

ARTS FOR EVERY STUDENT

2012-2013 AFES POLICIES GUIDE



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*The name **Arts for Every Student** says it all. Through **AFES** every student regardless of ethnicity, economic status or school attending is given the opportunity to experience some arts-related event/activity that enhances their life.*

*- Priscilla Barrow, Music Teacher
Houston Elementary*

INTRODUCTION

It is our pleasure to welcome you as a school partner in the **Arts for Every Student (AFES)** program. **Arts for Every Student** is the cornerstone program of the DC Collaborative, created in 1998 to serve as a vital arts education resource to the DC Public and Chartered Public School communities.

The primary goals of the **Arts 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.

We are pleased to offer this wonderful resource to your schools. The DC Collaborative is moving into our 14th year of programming. Over the course of our 14-year history, the **Arts for Every Student** program has served over 375,000 students in the DC Public and Chartered Public schools! This number highlights the importance teachers and schools such as yours place on the arts and humanities in education.

The *School Policies and Registration Guide* is designed to make school partnership easier, and to provide all the information a school partner needs for a positive and successful experience. This handbook contains information about the theory and foundation of the DC Collaborative's arts education programming, as well as the specific nuts and bolts information for the **Arts for Every Student** program.

Welcome again as a school partner for the **Arts for Every Student** program. We look forward to a successful and enriching year together!



Arts for Every Student has been a point of access to learning for my students. The field trips, residencies, and programs help my students to make a connection to what they learn in school and the world that they live in. I don't know what we would do without AFES. It's such a powerful tool for helping to make our children well rounded, and helping educators to provide a world class education.

*-Thomas K. Pierre, Jr.
Music Teacher*

CALENDAR OF IMPORTANT DATES, SCHOOL YEAR 2012-2013

NOTE: DATES ARE SUBJECT TO CHANGE

Now – Registration

Turn in the School Partnership Agreement and **Signup** online at www.dccollaborative.org

August 23, 2012

Orientation for Schools, 4:30-6:00 p.m. at Source- 1835 14th Street, NW Washington, D.C. 20009

September 10, 2012

AFES online registration for the fall events opens at 7 a.m.

September 24, 2012

AFES events begin

December 3, 2012

AFES online registration for the spring events opens at 7 a.m.

December 24- January 4

DC Public Schools Winter Break

April 1-5, 2013

DC Public Schools Spring Break

April 2013

DC CAS testing in DC Public Schools

June 2013

Orientation for Schools for 2013-2014

June 10, 2013

Last day to offer AFES event

June 20, 2013

Last day of School for DCPS

July 1, 2013

Confirmations and MOU's sent to approved providers for 2013-2014



DC COLLABORATIVE CORE VALUES

As the cornerstone program for the DC Collaborative, **Arts for Every Student** is a shining example of the organization's core values. These core values were developed to better align the DC Collaborative with the principles of our two primary constituencies, our members and our school partners, and serve as the foundation of our work. Our core values are:

- ✿ **COLLABORATION** ▪ We have a responsibility to be a collaborative partner in providing arts and humanities programming.
- ✿ **EQUITY** ▪ We believe that every student and educator is entitled to equitable access to arts and humanities education programming.
- ✿ **SERVICE** ▪ We are committed to serving our local school community, DC Public and Chartered Public Schools.
- ✿ **VALUE** ▪ We strive to provide high-quality materials to educators to complement and enhance their students' artistic and educational experience and knowledge.
- ✿ **RESPECT** ▪ We welcome each member organization's ideas and feedback so that we may enrich the cultural programming available to our local school community.
- ✿ **EXCELLENCE** ▪ We strive continually to learn and improve so that we may achieve the highest ideals of public service.



DC COLLABORATIVE ARTS EDUCATION CONTINUUM

We believe that a high-quality arts education involves the following:

- * Exposure to high-quality arts experiences
- * The integration of arts across the continuum
- * Learning in the arts, including the visual arts, music, dance and drama



In 2004, the **Arts Education Continuum** was developed by some DC Collaborative members and DC educators, in an effort to strategically define the elements of a well-rounded arts education, and highlight how the arts contribute to a more meaningful and effective education. The **Arts Education Continuum** demonstrates that a well-rounded

arts education is comprised of three components: *Arts Experiences*, *Arts Learning*, and *Arts Integration*. Each component increases the efficacy of the other.

The **Arts for Every Student** falls within the *Arts Experiences* category, and plays a key part in the DC Collaborative's Arts Education Continuum, providing an entry point for the other two components. As students attend **AFES** events, they may become excited and inspired to learn about that art form, or more willing to explore their own creativity in the classroom. Their

Arts for Every Student experience may be the first time they've ever seen or heard about that particular art form, and it may be the first step that begins the journey of a lifetime.



Photo Courtesy of the Washington Bach Consort

ARTS EXPERIENCES

Students have an opportunity to observe performing arts, visual arts or humanities by artists.

