



learning  
partners



**Educator's Guide** 2019-2020

# Welcome

Dear Teachers, Site Coordinators and Principals,

Learning Partners (formerly ArtsPartners) is a nationally recognized collaboration formed by community leaders as a way to provide high-quality arts and cultural activities to all Dallas Independent School District (Dallas ISD) elementary students each year. Now in its twenty-second year, the program unites the Dallas ISD, the City of Dallas Office of Cultural Affairs, and more than 100 arts, science and cultural organizations and teaching artists under the guidance of managing partner Big Thought.

Through funding from the Dallas ISD Visual & Performing Arts and Teaching & Learning Departments, every elementary school in the district receives money for procurement of fine arts and art-infused programs experiences as well as science and social studies infused programs provided by partners that are contracted through the Learning Partners program. With Learning Partners Representatives, you will choose from rich and diverse resources that best support campus and classroom goals. This guide will help you to choose the right experiences for your students.

Your role in selecting and organizing these experiences is critical to this mission, and we look forward to a committed partnership with you. Thank you for being a part of the Learning Partners program. It is a privilege to work with you as you apply your expertise in education to guide students in developing an awareness of the rich resources that are available to them throughout the city.

Sincerely,

Big Thought

Managing Partner, Learning Partners

## Learning Partners Representatives

Every campus is assigned an Learning Partners Representative (LP Rep). The LP Reps visit each school for the Fall Collaborative Workshops to assist the school's Site Coordinator and faculty in choosing programs and discussing strategies for integrating programs into the teachers' curriculum. Please make a note of your LP Rep's contact information below:

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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# Contact

## Learning Partners

Program and resources made available by Big Thought

For information about Learning Partners funders, visit [bigthought.org/our-programs/learning-partners](http://bigthought.org/our-programs/learning-partners)

Big Thought

1409 South Lamar St.

Suite 1015

Dallas, TX 75215

**Phone:** 214-520-0023 x 9819 or 469-916-9819

**Email:** [LearningPartners@bigthought.org](mailto:LearningPartners@bigthought.org)

**Website:** [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners)

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# Important Learning Partners Dates 2019-2020

When	What
November 5, 11, 12	Learning Partners Site Coordinator Workshops
November 30	Expiration date for Vouchers created in <b>October</b> . Quality Surveys for November programs and fieldtrips due
December 31	Expiration date for Vouchers created in <b>November</b> . Quality Surveys for December programs and fieldtrips due
January 31	Expiration date for voucher created in <b>December</b> . Quality Surveys for January programs and fieldtrips due Last day to make a voucher
February 1	Unspent Learning Partners funds reallocated
February 29	Expiration date for Vouchers created in <b>January</b> . Quality Surveys for February programs and fieldtrips due
March 31	Quality Surveys for March programs and fieldtrips due
April 30	Quality Surveys for April programs and field trips due
May 30	Quality Surveys for May programs and fieldtrips due





# 2019|2020

## STUDENT CALENDAR CALENDARIO ESCOLAR

**School starts/comienzo de clases:** Aug. 19 / 19 de agosto

**School ends/fin de clases:** May 27 / 27 de mayo

### ■ Student/teacher holidays

**Día feriado para estudiantes y maestros**

- Oct. 11 (Elementary Fair Day)
- Oct. 18 (Secondary Fair Day)

### ■ Student holidays/staff development or teacher prep days

**Día de capacitación/día feriado para estudiantes**

- Oct. 11 (Secondary/Preparatorias/Secundarias)
- Oct. 18 (Elementary/Primarias)

### ■ STAAR Testing dates / Días de exámenes STAAR

To view dates, refer to the back of the calendar / consulte la parte posterior del calendario

