

Photography

with
Mrs. Flatow

Dear Parents and Guardians,

Welcome to the 2019-20 school year!

Here's to another exciting year of Photography at M.S. 51! I hope you have all had a wonderful summer filled with exploration and adventure. This is my eleventh year teaching Photography at William Alexander Middle School, and over that time we have established our digital program, while simultaneously improving our long-standing darkroom facility, which began a major upgrade in the spring of 2016. I look forward to continuing our expansion!

We have a number of resources available online, including our very active class website www.ms51photo.com. Families can find everything from grade-specific class pages, online galleries, homework calendars, and online forms (including this one!) I urge you to take advantage of this website at home or at the library so that everyone can access the most up-to-date information about our class, especially in the case of an absence.

Our photography program utilizes online grading software so that parents/guardians and students can access current student grades. We use www.jupitergrades.com, which has personalized usernames and passwords for parents/guardians and students. Jupitergrades.com enables families to check for inconsistencies and missing assignments so there are no surprises when report cards are distributed.

Students must be prepared as a part of the course grade. This means that each student needs a **3-ring binder that is no thicker than an inch** and can be purchased at Staples or any other office supply store. Additionally, students should have lined paper and writing utensils available for **every** class. We also ask that each student bring in 1 roll of paper towels – if everyone does this we will have enough to clean the whole darkroom facility for the year. The photography program runs on independent funding. As with years past, it is your support that enables us to purchase the necessary supplies for the entire darkroom and digital facility.

Lastly, students have received a number of materials that must be read and signed by a parent/guardian including the class contract/photo loan form, walking field trip form, and a DOE photography release. Since I will be documenting our class progress, all forms must be signed in order to fully participate in all activities - otherwise students will complete alternative projects outside of our darkroom. Forms must be returned by the second week of school, otherwise students will not be able to use our photo facilities – these forms count as an assignment for the first marking period.

Please contact me any time by email at aflatow@K051.org with any questions or concerns you may have.

I look forward to working with all of you and nourishing your child's creative endeavors!

Sincerely,

Ms. Flatow



Contact Phone: (718) 369-7603 x3172

Contact email: aflatow@K051.org

Photo website: www.ms51photo.com

Introductory Information

Class Objectives

This course is all about self-expression. Building on the image-making skills you already have, we will learn new techniques in Photography this year. You will use your camera, your mind, and tools available in our classroom and community. You will look at, discuss, and write about images created by famous photographers and those of your peers. This skill will help you discuss images in all of your classes and develop your identity as an artist that can express yourself visually. You are expected to try your best, complete the required assignments, speak your mind, and respect one another.

Basic Rules of Photography Class

1. Students must come to class on time or with a pass – each unexcused late arrival will result in 1 point off of your quarterly grade, so bring a signed note if you even suspect you might be late!
2. If the door is closed, students should wait quietly in the hallway in a double-file line.
3. Students may not leave the classroom before the bell rings unless they are given a pass to leave.
4. Only one student may be out at a time to use the bathroom/get water with our designated pass.
5. Students are expected to take initiative. If you think that you are done, **ASK** to see what else you can do instead of sitting around!
6. All assignments must be completed on time, unless otherwise arranged.
7. Students are expected to take written notes during presentations.
8. Students should clean up their own area *and* the general classroom during the last 10-15 min. of class – it is a part of your grade and helps everyone leave on time.
9. Students must sign and hand in the all contracts and permission slips with parent/guardian signature by the second week of school.
10. Students must submit the talent contribution form by the second week of school.
11. Students are required to attend our **Winter *AND* Spring photo shows**.
12. It is the student's responsibility to contact Ms. Flatow if there are any issues with homework or grading. Ms. Flatow is flexible as long as **students advocate for themselves** (ideally instead of your parents...this is a great growing-up skill!) If you are sick at home it's easy to write an email – I know you are on your phone!