Example

Attend a performance or visit a museum/art gallery, or a performance/exhibit provided at a school.

ARTS LEARNING

Students receive instruction by artists and arts teachers to increase their skill in, or knowledge of, an art form.

Example

Student is enrolled in music, theater, visual arts, dance and/or humanities class as part of their curriculum; or student participates in lessons taught by an arts teacher or by artists out of school.

ARTS INTEGRATION

Students participate in instruction with objectives in an art form and another content area taught by artists, arts teachers and/or classroom teachers to enhance learning in *both* the art form and the other content area.

Example

A teaching artist or teacher develops a five lesson unit of study integrating an art form. During the unit, students will learn about the elements of the art form, and traditional content area. The student will create a project that demonstrates learning and understanding in both areas.

PROGRAM STRUCTURE

The **AFES** program makes it possible for nearly 30,000 students to attend area cultural events each year for free.

THE DC COLLABORATIVE MATCHES SCHOOLS WITH ARTS EVENTS THROUGH FOUR-PART PROCESS:

- 1) Identifying arts events
- 2) Marketing those arts experiences via the website and catalogue to schools
- 3) Coordinating the field trip process
- 4) Providing a reimbursement of the ticket price to ticketing members.

Events are identified through our **AFES** application process that occurs in late spring of each year wherein active members (cultural and arts organizations or individuals) who want to participate submit their event descriptions. A catalogue of arts and culture events is then developed by DC Collaborative staff and marketed to all DC Public and Chartered Public schools.

Any DC Public or Chartered Public School is eligible to register to participate in the program. Once registered, each participating school is eligible to request a maximum of 100 tickets to one event per school year in each of the following grade groupings:

- * PreK and K
- * 1st and 2nd Grades
- * 3rd Grade
- * 4th Grade
- * 5th Grade
- * 6th and 7th Grades
- * 8th Grade
- * 9th-12th Grades

DC Collaborative Program Manager manages and coordinates all **AFES** programming, and acts as liaison to member organizations regarding **AFES**, participating vendors and Key Communicators.

Member Providers are members of the DC Collaborative that apply yearly to offer age appropriate arts experiences.

Key Communicator is the key point of contact at each school registered with **AFES**. They coordinate all **AFES** programming in their respective schools.

Principal supports the Key Communicator and the Arts for Every Student program in their school.

Teachers work with the Key Communicator to select events for their students, and integrate events into classroom lessons or units to maximize educational value of experience and engage multiple learning styles. (Teach 4 of the TLF).

AFES MODES OF TRANSPORTATION

The DC Collaborative utilizes the following methods of transportation for **AFES** field trips:

- * Bus arranged by DC Collaborative
- * Bus arranged by school
- * Metro Rail- for grades three and up

HOW TO BECOME AN AFES SCHOOL PARTNER

STEP 1: DESIGNATE A SCHOOL KEY COMMUNICATOR

The DC Collaborative staff works with one main contact in every partner school. This individual is called our “Key Communicator.” This is a voluntary position, held by a school staff member, however, school leadership must be aware of the designated individual, and send confirmation to our office (see Step 3 for more information on this process).

Role of the Key Communicator

The Key Communicator plays an essential role in your school’s **Arts for Every Student** experience. They are the key point of contact at each school registered in the **Arts for Every Student** program, helping us to bring our resources to you. The Key Communicator coordinates all **AFES** programming in their respective schools. Their responsibilities are listed in the Roles and Responsibilities section of this handbook.



How will I know if my school has a designated Key Communicator?

Many returning AFES partner schools already will have a designated Key Communicator. If you are unaware of your school’s status, please contact our office. We will be able to review our records and confirm your school’s Key Communicator status.

STEP 2: ATTEND THE ARTS FOR EVERY STUDENT SCHOOL ORIENTATION

The next step in the process is to attend the **Arts for Every Student** School Orientation. School Orientations are held at the beginning and end of each school year, and attendance is mandatory, so that DC Collaborative staff can be sure our school partners have the information they need to participate fully in the **Arts for Every Student** program. Two orientation dates are offered at the start of the year to accommodate busy schedules, and ensure that every school wishing to take advantage of **Arts for Every Student** is able to do so.

At the School Orientation, the program structure and policies are reviewed, with a special focus on the online registration process and any new program policies for the coming school year. The roles and responsibilities of school partners and the DC Collaborative staff are also reviewed. The School Orientation also includes the opportunity to meet and chat with some of our member organizations. The School Orientation is a wonderful opportunity to become

familiar with all that our members have to offer, the DC Collaborative staff and how we can support your participation in this program, and to stay connected from year to year.

Attendance is required for program participation. Every year, DC Collaborative staff works to improve our program offerings and services, and so each orientation will cover any new program policies or important updates.

Each school's designated Key Communicator should attend the School Orientation. However, any interested school staff member is welcome to attend! If the designated Key Communicator is unable to attend any of the two scheduled dates for orientation, a qualified school representative must attend in order to remain eligible for program participation.