### ○ Inclement weather makeup day

**Día para reponer tiempo perdido por mal clima**

### [ Six Weeks begins / Comienzan las seis semanas

### ] Six Weeks ends / Terminan las seis semanas

### ▲ Biweekly payroll cutoff dates

**Cierre de nómina bisemanal**

### \$ Biweekly pay dates

**Día de pago bisemanal**

### ▼ Monthly payroll cutoff dates

**Cierre de nómina mensual**

### \$ Monthly pay dates

**Día de pago mensual**

### AUGUST | AGOSTO 2019

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER | SEPTIEMBRE 2019

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29	30					

### OCTOBER | OCTUBRE 2019

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20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER | NOVIEMBRE 2019

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24	25	26	27	28	29	30

### DECEMBER | DICIEMBRE 2019

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22	23	24	25	26	27	28
29	30	31				

### JANUARY | ENERO 2020

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26	27	28	29	30	31	

### FEBRUARY | FEBRERO 2020

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

### MARCH | MARZO 2020

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22	23	24	25	26	27	28
29	30	31				

### APRIL | ABRIL 2020

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19	20	21	22	23	24	25
26	27	28	29	30		

### MAY | MAYO 2020

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Roles and Responsibilities - General Information

Principal	Site Coordinator Team	Teacher	Office Manager	LP Rep
<ul style="list-style-type: none"> <li>Understand Learning Partners program</li> <li>Select Site Coordinator Teams</li> <li>Divide school allocations throughout grade levels K-5</li> <li>Determine how eight (8) hours of Learning Partners technical assistance by LP Reps will be used on your campus</li> <li>Support faculty meetings about Learning Partners</li> <li>Create campus calendar for programs and field trips</li> </ul>	<ul style="list-style-type: none"> <li>Attend SCT training</li> <li>Liaison for Learning Partners on campus</li> <li>Schedule Fall Collaborative Workshop with LP Reps</li> <li>Work with school faculty to identify programs and field trips</li> <li>Confirm vouchers</li> <li>Create campus calendar for programs and field trips</li> <li>Work with teachers and office managers to schedule buses for field trips</li> <li>Welcome partner organizations to campus for scheduled programs</li> <li>Assist teachers in submitting Quality Surveys</li> </ul>	<ul style="list-style-type: none"> <li>Attend Fall Collaborative Workshop</li> <li>Select programs and field trips</li> <li>Work with SCT to enter program or field trip choice</li> <li>Confirm program or field trip with partner organizations</li> <li>Schedule and attend scheduled programs</li> <li>Submit Quality Surveys</li> </ul>	<ul style="list-style-type: none"> <li>Create campus calendar for programs and field trips</li> <li>Assist teachers and SCT with forms required to secure buses for field trips</li> <li>Coordinate transportation for Learning Partners field trips</li> <li>Welcome partner organizations to campus for scheduled programs</li> </ul>	<ul style="list-style-type: none"> <li>Advise Site Coordinator Team on the Learning Partners process</li> <li>Create vouchers from school's wishlist</li> </ul>

# Arts-Infused Learning

Arts-infused learning: enables students to identify and apply authentic connections between multiple subjects to understand that essential concepts transcend individual disciplines.

For elementary students, the Texas Essential Knowledge and Skills (TEKS) for fine arts cover four disciplines:

- Art
- Music
- Theatre
- Dance (via PE TEKS)

At the heart of each discipline are four important areas:

- **Creative expression**
- **Historical and cultural relevance**
- **Critical evaluation and response**
- **Patterns and sequencing**

In addition, the TEKS add for:

- **Observation and perception (art)**
- **Music literacy (music)**
- **Inquiry and understanding (theatre)**
- **Enjoyment and challenge (dance)**

When you bring your lesson into the classroom, you explore **realities, relationships and ideas**. Your students engage in **active learning, critical thinking, and innovative problem solving**. Research has proven that **creativity is essential to nurture and develop the whole child**.

