

# elpaisano2016

syllabus

**office phone**  
732-9280  
ext. 33328  
**staff phone**  
ext. 33329

**yearbook periods**  
1, 2

**conference period**  
8

**e-mail**  
ctodd@eanesisd.net  
**twitter**  
@cindytodd

**Convention opportunities**

**TAJE**  
**San Antonio**  
Oct. 17-19

**JEA/NSPA**  
**Orlando**  
Nov. 11-16

**Los Angeles**  
April 14-17

**ATPI**  
**Austin**  
Feb. 26-27

**ILPC**  
**UT Austin**  
April 14-17

Dear parents and staffers,

Welcome to one of the best yearbook staffs in the country! I say this every year, but I truly feel so privileged that you have chosen yearbook as your home this year. I can't tell you how excited I am that so many want to be a part of such an important endeavor. What a great opportunity we have to make a lasting mark on the school and community. No class offers a better chance for students to help record the history of the year while offering an outlet for creativity and a chance to win awards for their work. Also, I have been told repeatedly by former students that they use their yearbook skills again and again in college and in their careers.

While producing an almost-500-page publication requires a great deal of work and time, I don't anticipate many hours spent on weekends or even late evenings in the staff room, especially with the new software we're using which allows the students to work on the yearbook anywhere they have an Internet connection! I expect students to work on yearbook during yearbook class period. If staffers manage their time well and stay organized, there is no reason they should have to spend vast amounts of time outside of yearbook to complete their work. However, the editors will be expected to work just a little harder. My function on staff will be that of adviser and resource person. I plan to teach, advise and facilitate and let the editors and staff actually design and EDIT the book!

We are fortunate to have a wide variety of interests represented on the staff and will benefit from having students involved across the campus and from all grade levels. While I support and am proud of these students' other endeavors, I want them to understand that they must recognize and honor their commitment to the publications program. I have high expectations. We have built a nationally recognized program which continues to grow and improve. Being a member of the Westlake High School yearbook staff holds a certain amount of prestige, and many of these students will be honored individually as well as for being a part of the staff. Seniors who ask me to write college recommendation letters can expect an honest assessment of their performance on staff. Those who work hard get glowing rec letters.

Please feel free to contact me at (almost) any time. I check e-mail several times a day, and I'd love to hear from you. Texting me is okay, too. Since I'm in the ISS room part of the day, contacting me via email is probably your best means of communicating with me. We will use Remind for all-staff reminders from me and the editors. No phone numbers will be used during communication. Staffers are required to join, and parents are welcome to join if they wish. To join: text @16yrbkchap to 81010 or email 16yrbkchap@mail.remind.com (the subject line and body can be blank).

Parents may be asked on occasion to help with various projects, including Distribution Day, and we always welcome edible treats at any time. Because we have so many on staff, we don't routinely celebrate birthdays; however, if you want to provide refreshments, just be sure to bring enough for that particular class period! And some of us are gluten-free, so please keep that in mind as you plan snacks.

I am truly excited about this year and so grateful that each of you has chosen to make yearbook a part of your life. I love yearbook and want you to love it, too. Just remember: As we focus on the small things, just remember the events, words and thoughts we record today will become the memories of tomorrow. Let's make it the best year ever for Westlake yearbook!

Sincerely,  
Cindy Todd

**Supplies  
needed**

(will vary with job  
description)

notebooks

pens/pencils

cameras  
(optional)

strong work ethic

good attitude

sense of humor

**Grading policy**

Major grades (based on completion of deadline assignments) will constitute 60 percent of a student's grade, and daily work will constitute 40 percent. All students' responsibilities depend upon their positions on the staff, and each will be evaluated according to those tasks.

**Eligibility requirements**

UIL eligibility rules will be applied concerning the release from class for participation in extracurricular activities. Students will take the responsibility for making up missed work.

**Leaving campus**

On occasion, students may need to leave campus to complete assignments. This will be done with parent and adviser permission only. If students abuse this privilege, it will be revoked.

**Code of conduct**

Students and parents will be required to read and sign a contract outlining expectations for student conduct and responsibility.

**Absences/Deadlines**

If a staff member is absent from school and will miss a deadline, he or she must make an effort to have the task completed or find someone else to do it. If something is due on the day of an absence or the student has a school camera, the staffer should call, e-mail or text the adviser or an editor.

**Classroom rules**

Act with journalistic integrity. (Don't make stuff up.)

Be on time.

Follow instructions.

Stay on task.

Act responsibly. Remember, you are ALWAYS a yrbk Chap, so represent us well.

Keep the room clean.

No food or drink near computers. No exceptions.

Use all equipment appropriately and with care.

Leave the room only with permission and a pass.

Respect the property of others.

If you say you're going to cover an event, do it or make sure someone else does it.

**Travel opportunities**

Students who make significant contributions to the publication may earn the privilege of traveling to out-of-town conventions. These are valuable opportunities to compete, to share ideas with other staffs and to bond with others on our own staff. Most expenses, such as airfare and hotel, will be incurred by the students.

**Parent group**

Parental support is a necessary and valuable part of the success of the publications department. I welcome and appreciate volunteers and the occasional edible treat. I would love to have a parent volunteer to help organize other parent volunteers — a team parent of sorts.