



DC Arts and Humanities Education Collaborative School Partner Community Standards 2023-2024 School Year

DC COLLABORATIVE EDUCATION PROGRAM OFFERINGS

DC Collaborative offers equitable access to educational opportunities for all DC public schools through our partnership with cultural institutions, performing arts organizations, and independent teaching artists. We believe that students should have full advantage of the vast cultural resources available throughout DC. The outreach, engagement, and impact of high-quality arts and humanities programs are an integral part of students' academic and civic education. DC Collaborative will feature the following types education program offerings:

- **Arts and Humanities for Every Student (AHFES)** - Synchronous Virtual and In Person Field Trips
- **Distance Learning Resource Database (DLRD)** - Asynchronous Digital Learning Resources
- **Teaching Artist Residencies and Programs (TIP)** - Synchronous, multi-day, school specific programs

The School Partners Community Standards document outlines the expectations and responsibilities of school partners, individual educators, and DC Collaborative Education Programs staff. **Completion of this document indicates you are in agreement with, and will adhere to our community standards. Please return a digital copy or screenshot of your completed form to schools@dccollaborative.org so your school can register for Education Programs for SY23-24.**

CONTACT INFORMATION

Complete the information highlighted in yellow for our records. The Main Point of Contact should be another individual close to the curriculum needs of the classroom educators.

School Name		Partner Name	DC Arts and Humanities Education Collaborative
Educator Name		Partner Point of Contact	Ashlee McKinnon
Educator Email Address		Partner Email	ashlee@dccollaborative.org
Phone Number		Phone number	202.470.6467 ext. 1 (Office)
Other Point of Contact Name		Other Point of Contact	schools@dccollaborative.org
Other Point of Contact Title		Partner Title	Director of Education Programs
Other Point of Contact Email		Orientation Date	Thursday, August 24, 2023 <i>*see timeline for more information</i>
Digital Signature of Educator		Date Signed	

Contact Ashlee McKinnon at ashlee@dccollaborative.org for questions concerning School Partnerships
Visit our [Program Catalogue](#) to view the types of programs offered each semester.

IMPORTANT DATES AND TIMELINE

Completing this School Partners Community Standards document allows access to program registration, but does not guarantee attendance to a synchronous educational experience. Please reference the list of important dates below.

Thursday, August 24, 2023	<p>Virtual Educator Orientation for School Partners</p> <p><i>Representatives from DC Public and Public Charter Schools are required to attend the AHFES Orientation. Educators, Administrators, and/or Main Points of Contact interested in participating in any type of education program are also required to submit the School Partners Community Standards document before beginning registration.</i></p>
Monday, August 21 - September 8, 2023	<p style="text-align: center;">FALL EDUCATION PROGRAM OFFERINGS OPEN FOR REGISTRATION</p> <p>Click Here to View Synchronous Programs Open for Registration Educators must complete the registration form for each program they wish to request before COB on September 8th. <i>Registering for a synchronous program does not guarantee attendance. Programs are assigned based on DC Collaborative's equity scale.</i></p> <p>Distance Learning Resource Database is open to view and receive asynchronous programs year round. These resources are available throughout the school year at no cost to the educator or school.</p>
September 18-22, 2023	<p>Notification of Approved Fall AHFES Programs</p> <p><i>*Educators and Main Points of Contact will be notified about approved programs for the Fall Cycle. Confirmations must be submitted by COB on September 27th.</i></p>
October 10, 2023 - January 26, 2024	<p>Fall Synchronous Programs and Reflections are completed</p> <p><i>*Each synchronous program has a required Teacher/Student Reflection to be completed by the teacher and students. These reflections are valuable to addressing curriculum changes, accessibility measures, and overall program experience. Teachers who submit their own surveys as well as 50% of their students' surveys will receive a \$15 gift card. Both teacher & student reflections must be completed within 2 weeks of the program.</i></p>
January 30- February 10, 2024	<p style="text-align: center;">SPRING EDUCATION PROGRAM OFFERINGS OPEN FOR REGISTRATION</p> <p><i>*Same details for the Fall, above</i></p>
February 12-16, 2024	<p>Notification of Approved Spring Programs</p> <p><i>*Same details for the Fall, above</i></p>
February 26-June 14, 2024	<p>Spring Synchronous Programs and Reflections are completed</p> <p><i>*Same details for the Fall, above</i></p>

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Community Standards for School Partner Teachers and Administrators

DC Arts and Humanities Education Collaborative and the School Partner agree to maintain the community standards detailed below, in order to ensure high quality, equitable, accessible, and impactful Arts and Humanities education opportunities for all DC public school students.