Tips:

- As you begin looking at Learning Partners program descriptions this year, explore the lessons you've already created with an eye for where the bolded words might appear.
- Drill down into the TEKS themselves to see how your curriculum could be supported through a dynamic program that fits the standards you are implementing.
- Think about possibilities of an engaging assembly to introduce a unit, a mid-unit residency or a field trip to reinforce the unit.

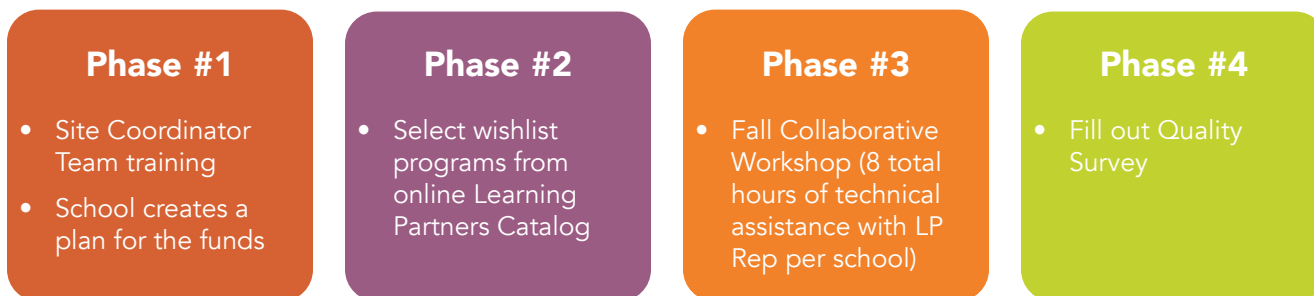
We've noticed six specific elements that every Learning Partners provider asks of its participants:

- Create some kind of artifact connected to the lesson
- Role play
- Mimic sounds or motions
- Watch a performance
- Write ideas
- Observe and interpret

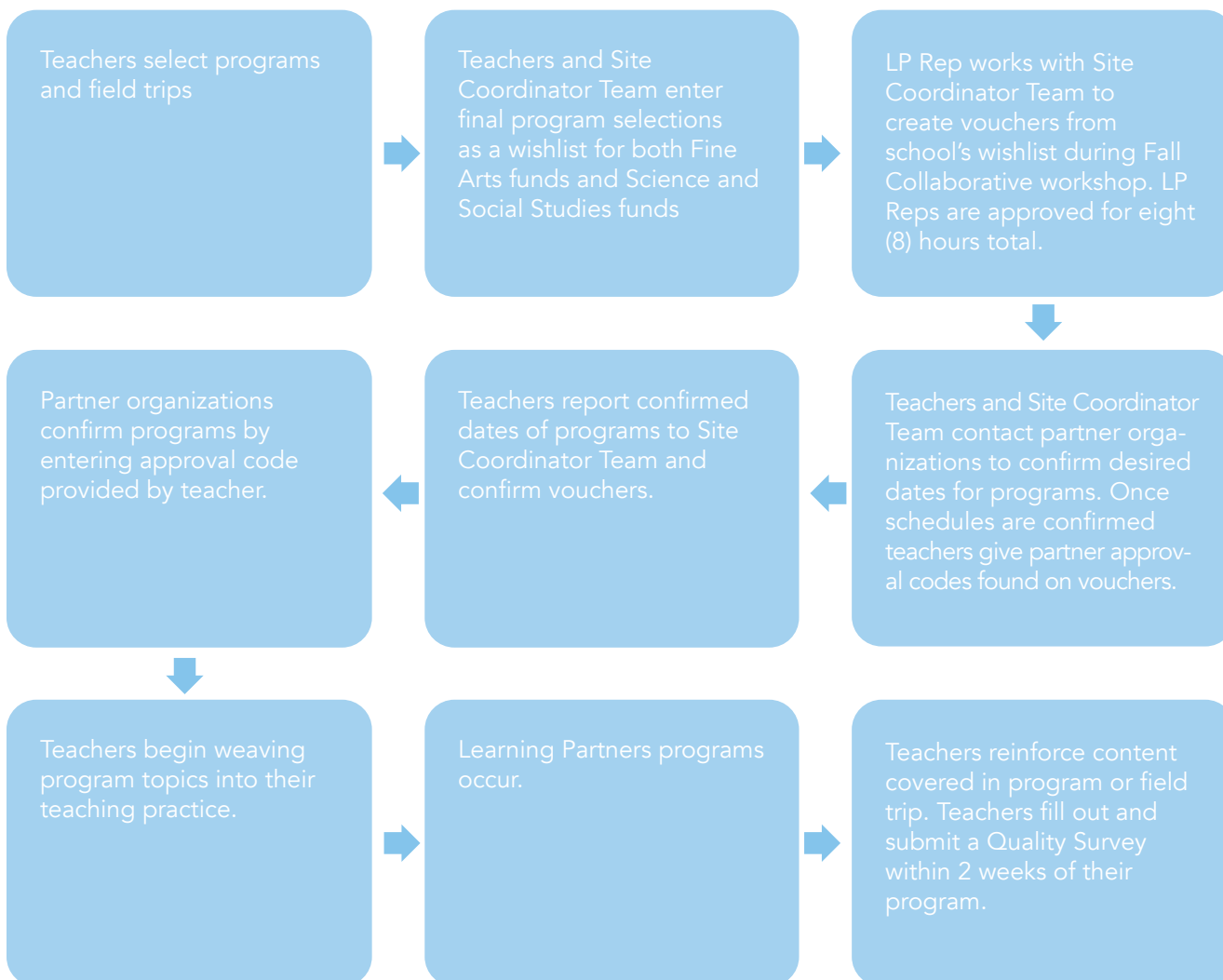
Through Learning Partners programming, these interactions are designed to infuse the arts into learning of any subject and to "develop cognitive functioning and increase student academic achievement, higher-order thinking, communication and collaboration skills; making the fine arts applicable to college readiness, career opportunities, workplace environments, social skills and everyday life."