STEP 3: COMPLETE THE SCHOOL PARTNERSHIP AGREEMENT

A completed School Partnership Agreement, located at the end of this guide, is required for program participation. The School Partnership Agreement can be sent to the DC Arts and Humanities Education Collaborative via:

- * **Mail** 1835 14th Street, NW Washington, D.C. 20009
- * **Email** info@dccollaborative.org
- * **Fax** 202.204.7803

STEP 4: NEW USERS- REGISTERING AND USING THE AFES ONLINE REGISTRATION SYSTEM- *NOTE: This step is for new Key Communicators only.*

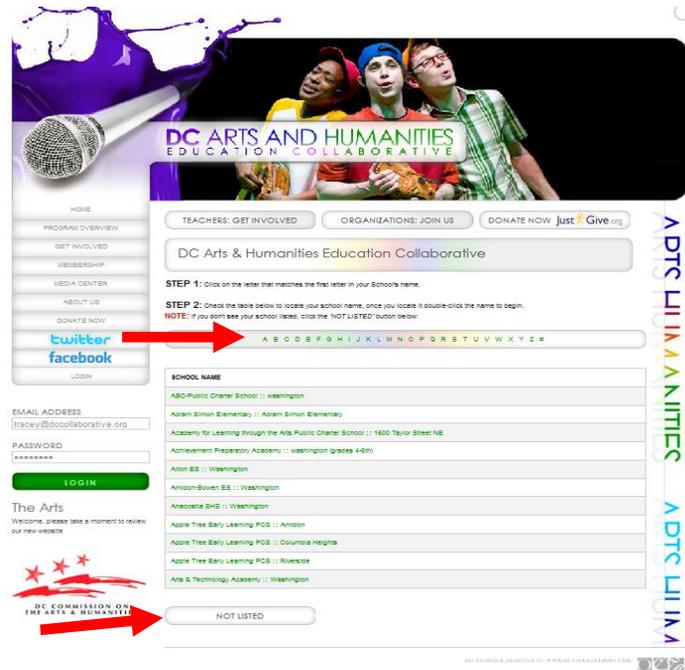
Once a Key Communicator has been designated, he/she should create a user account in the online **AFES** Registration system. Any teacher in a participating school may create a user account, however only the Key Communicator should register for **AFES** trips!

To access the **AFES** Online Registration system, the Key Communicator should do the following:

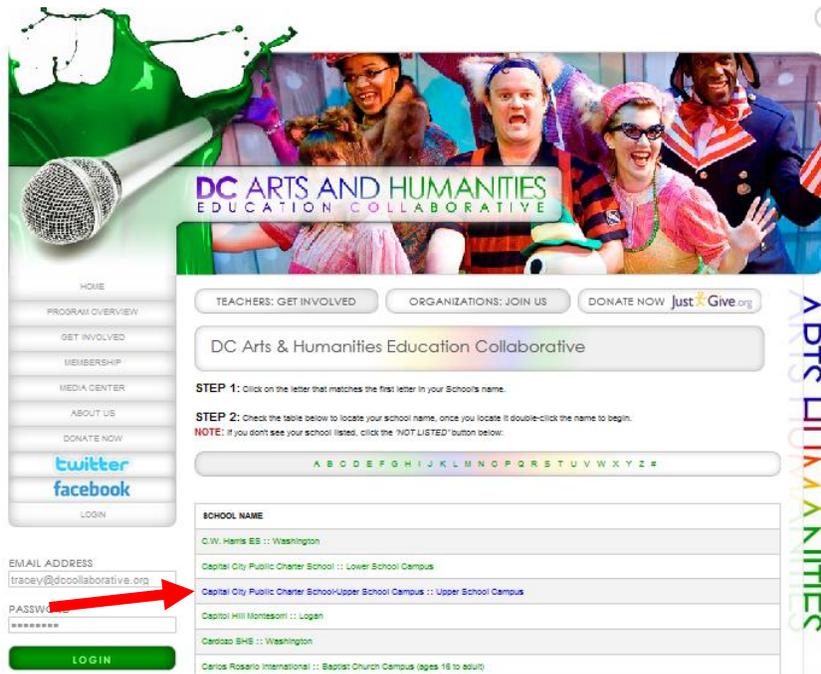
- 1) Go to www.dccollaborative.org.
- 2) Click on the purple button the home page: [Teachers, Get Your Students Involved.](#)



- 3) Follow the steps listed on the page.
 - a. Select the letter that corresponds to the first letter of your school's name.
 - b. If you don't see your school listed, click the **Not Listed** button at the bottom of the page.



- 4) Select your School.



5) Complete the **New User Signup** form.

