



**Arts and Humanities for Every Student  
School Partnership Agreement  
2017-2018 School Year**

**Arts and Humanities for Every Student** is the legacy program of the DC Collaborative, created in 1998 to serve as a vital arts and humanities education resource to the DC public and public charter school communities. The primary goals of the **Arts and Humanities for Every Student** program are to establish the arts and humanities as an essential component of a high-quality education, and to provide equitable access for all DC Public and chartered public school students to the wealth of arts and humanities experiences available in the metro DC area. These goals are accomplished through the partnership and collaboration of the members of the DC Arts and Humanities Education Collaborative and our School Partners.

**SCHOOL NAME\* (please print):** \_\_\_\_\_

is pleased to participate in the 2017-2018 Arts and Humanities for Every Student Program as a School Partner. We have received and read the Arts and Humanities for Every Student Handbook. **By signing this partnership agreement, we agree to abide by the program policies and fulfill the school responsibilities outlined in the [School Handbook](#).**

**Please complete this agreement and return it to our office prior to the September Lottery.** You may scan and email the form to [info@dccollaborative.org](mailto:info@dccollaborative.org), or mail to DC Arts and Humanities Education Collaborative, 975 F Street, NW, Washington, D.C. 20004.

**AHFES FEE: This year there is a \$30 [AHFES School Application fee](#).** The fee will be returned if your school does not receive a trip by the conclusion of the school year and you applied in each lottery OR if your school provides transportation or pays for transportation and tickets to at least one event. Pay the AHFES fee [HERE](#).

**The following individual has agreed to act as Key Communicator (main P.O.C.) for our school for the 2017-2018 school year:**

\_\_\_\_\_  
**School Key Communicator\*** (please print clearly)

\_\_\_\_\_  
**Title\*** (if teacher, indicate **Subject Area & Grade** taught)

\_\_\_\_\_  
**School Key Communicator signature\***

\_\_\_\_\_  
**Date\***

\_\_\_\_\_  
**School Principal \*** (please print clearly)

\_\_\_\_\_  
**Title\***

\_\_\_\_\_  
**School Principal signature\***

\_\_\_\_\_  
**Date\***

**CONTACT INFORMATION**

**Key Communicator Email\*:** \_\_\_\_\_

**Key Communicator Phone\*:** \_\_\_\_\_

**School Phone\*:** \_\_\_\_\_

**Music Teacher:** \_\_\_\_\_

*(If different from above. Not required)*

**Music Teacher Email:** \_\_\_\_\_

*(If different from above. Not required)*

**Visual Arts Teacher:** \_\_\_\_\_

*(If different from above. Not required)*

**Visual Arts Teacher Email:** \_\_\_\_\_

*(If different from above. Not required)*

**PTA President:** \_\_\_\_\_

*(Not required)*

**PTA Email:** \_\_\_\_\_

*(Not required)*

**Other teachers, parents or administrators who would like to join our contact list should email [info@dccollaborative.org](mailto:info@dccollaborative.org) to sign up to receive notifications for Professional Development Opportunities, the latest from our members and other news in arts and humanities education.**

**\*Required Field**

## Arts and Humanities for Every Student (AHFES) Policies

Please have both the Key Communicator (KC) and Principal Initial (in cases of cancellation and reimbursements) next to each item to acknowledging receipt.

KC Initial:  
\_\_\_\_\_

KC Initial:  
\_\_\_\_\_

KC Initial:  
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KC Initial:  
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Principal Initial:  
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KC Initial:  
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Principal Initial:  
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KC Initial:  
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KC Initial:  
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KC Initial:  
\_\_\_\_\_