## 4 Phases of Learning Partners



## Learning Partners Workflow



# Glossary

**Allocation** - The amount of money each campus is given for the purchase of arts-infused experiences or programs offered by Learning Partners providers. The amount of the allocation is based upon the student population.

**Approval Code** - The approval code serves as a security measure to ensure that only the school representative can book an experience with a Learning Partners provider. Providers will ask for this number when confirming a booking.

**Bookmark** - As it implies you can “bookmark” a program of interest to reference later.

**Fall Collaborative Workshop** - A Learning Partners Rep will assist your campus to create payment vouchers for programs you have selected for your students. A total of \$200 will be deducted from your school allocations for this service.

**Invitation Code** - A series of five characters assigned to each school. During training you will receive one unique invitation code for the Site Coordinator and one invitation code for all of the teachers at the campus.

**Learning Partners Funding** - The money that Learning Partners allocates to each school from booking Learning Partners approved programs.

**LP Rep** - A Learning Partners Representative from Big Thought is assigned to each school to assist with advising the school Site Coordinator, making vouchers and lending technical support. Each school has a maximum of 8 hours of support time with their LP Rep.

**School Funding** - Any funds that the school provides to supplement Learning Partners funding.

**Voucher** - Learning Partners issues a payment voucher for each approved program. Designed to facilitate the scheduling process, your voucher will list a voucher number, approval code, the program selected, the provider name and contact information, and the total dollar amount that Learning Partners has approved.

**Voucher Number** - This is a unique five digit alphanumeric code that Learning Partners issues for each approved program. Your voucher number is located on the voucher and is a tracking number that will help you and your provider coordinate scheduling and funding.