Talent Donations

The photography program functions solely on parent support, and is one of the most expensive talent programs to run. All donations go towards darkroom supplies such as photo paper, darkroom chemicals, film, darkroom equipment, maintenance, lending cameras, display & framing materials, and art fair preparation, for the entire year - everything is included! This also covers digital materials including ink, Photoshop, digital papers, transparencies, and computer purchases. We appreciate any and all help so our program can continue to run in its full capacity – often families give \$10 a month (like Netflix for Photo!) but any amount is welcomed.

Email me with any questions about this at aflatow@K051.org.



Materials & Grading

Required Materials Checklist – THIS IS A MUST!

- access to a Manual 35mm Camera – owned or borrowed from class
- access to a DSLR digital Camera – owned or borrowed from class (7th & 8th Graders ONLY)
- 3-Ring Binder that is no thicker than an inch (hard cover only)
- Notebook Paper – 3 hole punch
- Writing Utensils (regular ones, like pens and pencils...no crayons, etc.)
- Signed Student Contract / Camera Loan Form
- Signed Walking Field Trip Form
- Signed DOE Form
- Talent Donation Form
- 1 Roll of Paper Towels

Grading

As long as you try your best, grading should not be a problem for anyone! Be aware that your grade is calculated as follows:

Class Requirements

- | | |
|--|------|
| <input type="checkbox"/> Prepared for class (w/ required materials) | 5 % |
| <input type="checkbox"/> Time spent on task (this includes cleanup & behavior) | 20 % |
| <input type="checkbox"/> Participation | 10 % |
| <input type="checkbox"/> Homework & quizzes | 15 % |

Portfolio

- | | |
|---|------|
| <input type="checkbox"/> Critiques (verbal & written) | 20 % |
| <input type="checkbox"/> Projects | 30 % |

Total:	100 %
--------	-------

- Every unexcused late arrival to class will result in 1 point off of the quarterly report card grade. Be prepared and bring a note from your teacher if you are running late!
- Each extra credit opportunities:
 - You may go online to the 'Extra Credit' section to complete up to 5 points worth of projects per quarter. Most are worth 1 point each.
 - Students can sign up for darkroom & classroom help, which lasts one semester and grants 5 points toward the semester grade. (This does not include 6th graders during the first marking period).
 - That means students can earn up to 110 points every marking period!
- Students may come outside of class to work on projects, ask questions, or get additional support during designated times. Check the door or ms51photo.com for up-to-date scheduling.



Online Grading & Class Website

Jupitergrades.com Directions

Follow these directions to access jupitergrades.com online grading:

1. Make sure you submit your email address on the class contract – Ms. Flatow will send out an email with your ID and password for both students and parents.
2. Go to www.jupitergrades.com
3. Click on “login”
4. Make sure you are on the student/parent tab towards the top of the page
5. Login with the ID and password that will be emailed to you and check grades.

Website

You are required to use the Internet during and outside of class – if you do not have access to a computer at home, remember that the Internet is available in school and at your local library. If this is a problem for any reason, please contact me at any point (well in advance of any project due date).

Below is a list of online resources available on our website. Homework will be posted on the calendar page of the website, so if for any reason you leave your homework notebook in school, miss a class, or need to make up an assignment, don't worry you can hand it in on time! If absent, students are *still* expected to complete work.

Resources available on our Photography website:

www.MS51photo.com

- Homework calendar
- Forms to print (including this one)
- Extra credit assignments
- Supply list
- Camera repair & supply shops
- Important & inspirational photographers
- Photo tips
- Online photo contests, games, & activities
- Recommended museums & galleries (and deals on admission!)
- Classroom wish list – supplies we need
- Student awards & achievements
- Ms. Flatow's email address: aflatow@K051.org
- High school photo programs, summer photo programs, & MORE!

Photography *with Mrs. Flatow*

Cameras & Supplies

I strongly suggest that you use your own 35mm camera (or DSLRs for 7th and 8th graders). While we have 35 loaner film cameras and 30 digital cameras, they are only available for 3-day rentals. There are about 200 people in the photography program, so it is much easier to use your own camera instead of borrowing one (your personal cameras can't collect late fees!)

