



Arts and Humanities for Every Student School Partnership Agreement 2018-2019 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 2018-2019 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 September 10th, 2018. 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 has agreed to act as Key Communicator (main P.O.C.) for our school for the 2018-2019 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: _____

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 cancellation and reimbursements) next to each item to acknowledging receipt.

KC Initial:

KC Initial:

KC Initial:

Principal Initial:

KC Initial:

Principal Initial:

KC Initial:

KC Initial:

KC Initial:

KC Initial:

Principal 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.
- **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.
 - **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.** 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.
 - **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 2 business days.**
 - **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 Key Communicator 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 (in regards to transportation or needs at the venue) should be made at least **3 weeks in advance**.
- **Cancellations.** All cancellations must be submitted in writing to info@dccollaborative.org. **Schools will be invoiced for transportation and ticket costs 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 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:

- 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 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 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 (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 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.

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