**Wishlist** - This is a list of your final program choices.

# Roles and Responsibilities - Phase 1

Principal	Site Coordinator Team	Teacher	Office Manager	LP Rep
<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Learning Partners Educators Guide</li> <li><input type="checkbox"/> Determine grade level allocation amount (with Site Coordinator Team)</li> <li><input type="checkbox"/> Determine if your school needs a full faculty meeting with an LP Rep to review Learning Partners process and schedule accordingly</li> <li><input type="checkbox"/> Determine the schedule for your staff to select programs and confirm vouchers</li> <li><input type="checkbox"/> Obtain/Review bus scheduling procedures for your division</li> <li><input type="checkbox"/> Identify date(s) when LP Rep will create vouchers for your school</li> <li><input type="checkbox"/> Advise program staff on program selection and/or areas of focus for programs and field trips</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Learning Partners Educators Guide</li> <li><input type="checkbox"/> Assist principal with grade level allocation amount</li> <li><input type="checkbox"/> Schedule faculty meeting with LP Rep as needed</li> <li><input type="checkbox"/> Communicate grade level amount to school staff</li> <li><input type="checkbox"/> Communicate schedule for selecting programs and confirming vouchers</li> <li><input type="checkbox"/> Obtain/review bus scheduling procedures for your division</li> <li><input type="checkbox"/> Contact LP Rep and schedule date for the Fall Collaborative Workshop</li> <li><input type="checkbox"/> Create/update your username and password</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Learning Partners Educators Guide</li> <li><input type="checkbox"/> Attend Learning Partners meetings if scheduled on your campus</li> <li><input type="checkbox"/> Create/update your username and password</li> <li><input type="checkbox"/> Meet with grade level teams to determine area(s) of focus for programs and field trips</li> <li><input type="checkbox"/> Obtain/review bus scheduling procedures for your division</li> <li><input type="checkbox"/> Review programs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Learning Partners Educator Guide</li> <li><input type="checkbox"/> Review bus scheduling requirements for your division</li> <li><input type="checkbox"/> Share bus scheduling process and timeline with Principal, Site Coordinator Team and teachers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitate campus Learning Partners Faculty Meeting if requested by Principal</li> </ul>

# Base Allocations

## Which programs are eligible for a program fund?

This year, all elementary schools in Dallas ISD will receive two funding allocations from Dallas ISD. Upon receiving the allocations, schools may begin planning fieldtrips and programs for K-5th grade students at their campus.



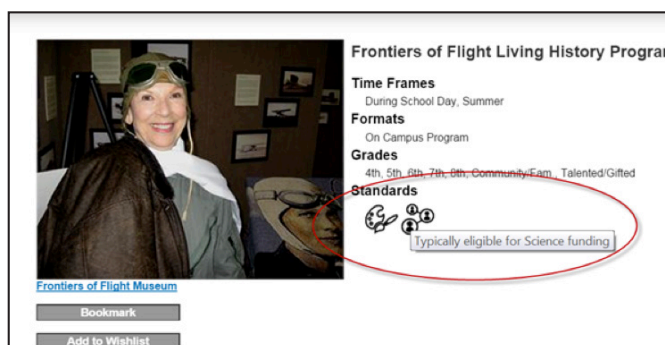
The **Dallas ISD Fine Arts Fund** will be used only for fine arts and arts infused programming and fieldtrips. These programs are connected to Fine Arts TEKS. Programs eligible for the Fine Arts funding will display this icon on their program description pages.



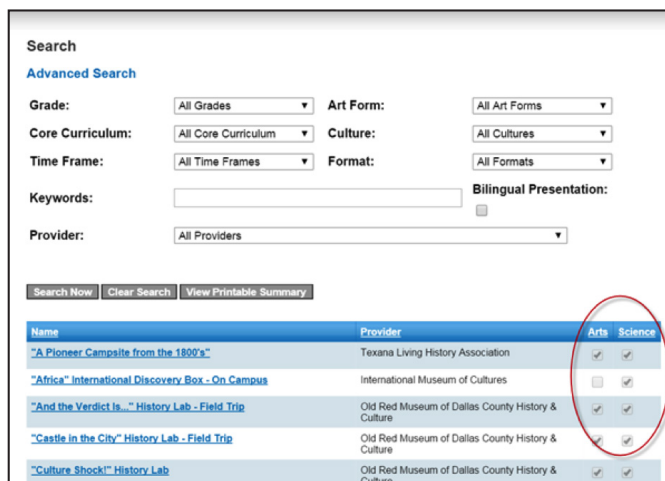
The **Dallas ISD Science & Social Studies Fund** will be used for programming and fieldtrips that connect to Science and Social Studies TEKS. Programs eligible for the Science and Social Studies fund will display this icon on their program description pages.