Before you say "I don't have one of those!" try asking your friends and family – who knows what people have hiding in basements or closets.

Buying a Camera

If (and only if) you want to buy a camera, any **35mm manual camera** will work for this class. That being said, there are a few models that I suggest:

Pentax K1000 – Widely known as the best instructional manual 35mm camera out there. Our in-class film cameras are Pentax K1000 models.

Pretty much any 35mm manual camera will do. If you are unsure if your camera will work for our class, just email me the brand and model number, or a link to the camera, and I can give you feedback.

If you are looking for a **DSLR camera**, pretty much any brand will do – they've all become incredibly wonderful over the past few years. We happen to use Canon Rebel series that I purchased used from B&H Photo.

Ebay & Amazon- If you are looking to buy an inexpensive camera, Ebay is a fine way to go, but please understand that *you are taking a gamble*. I have purchased working film cameras for as little as \$20, but I was very lucky. Amazon is a little safer.

Resources

You are more than welcome to purchase specialty materials for yourself. You are more than welcome to come in during 'open' periods on the schedule to use these materials, or work on our own independent projects. If there is a special image that you want to print on large or specialty paper, feel free to purchase materials yourself. Below is a list of places where you can get supplies. The darkroom is resource for you to use – there aren't many out there so take advantage!

Camera Purchase:

B&H Photo Video
420 9th Avenue
New York, NY
www.bhphotovideo.com

Adorama Camera, Inc.
42 W. 18th St
New York, NY
www.adorama.com

Online Purchase:

Ebay – www.ebay.com
Amazon – www.amazon.com

Film Processing:

Accurate Photo
639 5th Ave (at 18th St.), Brooklyn
(718) 832-8899
www.accuratephotoshop.com

Camera Repair:

Photo Tech
360 W 36th St. NY, NY
www.phototech.com
Nippon Photo Clinic
37 W 39th St. NY, NY
www.nipponphotoclinic.com

Camera Repair:

Camera Doctor
406 West 39th St, NY, NY
www.cameradoctornyc.com



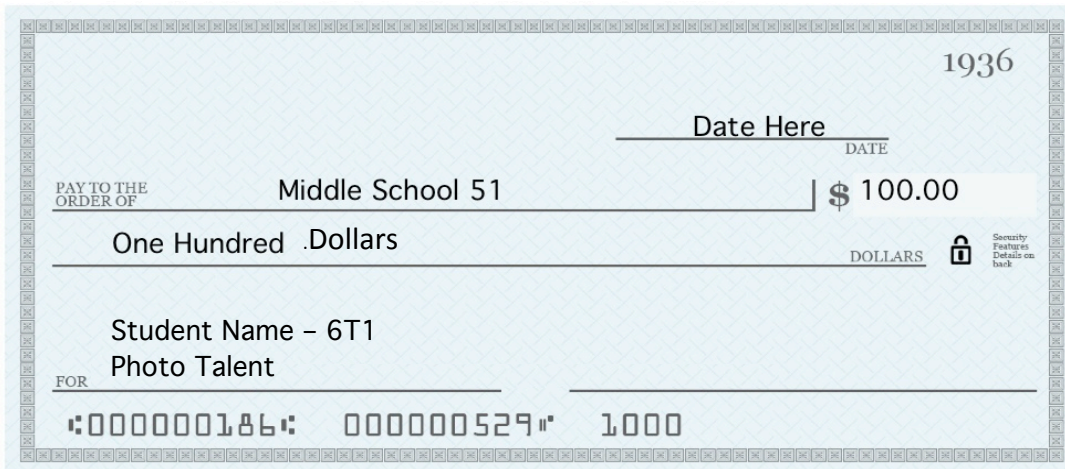
Talent Donations

If you make a donation by check or money order, please make sure it is written out to:

M.S. 51
Middle School 51
William Alexander Middle School

Do NOT write the check/money order to 'M.S. 51 Photography' – unfortunately, we will have to return it and have it resubmitted.