The screenshot shows the DC Arts and Humanities Education Collaborative website. The main header features a microphone and a group of people. Below the header, there are navigation links: "TEACHERS: GET INVOLVED", "ORGANIZATIONS: JOIN US", and "DONATE NOW Just Give.org". The main content area is titled "DC Arts & Humanities Education Collaborative" and "NEW USER SIGNUP: Capital City Public Charter School-Upper School Campus :: Upper School Campus". The form fields are: First Name, Last Name (tracy@dccollaborative), Password (*****), Confirm Password, Email Address 1, Email Address 2, Phone, and Fax. A "SUBMIT APPLICATION" button is at the bottom. A red arrow points to the "NEW USER SIGNUP" link in the left sidebar, and another red arrow points to the "SUBMIT APPLICATION" button. A note at the bottom of the form reads: "NOTE: Please note that you are applying as a new user for Capital City Public Charter School-Upper School Campus".

A user request will be sent to DC Collaborative staff via email. Staff will approve the user request, and the new user will be sent an email indicating approval. The new user is now ready to access the **AFES** Online Registration system.

Once accepted, members will need to log-in with their User name and Password to access the **AFES** extranet via the DC Collaborative external website: www.dccollaborative.org

PROFESSIONAL DEVELOPMENT WORKSHOPS

Professional Development Workshops are available to teachers through our member organizations. These workshops are a great way to bring the arts into your classroom practice, and learn how to more effectively utilize the arts and cultural organizations as a learning resource. Teachers should self-register for workshops in the **AFES** Online Registration system, and do not need to go through the Key Communicator to do so. Please refer to “Step 4: New User Registration” to create a login.

Note: Professional Development Workshops offered by members may be submitted to the Office of the State Superintendant for Education (OSSE) for consideration towards recertification. Teachers should be sure to request and receive an authenticating document from the providing organization of the work shop for submission to OSSE as proof of participation.

MY SCHOOL IS A REGISTERED SCHOOL PARTNER... NOW WHAT?

Once your school is registered, the Key Communicator has attended an AFES School Orientation, and has returned the School Partnership Agreement; the next step in the process is selecting events for your school. As mentioned previously in this handbook, every registered school is eligible to request a maximum of 100 tickets per designated grade groupings (see section “Program Structure”), to one event per school year. Tickets to events are limited, and are based upon the providing member organization’s total ticket offer to the DC Collaborative. Tickets are also based on a first-come, first-served basis.

REGISTRATION DATES

Fall Registration (trips 9/15-12/12/2012)- Monday, September 10th 7 a.m.

Spring Registration (trips 1/7-6/14/2013)-Monday, December 3rd 7 a.m.

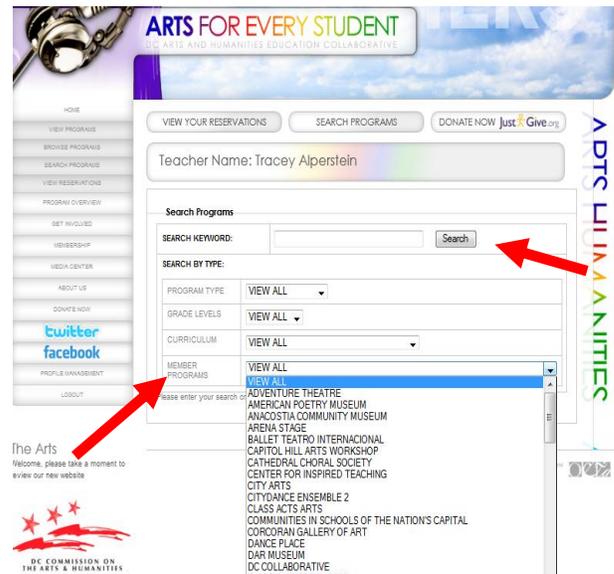
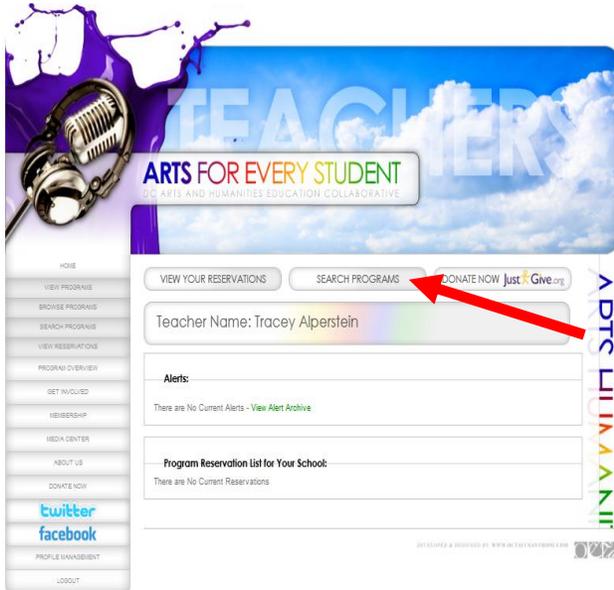
THE STEP-BY-STEP PROCESS FOR SELECTING AND REGISTERING FOR AFES EVENTS FOR YOUR SCHOOL

1. The Key Communicator sends a notice to classroom teachers according to the **AFES** grade groupings, asking for their trips selections.
2. Once all trip selections have been received by the Key Communicator from colleagues, the Key Communicator logs on to the **AFES** Online Registration site, www.dccollaborative.org, using their **username and password** to view offerings. If the Key Communicator forgets their user **username and/or password** please contact our office and a member of our staff will reset it for you.

