio privileges and referral to administration:

1. Use of profanity or playing any music that contains profanity or offensive/objectionable lyrics or subject matter.
2. Copying copyrighted music or other material for personal use or distribution.
3. Vandalism, including graffiti or any intentional damage or misuse of the rooms, equipment or furniture.