- **Communication and Cancellation Standards**

- Please consult your school calendar when making requests to avoid unnecessary cancellations and conflicts. Preventable cancellations can affect your participation in future program cycles.
- Respond to all DC Collaborative communications within 48 hours of receipt.
- All cancellations need to be made in writing 2 weeks prior to the experience to schools@dccollaborative.org. Failure to respond to a confirmation email is NOT considered proper notice of a cancellation.
- Late cancellations may result in decreased participation of your school in future DC Collaborative education programs

- **Teacher and Student Reflections**

- Assessments must be completed within 2 weeks of the experience in order to be eligible for future participation in DC Collaborative education programs.
- Reflections are a necessary component of the AHFES program and help the Collaborative evaluate the quality of the AHFES experiences and advocate for public funds to continue to offer these experiences to DC schools and students.
- DC Collaborative reserves the right to withhold future experiences to school partners and individual educators who have an excessive number of outstanding reflections.

- **Transportation Standards**

- DC Collaborative will confirm transportation reservations 2 weeks prior to the scheduled program.
- Lack of confirmation for transportation reservations will result in the cancellation of the program.

- **Fee for Service Standards**

- A small number of programs offered through DC Collaborative are associated with a price. These programs will be distinctly marked in the catalogue. The cost per participant/student will not exceed \$4.00.
- Invoicing and associated fees will be processed directly between the Program Provider and the Educator.
- The DC Collaborative WILL NOT process invoices on behalf of Providers OR cover the cost of any outstanding invoices for programs with an associated fee.

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Community Standards for DC Collaborative Education Programs Staff

DC Collaborative and the School Partner agree to maintain the community standards detailed below, in order to ensure high quality, equitable, accessible, and impactful Arts and Humanities education opportunities for all DC public school students.

- **Diversity, Equity, Inclusion, and Accessibility Standards**

- We welcome participants from all backgrounds, beliefs, and DC wards, and are committed to creating a safe space for our users across all pillars of diversity.
- DC Collaborative is committed to eliminating barriers in order to ensure equity in arts and humanities education for all students. We continuously examine and refine our policies, practices, and resources so that all members of our greater community - geographically, racially, and socioeconomically - will have opportunities to thrive.
- We appreciate and leverage our differences, we prioritize and include those with lived experiences in our community, and we seek partnerships that initiate change. We encourage thoughtful discussion and respectful engagement in hopes of creating an environment of belonging in which everyone is valued and respected.
- Please contact us at schools@dccollaborative.org if you have an accessibility accommodation that is not being met by the Program Provider.

- **Safety Standards**

- [Incident Report Forms](#) will be provided to educators and AHFES Providers in case there is a need to document unsafe, inequitable, or concerning behavior by either party.
- DC Collaborative serves in a limited capacity as the coordinator of programs and services, and is not a direct provider of the opportunities listed in the program catalogue.
- Participation is voluntary for teachers, schools, and students. All organizers and attendees must take responsibility for participation including, making safe choices, choosing non-injury behaviors, and respecting space.

- **Copyright Standards**

- Resources and materials given are the intellectual property of the Program Provider. These materials should not be duplicated or recorded without the permission of the Program Provider, except for copies made for distribution to students participating in the experience.
- DC Collaborative will have exclusive, perpetual, worldwide license for any publication print materials, online formats, publications, displays, advertisements or promotions.

- **Media Standards**

- Program Providers will directly request and receive Media Consent Forms from the Educator to ensure compliance with DC Public and Public Charter School privacy policies.
- Images and recordings taken during any DC Arts and Humanities Education Collaborative's experiences can be eligible for use by the Program Provider and/or DC Collaborative in any print materials, online formats, publications, displays, advertisements or promotions with proper consent from the student/guardian.

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