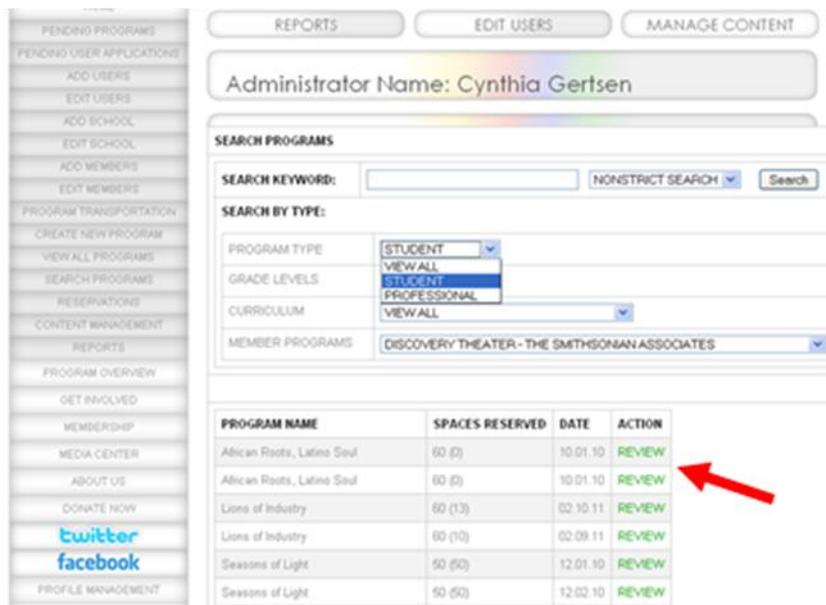


3. Using the **Search Program** button at the top of the page, the Key Communicator should search for the events requested by his/her colleagues. The easiest methods for the search are either by **Key Word**, or using the **Member Programs** drop down arrow option. The **Member Programs** drop down arrow will list events offered by a

specific provider, e.g. The Textile Museum. The search can also be narrowed by selecting **Student** from the **Program Type** option on this screen.



4. If an event is offered on multiple dates, multiple events will be listed on the screen.
5. Once the requested event is in view, click on **Review** for the specific event date to select tickets. The next screen will provide the event description and information, e.g. date, time, and location of the event.



6. The Key Communicator should select the number of tickets needed at the top of the screen (including chaperones).
7. Once events are selected, your trip is confirmed. **You will not receive any other notifications from our office.**

Please note:

- The 100 ticket maximum request **includes** adult chaperones.
- For events with space limitations, such as some museum events, multiple event dates may be requested to reach the 100 ticket maximum request. Please speak with DC Collaborative staff about this process.

EDUCATION MATERIALS

To get the most impact from **AFES** field trip experiences, teachers are strongly encouraged to use pre- and post-trip education materials.

Three weeks prior to the event, member providers must send event education materials to registered schools. Classroom teachers should utilize these materials as support for classroom lessons related to the **AFES** experience.

TRANSPORTATION PROCESS

DC Collaborative staff will book transportation for school registrations, unless the school is able to provide their own transportation. Bus requests are submitted by the DC Collaborative to bus providers 30 days in advance of the event.

Key Communicators should periodically check their account in the **AFES** Online Registration system for alerts from the DC Collaborative office, and to verify transportation has been assigned for the event(s). Transportation will be assigned and listed on the **AFES** Online Registration site 30 days prior to an event. Key Communicators may view transportation assignments on the **AFES** Online Registration site, when viewing the event details 30 days in advance of the event. If the Key Communicator does not see the transportation assignment within 30 days of the event, they should contact our office immediately.

PROGRAM POLICIES

TRANSPORTATION POLICIES

As mentioned in the Program Structure section of this handbook, the following are the transportation methods utilized by the **Arts for Every Student** program:

- Bus arranged by DC Collaborative
- Bus arranged by school
- Metro Rail for grades 3 and up



Transportation assignments will be chosen based upon the following:

- All PreK-2nd students will arrive to events via contracted bus providers.
- For grades 3-12, metro will be selected based on school and event proximity to metro stations. School and venue proximity must be within .3 miles of the Metro Rail station.

Key Communicators should verify event location information with all adult chaperones prior to the trip. Key Communicators are responsible for confirming all details via the information provided on the **AFES** Online Registration site.

BUS POLICIES

DC Collaborative staff will confirm all event details with bus providers prior to the trip. Please contact our office with any questions or concerns about transportation.