Below is an example of how any check should be formatted:



Note – Write "Photo Talent Donation" and the student's first name, last name, and talent section (e.g. 6T1) on the memo line only.



Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by Ms. Flatow / M.S. 51 Photo Program.

I also grant to Ms. Flatow / M.S. 51 Photo Program the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18): _____ Date: _____

Address of Parent/Guardian: _____

OR

Signature of Student (if 18 or over): _____ Date: _____

Address of Student: _____



Class Contract/Photo Equipment Loan Form

All students along with a parent or guardian must sign this class contract/photo equipment loan form as a part of the Photography curriculum. If you have any questions please email me at aflatow@K051.org.

Student Conduct

Students are obligated to follow class and school rules in order to get the most out of their photography experience in a safe environment. This means that students are expected to respect one another emotionally and physically. Positive language, respectful interactions, and clear communication should be demonstrated at all times. If a student has a problem, Ms. Flatow is available to help both in class, at allotted times outside of class, and via email.

Students are expected to stand in a quiet line in the hallway before entering the classroom. Upon entering the class space, students must act calmly as photo equipment can cause injury if safety rules are not followed. Using the darkroom and digital lab is a privilege. If a student does not follow class rules they will not be allowed to use the darkroom or digital lab. Instead, they will be given an alternative assignment without use of darkroom or photo equipment. Privileges will only be returned when the teacher has decided that the student can handle the responsibility.

No mp3 players, cell phones, or personal gaming devices are allowed in the darkroom. The light from these devices will cause light-sensitive photo paper to be ruined. Music from a radio may be played in class and the darkroom at a reasonable level during times selected by the teacher. It is completely up to the teacher to decide whether the music content is appropriate for the classroom. Music may only be played during open working times – not during any instruction. If a class does not follow music rules, then privileges can be revoked.

Classroom Material

Material included in this photography class is at a high academic level. Students will discuss and explore the same kind of material and photographs in our classroom and photo library that are on display in museums open to the public. This may include violence, such as photographs taken during wartime, or nudity of the type that would be present in exhibitions that are open to all ages. It is expected that students will be mature about the content of the material, though if a student finds any content uncomfortable, they do not have to look at the work or take part in a discussion surrounding the material. This includes the films *Teenage Paparazzo* by Adrien Grenier, *Gregory Crewdson: Brief Encounters* by Ben Shapiro, and *Born into Brothels* by Ross Kauffman and Zana Briski – these films are screened in the 8th grade. This set course curriculum has been created to introduce technical and visual concepts to the students so that they can develop as literate artists and art enthusiasts. This is one of many talent options for students at M.S. 51 so please be aware of the high level of expectation for students in the Photography program when deciding if this is an appropriate option.

Photo Shows & Imagery

All students must attend both the winter and spring photography shows as a course requirement that contributes to report card grades. The only exception is due an emergency or illness, as long as a doctor's note is submitted.



(continued from previous page)

Students will photograph one another as a part of the M.S. 51 photography program; therefore these images may be included both in school photo shows and peer portfolios. These images may be displayed in environments affiliated with our program, such as a gallery or exhibition outside of the school. Student work will be on sale at the photo show, etc. as part of our fundraising efforts.

Photo Equipment

Donations to the photography program are the sole means for maintaining materials for the photography program. This support funds film, photo paper, digital equipment, and maintenance, etc. that make this program possible.

Every student must have access to a 35mm manual film camera or DSLR. M.S. 51 has a limited number of cameras available for loan. All students must agree to the terms of the camera loan program, even if they have their own cameras, as there may be times when students need to check out tripods or other equipment.

Upon signing this form, the parent/guardian and student agree to return all items from the photo equipment library by the agreed sign-in date, otherwise they are responsible for late fees on all equipment.

