



## DC Collaborative School Partnership Expectations 2020-2021 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 and educators in the DC Public Education system to take full advantage of the vast arts and humanities learning resources available throughout the greater DC region. This year, as part of a new more virtual AHFES v2.0, the Collaborative is offering virtual programs to support student learning. AHFES v2.0 will feature a hybrid of engaging, curriculum enhancing experiential learning activities encompassing virtual field trips and workshops and live stream activities through its equitable lottery model. **Due to the outbreak of COVID-19, the DC Collaborative will only offer virtual opportunities in the fall lottery. The DC Collaborative will make a final decision about the possibility of offering in-person field trips during the winter and spring lotteries as more information develops.**

**SCHOOL NAME\* (please print):** \_\_\_\_\_ is pleased to participate in the 2020-2021 Arts and Humanities for Every Student Program as a School Partner.

Please indicate if your school receives Title I funds for the 2020-2021 school year:

☐ Yes

☐ No

**Please complete this agreement and return it to our office prior to your first AHFES experience.** Please scan and email the form to [schools@dccollaborative.org](mailto:schools@dccollaborative.org).

**The following individual (preferably an administrator) has agreed to act as Key Communicator (main point of contact) for our school for the 2020-2021 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**

### CONTACT INFORMATION

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

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

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

Other educators, parents or administrators who would like to join the DC Collaborative contact list should email [schools@dccollaborative.org](mailto:schools@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) Expectations

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

KC Initial: _____
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- **Key Communicators.** Key Communicators serve as the main point of contact at each school and **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. Key Communicators will be copied on all confirmation emails and will have access to view their school's AHFES experience reservation sheet. If the Collaborative has not received a confirmation response from the teacher attending, the Collaborative will contact the Key Communicator to confirm the school's attendance. 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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- **Cancellations.**
  - The DC Collaborative requires at least 30 days notice to cancel an AHFES experience without penalty. All cancellations must be submitted in writing to [schools@dccollaborative.org](mailto:schools@dccollaborative.org). Please note that failure to respond to a confirmation email will not be considered a cancellation.
  - **Virtual AHFES Experiences Cancellation Penalty:** Schools who cancel virtual AHFES experiences within 30 days of the event will receive a warning from the DC Collaborative team. If a school cancels within 48 hours of an event or cancels within 30 days after they receive their first warning, the school will be barred from participating in future lotteries for the entire 20-21 school year.
    - Schools who are barred from participating may contribute \$100 to the DC Collaborative to participate in future lotteries, provided such contribution follows DC government procurement laws.
    - **Please Note:** Cancellation policies are subject to change as we navigate the unique challenges of the 2020-2021 school year.
  - **Schools must notify us at least 30 days prior to the event IN WRITING of reservation reductions greater than 10% of the original reservation.** As per the cancellation policy, schools who reduce tickets within 30 days of the event will receive a warning upon first ticket reduction. If a school reduces within 48 hours of an event or cancels within 30 days after they receive their first warning, the school will be barred from participating in future lotteries for the entire 20-21 school year.
    - As with the cancellation policies, schools who are barred from participating may contribute \$100 to the DC Collaborative to participate in future lotteries, provided such contribution follows DC government procurement laws.
    - **Please Note:** Cancellation policies are subject to change as we navigate the unique challenges of the 2020-2021 school year.
  - **The DC Collaborative Team and its members take cancellations and ticket reductions seriously.** The DC Collaborative is operating in good faith with DC Public and Charter Schools and is adjusting cancellation policies in alignment with DCPS Central Office. Annually, the DC arts and humanities education community makes a large investment in the education of DC's youngest residents. Depending on the experience, there is an approximate value of **\$1,000 per experience for a class of 25 students**, though it is offered

to your school for free or at a reduced cost. Cancellations jeopardize future funding and cause a financial strain for organizations and individuals offering programming to your students.

KC Initial:  
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- **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 or virtual experiences. Please reference the list of important AHFES dates [here](#).

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Principal Initial:  
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- **Reimbursement.** Most opportunities 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 ticket reimbursements. If your school elects to reimburse the Collaborative, you will be sent an invoice after the field trip occurs.
  - **Schools that are not Title I are required to reimburse at least one AHFES experience per school year.**
  - **Damages.** The school will be responsible for any damages incurred on transportation or at the venue due to student behavior.

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Principal Initial:  
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- **School Calendar.** Key Communicators must reference their school calendar when making requests through the AHFES Lottery. Please do not request AHFES experiences that fall on your school's holiday breaks, testing dates, or teacher workdays.
  - **Testing.** Cancellation policies are still in effect during testing. We ask that principals share the school testing calendar prior to the lottery registration period to avoid late cancellations.

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Principal Initial:  
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- **Communications.** All Collaborative communications should be acknowledged within 48 hours.
  - **The DC Collaborative will send out confirmation emails to the teacher attending and the Key Communicator following the lottery to confirm that your school has been awarded an experience. The Collaborative will also send out a courtesy one-week reminder email the week before an experience occurs.** Please acknowledge receipt and confirm your school's attendance **within 48 hours** of the DC Collaborative's confirmation and reminder emails. Please confirm that all contact information, including the attending teacher's cell phone number, is correct as this is a safety concern.
  - **Please note that failure to respond to a confirmation email will not be considered a cancellation.** See the second bullet for more information about cancellations.
  - **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 AHFES experience, program start and end 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. If you have trouble viewing or accessing the school sheet, please email [schools@dccollaborative.org](mailto:schools@dccollaborative.org).

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KC Initial:  
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- **Surveys.** Teacher and student experience surveys **are required** to be returned within **two weeks** to the DC Collaborative office. The DC Collaborative reserves the right to withhold future AHFES experiences to schools who have outstanding surveys from

the previous lottery cycle. Surveys are a necessary component of the AHFES program. Educator and student responses help the Collaborative evaluate the quality of the AHFES experiences and assist the Collaborative in fundraising to continue to offer these experiences to schools.

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- **Transportation:** If in person AHFES experiences occur during the winter or spring lotteries, the following policy about transportation will apply:
  - 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.
- **Accessibility.** The DC Collaborative is committed to providing AHFES experiences that are accessible to all learners and students with various needs. The following accommodations are available via request from the AHFES Provider: American Sign Language (ASL) interpreters for students who are deaf or hard of hearing; closed captioning, 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 virtual and in-person experiences) should be made at least 30 days prior to the field trip to ensure accommodations can be made with adequate notice.

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#### The DC Collaborative will provide:

- Most tickets and transportation (when in-person) 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 experiences available through the AHFES lottery at least one week prior to the lottery
- A schedule of assigned experiences at least one week after the AHFES Lottery ends
- An up-to-date reservation schedule that Key Communicators can check anytime online for trip details
- A courtesy one week reminder prior to AHFES experiences
- 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 DCPS Framework for Arts Learning and relevant curricula in other content areas
- Arts and humanities education programs that are accessible to all learners

## PHOTO PERMISSIONS

In the event that the DC Collaborative or the host organization would like to take photos of the AHFES experience, the DC Collaborative will request the attending teacher to distribute media release forms along with permission slips. All photographs (including photography, screenshots, filming, and video-taping) taken during DC Arts and Humanities Education Collaborative's **Arts and Humanities for Every Student** experiences 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 experiences. Please disburse the media releases with all DC Collaborative experiences which will be attached in every confirmation email.

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