BUS PICK-UP/ARRIVAL AT SCHOOL:

Adult chaperones should be sure that all students are prepared and waiting for the bus at the scheduled arrival time.

Buses will arrive for pick-up at the school 1 hour before the event. Please allow the bus provider 15 minutes after the scheduled pick-up time. If the assigned bus provider does not arrive at the school location 15 minutes after the scheduled pick up time, please contact our office at 202.204.7750 or the **AFES** emergency cell phone- 202.787.9086. The **AFES** Program Manager will contact the bus company to remedy the situation.

EVENT DROP OFF:

At most event locations, buses will not be able to wait on the street for the duration of your event. Chaperones should note the name of their bus provider, the bus driver, a contact cell phone number if possible, and confirm the time students will be out of the event.

At some event locations, buses will be assigned a spot to park for the duration of the event. In this case, it is still helpful to note the above referenced information.

BREAKFAST/LUNCH ARRANGEMENTS:

Schools are expected to make arrangements for students to eat prior to the trip, and/or notify the school cafeteria that students will be eating after the trip. Schools may not ask bus drivers to take them anywhere for lunch. Students are not permitted to eat or drink on contracted buses.

METRO POLICIES

GRADES: Only grades 3-12 will be considered for Metro.

WALKING DISTANCE: Metro stations must be within safe walking distance from the school and the event location. Safe walking distance is calculated at .3 mile.

PURCHASE AND DISTRIBUTION: The DC Collaborative will purchase Metro student fare cards for schools assigned metro as their transportation method. The DC Collaborative office will mail metro passes along with an acknowledgement receipt to the Key Communicator via USPS. The Key Communicator must sign the receipt for the number of fare cards received, and fax to our office at 202.204.7803. After the event, if any fare cards remain unused, DC



Collaborative staff will contact the Key Communicator for return of the unused cards. If unused cards are not returned, the DC Collaborative will invoice the school for the cost of the unused cards.

METRO TRANSIT POLICE: On high capacity days, DC Collaborative staff notifies Metro Transit Police that large groups will be taking metro from schools to the events.

Metro Transit Police are provided the date(s), starting and ending stop(s), time(s) of day, and ideally the number of students. An example of a high-capacity day is the Washington Ballet's *Septime Webre's The Nutcracker* at the Warner Theater in December.

TRIP CANCELLATION POLICIES

In the event that a trip needs to be canceled, Key Communicators are designated to cancel trips. Trips must be cancelled 30 days in advance.

The step-by-step process to cancel a trip 30 days in advance:

1. Go to www.dccollaborative.org, and log in to your user account.
2. Choose "**View Reservations.**" When the list appears, there will an option on the right side to cancel. Click the appropriate cancellation button.

NOTE: If you must cancel within 30 days of a trip, you must do so IN WRITING. Your school will be invoiced for the cost of the tickets and any transportation fees incurred.

Phone calls will not be honored for trip cancellations.

TICKET REDUCTION POLICIES

Key Communicators may reduce ticket numbers using the **AFES** Online Registration System more than 30 days in advance of an event. To reduce ticket numbers:

1. Log on to the **AFES** Online Registration system using the user name and password.
2. Using the View Reservations button, select the requested trip.
3. Cancel the requested trip. Then **re-select** the trip with the updated number of tickets you need.

Schools must notify our office of ticket reductions of 10 or more tickets less than 30 days in advance of the event, or they will be billed for the cost of the unused tickets and

transportation.

The online system locks out 30 days prior to a trip. No changes can be made within 30 days of a trip. If you must make changes to number of requested tickets within 30 days of a trip, you must contact our office **IN WRITING**. Phone calls will not be honored for ticket reductions. **Your school will be invoiced for the cost of the unused tickets and any transportation fees incurred.**

OUTSTANDING BALANCES

Any school with an outstanding balance with the DC Arts & Humanities Education Collaborative will be ineligible for program participation until the outstanding balance is paid.

Balances may be incurred for, but not limited to, the following:

- * Requested tickets that go unused.
- * Transportation that is requested but unused.
- * Student inflicted damage to the bus was incurred during the **AFES** field trip.

ROLES AND RESPONSIBILITIES

It takes team work to make the **Arts for Every Student** program a success, and we appreciate the work of all our school partners and member providers! We also firmly believe that setting clear expectations and clear understandings make for a better program experience for everyone. If questions arise at any time during your participation in the **Arts for Every Student Program**, please feel free to contact our office.

As mentioned in the “Program Structure” section of this handbook, the following parties are participants in the Arts for Every Student Program:

- * DC Collaborative Program Manager
- * Member Providers.
- * Key Communicator
- * Principal
- * Teachers

Each plays a unique role in ensuring the success of the **Arts for Every Student** program.