Principal Initial:  
\_\_\_\_\_

- **Participating schools do the following prior to AHFES program participation:**
  - Return the School Partnership Agreement
  - Pay the \$30 [AHFES School Application Fee](#)
  - Review the School Handbook
  - Attend AHFES Orientation at The Kennedy Center during PD week.
- **AHFES Lottery.** AHFES programs are offered on a lottery basis three times a year for students enrolled in DC Public and Public Charter Schools. This Partnership Agreement does not guarantee admission to field-trips.
- **Key Communicators.** Key Communicators are responsible for **the school's field-trip schedule** and are the only people permitted to register students for trips. KCs should build consensus among educators in their school for selections and provide contact info (including cellphone) of the teacher attending.
  - Unless otherwise indicated, schools are eligible for **one field-trip per student enrolled, per year.** Schools will be chosen in an equitable manner across all 8 wards of the city.
- **Reimbursement.** Transportation and tickets are offered at no cost to schools, unless schools indicate that they can provide transportation or ticket reimbursements.
  - **NEW! Schools that are not Title I schools are required to reimburse at least one field-trip per school year.**
  - **Damages.** The school will be responsible for any damages incurred on transportation or at the venue due to the student's behavior.
- **School Calendar.** KCs should reference the school calendar when making requests through the AHFES Lottery. The DC Collaborative will assign transportation upon sending schools their confirmations.
  - **Testing.** Cancellation policies are still in effect during testing.
- **Communications.** Confirmation must be received **within 48 hours** of the DC Collaborative's lottery confirmation by the teacher attending with their contact info and cell phone. (This is a safety concern.) **All communications regarding field-trips must be returned within 48 hours.**
  - **Surveys.** Teacher and student experience surveys **are required** to be returned within two weeks to the DC Collaborative office.
- **Transportation:** Buses are scheduled to **arrive 1 hour prior** to the performance. If you school has its own transportation or can reimburse the Collaborative, please inform the staff so more students across all eight wards of the city can participate.
  - **Metro Rail.** Metro is assigned automatically to grades 3 and up if the school and the venue is within .3 miles of a metro stop. The KC is responsible for ensuring that student's DC One cards are valid.
- **Accessibility.** AHFES programs are accessible to all learners and students with various needs. Accessibility requests (either on the transportation or at the venue) should be made at least **3 weeks in advance.**
- **Cancellations.** All cancellations must be submitted in writing to [info@dccollaborative.org](mailto:info@dccollaborative.org). Schools will be invoiced if a cancellation occurs within 30 days of the trip. **Buses are an average of \$300 per bus and tickets are \$4 per tickets.**
  - **Ticket Policies:** A \$4 dollar per ticket charge incurred if your group is under attendance by 90% or over by 10%.
  - **Invoices:** If an invoice remains unpaid for one month without communication, the rest of the school's field-trips will be cancelled.

### The DC Collaborative will provide:

- All transportation and tickets are covered at no cost by the DC Collaborative and the generosity of its cultural institution members, unless a school indicates that it can provide reimbursement
- An online listing of all trips available through our AHFES lottery at least one week prior to the lottery
- A schedule of confirmed trips within one week after the AHFES Lottery
- An up-to-date schedule that Key Communicators can check anytime online for trip details
- Field-trip reminders one month and one week prior to trips
- Timely communications with key communicators and teachers attending
- Smooth logistics with bus companies that are vetted based on quality of service, pricing, and certificates of liability insurance (which are already on file based on the necessary insurance requirements that are applicable under DC law)
- AHFES Cultural Institution members will provide field-trip preparatory materials with curricular connections at least 4 weeks prior to the field-trip
  - AHFES experiences connect to the National Core Arts Standards, Common Core and DC State Standards in other content areas
  - Members are working to connect to the new DCPS Framework for Arts Learning
- Arts and humanities education programs that are accessible to all learners

### VALUE OF AHFES EXPERIENCES TO SCHOOLS

**Collaborative Effect.** The DC Collaborative works with their member cultural institutions to provide experiences at no costs or low costs to schools. This is possible because of our internal fundraising and the pool of resources that our members contribute collectively, many of whom donate tickets or provide a steeply discounted rate. In addition, some members provide support to reimburse transportation. The Collaborative also receives a discounted rate for transportation. We are able to get these experiences at such a good value, due to the volume of work that we do and contributions of our members who believe in this work. This is part of our **“Collaborative Effect.”**