Late Fees & Lost/Damaged Cameras

All equipment (except for Digital SLR cameras) have a late fee of **\$1 per day** including weekends and vacation days for each item. Additionally, any lost or damaged cameras or equipment will be replaced or fixed for up to \$500.00.

Digital SLR cameras (DSLRs) are in very high demand, and will therefore have a late fee of **\$3 per day** including weekends and vacation days. Additionally, any cameras or equipment that is lost or damaged will be replaced for up to \$500.00.

Borrowing equipment is optional, so be aware of the risk and responsibility you are agreeing to. You may always opt to purchase your own equipment, rather than borrowing ours.

Since about 200 students are in the photo program, it is essential that all equipment be returned on time. **No future equipment will be loaned, and report card grades will not be released at the end of the year until all outstanding fees are paid in class.**

By signing below you agree to the terms of the photography loan program and this class contract. This contract is valid for the entire length of time that the student attends M.S. 51. By signing below you agree to the terms of the contract as stated on this form.

Student: I _____ (print name) understand and agree to the rules stated in the class contract/and loan form.

(Signature) _____ Date: _____ email: _____ homeroom: _____

Parent/Guardian: I _____ (print name) understand and agree to the rules stated in the class contract/and loan form.

(Signature) _____ Date: _____ email: _____ Phone: () _____

Additional Parent/Contact Info May be added here:



Parent Notification/Consent Form Field Trip

Student Name _____ Photo Section: __T__.

William Alexander (M.S. 51) field trip taking place during Class Meeting Times of the 2015/16 School year

Trip Coordinator: Ms. Amy Flatow

Destination: Local Walking Field Trip within 2.5 miles of the school

Departure Site: M.S. 51 William Alexander

Departure Time: Class Meeting Times

Return Site: M.S. 51 William Alexander

Return Time: By the end of the school day

Mode of Transportation: Walking or Subway

Required Clothing/Food: Jacket if cold/ Lunch if trip extends into lunch

I, the parent/guardian of the student named above, hereby give permission for my child to take part in the school trip described above.

a) I understand that there are potential risks associated with the above listed activities and I consent to my child's participation in all activities except the following:

b) Please indicate any permanent or temporary medical or other condition including special dietary and medication needs, or the need for visual or auditory aids, which should be known about your child:

c) I understand as a parent/guardian if I believe it is necessary to limit my child's activity to a great extent, then the school may not be able to accommodate my child on this trip and that I and my child will be informed of this decision as soon as possible upon the receipt by the school of this completed consent form.

d) I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the trip may act on my behalf and at my expense in obtaining medical treatment for my child.

e) I understand that my child is expected to behave responsibly and to follow the schools discipline code and policies.

Photography *with Mrs. Flatow*

f) I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the trip, except if due to the negligence of school officials.

g) I understand that I am responsible for getting my child to and from the departure and return sites identified above. I understand that my child shall be accompanied by staff member(s) during the trip, including while traveling from the departure site to the destination site, and from the destination site to the return site.

h) I understand that alcoholic beverages and/or illegal drugs are prohibited and have discussed this prohibition with my child. I understand that if my child is found in possession of these substances, he/she will be subject to school disciplinary procedures and possible criminal prosecution.

i) I understand that student who violate the school's discipline code may be excluded in the future by the school from participating in a trip.

j) I understand that this trip is a privilege. Students are selected by grade and behavioral performance, therefore if a student does not keep up to behavioral or academic expectations of the trip coordinator (in and out of the photo program), they be excluded from attending. This is left to the discretion of the teacher and can apply as late as the day of departure.

k) In an emergency I can be reached at these phone numbers: _____

Additional Contact: Name _____ Number _____

l) I give my permission for my child to participate in this school trip.

Signature of Parent/Guardian: _____ Date: _____

STUDENT DECLARATION (signed by Middle School Student)

I have read this form and I understand that I am to act on this trip in the same responsible manner in which I am expected to conduct myself in school.

Signature of Student: _____ Date: _____