DC COLLABORATIVE STAFF AND MEMBERSHIP

You can count on the DC Collaborative staff and membership to strive to provide a wonderful experience for your students. We know that arts experiences can be a highly effective method of reinforcing classroom content by relating the lesson to the outside world, engaging students with diverse learning styles, and inspiring students to learn more about a subject. To make sure we accomplish our goals, the DC Collaborative and member providers are responsible for the following:

DC COLLABORATIVE PROGRAM MANAGER

The Program Manager is the main contact at the DC Collaborative for our school partners and member providers. The Program Manager's duties include:

- ✿ Manages the process to solicit and select member events to be offered through AFES.
- ✿ Conducts outreach to schools and is the primary liaison for the Key Communicators during the school year.
- ✿ Coordinates transportation for out-of-school events.
- ✿ Solicits and analyzes teacher feedback from attended events via teacher evaluation forms.

MEMBER PROVIDERS

- ✿ Offer age appropriate, high-quality arts events that enhance students' educational and artistic learning.
- ✿ Connect events to DC State Learning Standards.
- ✿ Provide preparatory materials (teacher and/or student guides) to school contacts at least three weeks before the performance date to help teachers prepare students for the event.



Photo Courtesy of the Washington Ballet

SCHOOL PARTNERS

As mentioned before, it takes team work to make the Arts for Every Student program work! Good school partners are essential to our success. Please review the following roles, to ensure your school has a great experience.

KEY COMMUNICATORS

- ✿ Works with fellow teachers to select events by grade grouping for trips to cultural organizations.
- ✿ Ensures that permission slips are sent home and returned back to the school.
- ✿ Ensures that students load on and off of the bus or metro safely.

- * Provides school leadership and front office a written schedule of all selected trips and events for the entire year.
- * Sends reminders to fellow teachers of scheduled events.
- * Notifies school leadership and the front office of all scheduled trips and events at least one week prior to scheduled trip or event.
- * Contacts the DC Collaborative Program Coordinator with all comments, questions or concerns.
- * Represents the school at **AFES** related meetings and events; if unable to attend, working with administrators and colleagues to send a qualified school representative.

PRINCIPALS

- * Confirms the Key Communicator for your school.
- * Reviews the schedule of all selected AFES events for the school year.
- * Understands the AFES program structure and policies.
- * Encourages and supports the AFES work and responsibilities of the Key Communicator in the school.
- * Ensures that all staff is aware of the AFES program.
- * Ensures that teachers are connecting AFES events to classroom lessons and units.

TEACHERS

- * Considers student learning objectives and needs for the year, and reviews the catalogue of AFES events (available in print and online) to select appropriate events for their grade level.
- * Provides the Key Communicator with choice of events appropriate for their grade level.
- * Distributes and collects permission slips in a timely fashion.
- * Chaperones AFES trips and ensures appropriate student behavior.
- * Encourages and supports the work of the Key Communicator in the school.
- * Integrates arts and cultural experiences into classroom learning.
- * Integrates AFES events into classroom learning, before and after the experience.
- * Completes post event evaluation forms to be sent to the DC Collaborative.



SCHOOL F.A.Q.

We've developed this quick F.A.Q. sheet to share with your colleagues. Please feel free to copy this page and distribute in your school. This information will also be available online at our website, www.dccollaborative.org.

HOW DO SCHOOLS REGISTER TO PARTICIPATE?

Registration is online at www.dccollaborative.org. A representative from the school should contact our office for more information on the registration process, and school participation requirements.

IF A SCHOOL ONLY NEEDS 65 TICKETS, CAN THEY REQUEST 100?

As the number of tickets per event is limited, we ask that schools only request what they need.

DOES THE 100 TICKET MAXIMUM REQUEST INCLUDE THE NUMBER OF CHAPERONES?

Yes.

WHAT IF LESS STUDENTS ATTEND THE EVENT THAN REQUESTED?

Schools must notify our office of ticket reductions 30 days in advance, or they will be billed for the cost of the unused tickets and transportation.

WHAT IS THE PROCESS FOR A SCHOOL TO CANCEL A TRIP?

Trips must be cancelled 30 days in advance. All cancellations must be made in writing by contacting the DC Collaborative Program Manager via email.

ARE STUDENTS PERMITTED TO EAT ON THE BUS, OR AFTER A TRIP?

Schools are expected to make arrangements for students to eat prior to the trip, and/or notify the school cafeteria that students will be eating after the trip. Schools may not ask bus drivers to take them anywhere for lunch.

CONTACT INFORMATION

Louise Kennelly

Executive Director

louise@dccollaborative.org

202-204-7751

Tracey Alperstein

Program Manager of

School Services

tracey@dccollaborative.org

202-204-7753

1835 14th Street, NW

Washington, DC 20009

202-204-7750 (p)

202-204-7803 (f)

info@dccollaborative.org

www.dccollaborative.org

PARTNERSHIP OPPORTUNITIES... BEYOND ARTS FOR EVERY STUDENT!

The DC Collaborative is proud to partner and work with our member organizations, to offer arts and humanities opportunities to your school beyond **Arts for Every Student**. The following are additional opportunities of which we encourage your schools to take advantage.



