



Arts and Humanities for Every Student School Partnership Agreement 2019-2020 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. Through the Arts and Humanities for Every Student (AHFES) program, the DC Collaborative offers opportunities for all students in the DC Public Education system to take full advantage of the vast cultural resources available throughout the greater DC region. Students attended high-quality arts and humanities events an integral part of their education. Whether at cultural institutions or in-school, these stimulating programs entertain and inform students, while providing them with concrete, engaging learning experiences that bring standards and curriculum to life. Participating organizations supply teachers with preparatory materials, adding further incentive to integrate the arts into their daily lessons.

SCHOOL NAME* (please print): _____ is pleased to participate in the 2019-2020 Arts and Humanities for Every Student Program as a School Partner.

Please indicate if your school has the following faculty during the 2019-2020 school year:

- Visual Arts Teacher
- Music Teacher
- Dance Teacher
- Theater Teacher

Please indicate if your school has been designated Title I for the 2019 - 2020 school year:

- Yes
- No

Please complete this agreement and return it to our office prior to September 13th, 2019. You may scan and email the form to info@dccollaborative.org, or mail to DC Arts and Humanities Education Collaborative, 975 F Street, NW, Washington, D.C. 20004.

The following individual (preferably an administrator) has agreed to act as Key Communicator (main point of contact) for our school for the 2019-2020 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

School Principal Email Address

Select One:

- I will be the only person registering teachers in the lottery.
- Teachers at my school will register themselves in the lottery and I will inform all teachers of DC Collaborative policies before participating in AHFES.

CONTACT INFORMATION

Key Communicator Email: _____

Key Communicator Phone: _____

School Phone: _____

Other educators, parents or administrators who would like to join the DC Collaborative contact list should email info@dccollaborative.org to sign up to receive notifications for Professional Development opportunities, the latest from DC Collaborative members and other news in arts and humanities education.

Arts and Humanities for Every Student (AHFES) Policies

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

KC Initial: _____

- **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. Please reference the list of important AHFES dates [here](#).

KC Initial: _____

- **Key Communicators.** Key Communicators are responsible for **the school's AHFES reservation schedule by confirming field trips with the teacher attending and notifying the front office.** KCs should build consensus among educators in their school for selections and provide contact info (including cell phone number) of the teacher attending.

KC Initial: _____	Principal Initial: _____
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- **Reimbursement.** Most transportation and tickets are offered at no cost to schools. The opportunities that are not free have a reduced ticket cost of \$4 per student. If your school has the economic means, please indicate on the lottery request form if your school can provide transportation or ticket reimbursements. If your school is reimbursing the Collaborative, you will be sent an invoice after the field trip occurs.
 - **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 student behavior.

- **School Calendar.** Key Communicators should reference the school calendar when making requests through the AHFES Lottery. The DC Collaborative will assign transportation upon sending schools their confirmations.

KC Initial: _____	Principal Initial: _____
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- **Testing.** Cancellation policies are still in effect during testing. We ask that principals please share the school testing calendar prior to the lottery registration period to avoid late cancellations.

- **Communications.** The DC Collaborative will send out confirmation emails during the week following the lottery to confirm that your school has been awarded a trip. The Collaborative will also send out a courtesy one-week reminder email the week before a field trip occurs. Please acknowledge receipt and confirm your school's attendance **within 48 hours** of the DC Collaborative's confirmation and reminder emails. Please note that failure to respond to a confirmation email will not be considered a cancellation. For more information about how to cancel a trip please see the cancellation policy below. Provide the contact information (including cell phone number) of the teacher attending as this is a safety concern.

- **School Reservation Sheets.** The DC Collaborative will send a link to your school reservation sheet in each confirmation email which contains the date and name of the trip, bus pick-up and departure times, number of student tickets and chaperone tickets, organization name and address, and the teacher attending contact information. Please verify that the information is correct upon receiving your confirmation email.
- **Surveys.** Teacher and student experience surveys **are required** to be returned within two weeks to the DC Collaborative office.

KC Initial: _____

- **Transportation:** Buses are scheduled to **arrive 1 hour prior** to the performance. If your school can provide its own transportation, take the metro, or reimburse the Collaborative for buses, please inform the Collaborative so more students across all eight wards of the city can participate.

- **Metro Rail.** Metro is assigned to grades 3 and up if the school and the venue is within .3 miles of a metro stop. The Key Communicator is responsible for ensuring that student's [DC One Cards](#) are valid. The DC Collaborative cannot provide metro cards.

KC Initial: _____

- **Accessibility.** AHFES programs are accessible to all learners and students with various needs, including American Sign Language (ASL) interpreters for students who are deaf or hard of hearing; tactile opportunities, verbal description, large print, etc. for students who are blind or have low vision; customized programs at a different pace or with more visuals, or reserved areas with a quiet space, as examples for students with cognitive disabilities.

- Accessibility requests (in regards to transportation or needs at the venue) should be made at least 30 days prior to the field trip to ensure accommodations can be made with adequate notice

KC Initial: _____	Principal Initial: _____
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- **Cancellations.** All cancellations must be submitted in writing to info@dccollaborative.org. Please note that failure to respond to a confirmation email will not be considered a cancellation. **Schools will be invoiced a fee of \$300 plus any additional incurred transportation or ticket costs if a cancellation occurs within 30 days of the trip.** Buses range between \$300 - \$600 per bus on average and tickets generally are \$4 per tickets.

- **Ticket Policies:** A \$4 dollar per ticket charge will be invoiced to the school if the group is under or over registered numbers by 10%.

- **Invoices:** The DC Collaborative reserves the right to cancel any field-trips if an invoice remains unpaid without communication.

The DC Collaborative will provide:

- Most 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 through the lottery
- An online listing of all trips available through the 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 reservation schedule that Key Communicators can check anytime online for trip details
- Field-trip reminders after lottery cycle ends 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 (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 and relevant curricula in other content areas.
- Arts and humanities education programs that are accessible to all learners

VALUE OF AHFES EXPERIENCES TO SCHOOLS

Collaborative Effect. The DC Collaborative works with member cultural institutions to provide experiences at no costs or low costs to schools. This is possible because of the DC Collaborative's internal fundraising and the pool of resources that 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 is able to negotiate competitive transportation rates, due to the volume of work that is contracted throughout the year with bus vendors. These good rates and the contributions of DC Collaborative members who believe in equitable access to the arts and humanities for all students is what makes the AHFES program possible. This is part of our **Collaborative Effect**. If your school is interested in contributing to our **Collaborative Effect**, please email info@dccollaborative.org.

Value. The Collaborative's average cost is approximately \$20 per student. This means you are receiving a direct cost value of at least \$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.** (Please note that the \$20 per student rate is a minimal average cost, not the full value of the experience. This figure does not factor in all costs that the DC Collaborative or its members incur in making each experience possible. Our value statement, including educational value is available [here as a handout](#).)

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 releases with all DC Collaborative field-trips which will be attached in every confirmation email

- [English Release](#) | [Spanish Release](#)