**Value.** The Collaborative's average cost is approximately \$20 per student. This means you are receiving a direct cost value of \$1,000 every time your school takes a field-trip with 50 students. **For a school with an enrollment of 350 students that is approximately \$7,000 in direct costs.\*** The Collaborative, along with its members, work very hard to fundraise and provide these experiences at no cost (or minimal costs) to your school because we believe that every student regardless of socio-economic status and location should have access to high-quality arts and humanities experiences as part of their education.

*\*Please note that the \$20 per student rate is a minimal cost that the DC Collaborative covers on average, not the full value of the experience. This figure does not factor in all costs that the DC Collaborative or our members incur in making each experience possible. Our value statement, including educational value is available [here as a handout](#).*

### HELP US PROVIDE MORE OPPORTUNITIES FOR MORE STUDENTS

Would you be willing to help with fundraising for the AHFES program at your School? If your school can provide transportation reimbursements, we can reach other schools that cannot.

#### Please check all that apply:

\_\_\_\_\_ I would like to write a **letter of support** for the DC Collaborative. [Template download here](#).

\_\_\_\_\_ I would like to get the parents and the **PTA involved**. Please provide contact info:

**PTA Contact:** \_\_\_\_\_

**PTA Email:** \_\_\_\_\_

**PTA Phone:** \_\_\_\_\_

\_\_\_\_\_ I would like to participate in the DC Collaborative [StoryBank Blog](#) and provide testimonials.

\_\_\_\_\_ I would like to participate on the Development Committee.

\_\_\_\_\_ I would like to join and recruit individual members (such as teachers, artists & parents).

**Other:** \_\_\_\_\_

*\*Required Field*

**Transportation Reimbursements.** Each DCPS School receives student satisfaction funds which can cover field-trips, among other activities, or may have other funds set aside. Would your principal consider paying for or providing your own transportation or tickets to offset program costs for some trips?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, please indicate budget or other resources available:** \_\_\_\_\_

*Note: Bus costs range from \$300-\$400 per bus and tickets with our subsidized rate from members are about \$4 per ticket.*

## SCHOOL ENROLLMENT\*

Please indicate the grade levels and enrollment (or projected enrollment) for your school (indicate 2015-2016 enrollment if unknown)

PreK \_\_\_\_\_

6<sup>th</sup> Grade \_\_\_\_\_

Kindergarten \_\_\_\_\_

7<sup>th</sup> Grade \_\_\_\_\_

1<sup>st</sup> Grade \_\_\_\_\_

8<sup>th</sup> Grade \_\_\_\_\_

2<sup>nd</sup> Grade \_\_\_\_\_

9<sup>th</sup> Grade \_\_\_\_\_

3<sup>rd</sup> Grade \_\_\_\_\_

10<sup>th</sup> Grade \_\_\_\_\_

4<sup>th</sup> Grade \_\_\_\_\_

11<sup>th</sup> Grade \_\_\_\_\_

5<sup>th</sup> Grade \_\_\_\_\_

12<sup>th</sup> Grade \_\_\_\_\_

## PHOTO PERMISSIONS

All photographs (including photography, filming, and video-taping) taken during DC Arts and Humanities Education Collaborative's Arts and Humanities for Every Student field trips and in-school residencies are eligible for use by the DC Collaborative in any print materials, online formats, publications, displays, advertisements or promotions. By signing this agreement, I grant the DC Collaborative an exclusive, perpetual, worldwide license for any publication print materials, online formats, publications, displays, advertisements or promotions. Please include media releases in permission slips for DC Collaborative field-trips and in-school residencies. Please disburse the [media release \(Spanish Version\)](#) with **ALL** DC Collaborative Fieldtrips.



The AHFES initiative is funded in part by the DC Commission on the Arts and Humanities.

\*Required Field