Kids Euro Festival

The DC Collaborative, and many of our member organizations, partner with the Kids Euro Festival to offer a **FREE** opportunity for DC Public and Chartered Public schools. This festival celebrates the best of European arts and culture for children. Since school year 2008-2009, 27 nations of the European Union have worked together to bring children's performances to Washington, DC as part of the largest children's arts festival in the nation. This year, the Kids Euro Festival will take place October 17-November 13, 2012. For more information about the Kids Euro Festival, visit www.kidseurofestival.org.

Every **AFES** partner school is eligible to take advantage of the school day events offered at cultural institutions. Events are listed in the **Arts for Every Student** Online Registration system. There are no ticket restrictions for any Kids Euro Festival event (beyond the capacity of the venue) and, therefore, will not count towards the 100 tickets allotted for each grade grouping per event as part of the **Arts for Every Student** program.

For more information on the Kids Euro Festival opportunity, please contact our office.



**Arts for Every Student
School Partnership Agreement
2012-2013**

Arts for Every Student is the cornerstone program of the DC Collaborative, created in 1998 to serve as a vital arts education resource to the Public and Chartered Public school communities. The primary goals of the **Arts 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 & Humanities Education Collaborative and our School Partners.

School Name (please print)

is pleased to participate in the 2012-2013 Arts for Every Student Program as a School Partner. We have received and read the Arts for Every Student School Handbook. **By signing this partnership agreement, we agree to abide by the program policies and fulfill the school responsibilities outlined in the handbook.**

The following individual has agreed to act as Key Communicator for our school for the 2012-2013 school year:

School Key Communicator (please print)

Title

School Key Communicator signature

Date

School Principal or Administrator signature

Date

Please sign and return this agreement to our office. You may scan and email the form to info@dccollaborative.org, fax to 202-204-7803 or mail via USPS to DC Arts & Humanities Education Collaborative, 1835 14th Street, NW, Washington, D.C. 20009.



DC Arts and Humanities Education Collaborative Members FY13

- Adventure Theatre
- American Poetry Museum
- Anacostia Community Museum
- Arena Stage
- Ballet Teatro
- Karen Bernstein
- Carmen Boston
- Capitol Hill Arts Workshop
- Cameroon American Council
- Cathedral Choral Society
- Center for Inspired Teaching
- Charlotte Marshall
- Choral Arts Society of Washington
- Christylez Bacon
- CityDance Ensemble
- Class Acts Arts
- Corcoran Gallery of Art
- Cultural Tourism DC
- Culture Shock Dance Troupe
- Dance 4 Peace, Inc.
- Dance Place
- DAR Museum
- DC Creative Writing Workshop
- DC Fire & EMS Museum
- DC International Filmfest
- Discovery Theater
- Environmental Film Festival in the Nation's Capital
- Folger Shakespeare Library
- Gandhi Memorial Center
- Imagination Stage
- The In Series
- Joy of Motion
- The Kennedy Center
- The Kreeger Museum
- Kuchipudi Kalanidhi Foundation
- Library of Congress
- The Lincoln Theatre
- Live It Learn It
- Multi-Media Training Institute
- National Building Museum
- National Cherry Blossom Festival
- National Gallery of Art
- National Geographic Museum
- National Museum of African Art
- National Museum of American History
- National Museum of Natural History
- National Museum of Women in the Arts
- National Postal Museum EdLab
- National Symphony Orchestra
- Our Town TopicsOpera Guild of Northern Virginia
- Phillips Collection
- President Lincoln's Cottage
- Project Create
- Sitar Arts Center
- Shakespeare Theatre Company
- Step Afrika!
- Suzanne Humpstone
- Textile Museum
- The Puppet Co.
- The Washington Ballet
- THEARC
- Takoma Theatre Conservancy
- Tudor Place
- United States Holocaust Memorial Museum
- Washington Bach Consort
- Washington National Opera
- Washington Performing Arts Society
- Wolf Trap Foundation for the Performing Arts
- Young Playwrights Theatre

Additional Partners and Collaborators

- DC Commission on the Arts and Humanities
- DC Public Charter School Board
- U.S. Department of Education
- Americans for the Arts
- National PTA
- Good Samaritan Foundation
- OMG Center for Collaborative Learning (Philadelphia, PA)
- Arts Education Partnership - AEP (Washington, DC)
- Douglas Gould and Company (New York)
- Alliance for Arts Learning Leadership (Alameda County, CA)
- Arts Everyday (Baltimore, MD)
- The Arts Education Initiative/University of California, Berkeley's Graduate School of Education (Berkeley, CA)
- Cleveland Integrated Arts Collaborative (Cleveland, OH)
- Big Thought (Dallas, TX)
- Ask 4 More Arts Collaborative/Jackson Public Schools (Jackson, MS)
- Interchange/COCA (St. Louis, MO)
- Chicago Arts Partnerships in Education (Chicago, Illinois)