It is possible that some programs will be eligible for both Fine Arts and Science/Social Studies funds. In that case, the program description page will display both icons.

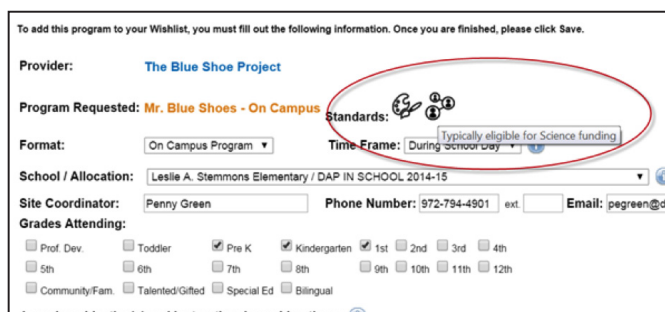
The icons appear on the Program detail page when you click on a features program on first entering the sites:



There are also check boxes on the catalog search results for either category. Click on the column headers to sort the results by these icons.



Finally the icons show up on the Modify Wishlist page. This is a handy visual reminder when selecting the correct funding allocation for that particular program.



## Splitting up the Allocations

The Principal and Site Coordinator team from each school should work together to determine how the school's two campus allocations will be divided. Although Big Thought/Learning Partners has no involvement in the decision, we recommend that you use the worksheets provided on pages 12 & 13 to help with this process. Bring the completed worksheets to your Fall Collaborative Workshop (FCW).

## Technical Assistance from Learning Partners Reps provided by Dallas ISD Visual & Performing Arts Department

Each school has been approved to receive eight (8) hours of technical assistance from a Learning Partners Representative (LP Rep) as well as Big Thought personnel to educate campus staff about the Learning Partners process and to create payment vouchers. Typically, schools use the eight approved hours to create and manage vouchers.

## Fine Arts Field Trips

Additional fine arts field trips are provided for 2nd, 3rd, 4th and 5th grades and funded directly by the Dallas ISD Visual & Performing Arts Department. They are in addition to Learning Partners funded experiences. These field trips are coordinated through the district and not the Learning Partners program. Field trips include:

- 2nd grade theater - Dallas Children's Theater
- 3rd grade dance - Texas Ballet Theatre
- 4th grade visual art - Dallas Museum of Art
- 5th grade music - Dallas Symphony Orchestra or Dallas Wind Symphony

## Tips to Consider

- **Your allocation is calculated on a per student basis based on the projected K-5th grade population of your school.** There are many ways to divide the allocation amount. The school may divide the base allocation by the populations of each grade, give each special teachers a piece of the allocation, set aside an amount specifically for the entire school or staff development.
- **We recommend that you hold a full faculty meeting to discuss implementation of Learning Partners on your campus.** During this meeting, you can explain what the Learning Partners program entails, discuss the two funds available, distribute the Learning Partners Education Guide, share with teaching teams their portion of the two campus allocations and discuss the resources available. If desired, the Learning Partners Representative can be invited to participate in the faculty meeting, but be aware the time will be deducted from the eight hours of technical assistance your LP Rep can provide.

# Campus Distribution Worksheet for 2019-2020 Dallas ISD Fine Arts Fund

**Principals and Site Coordinator Teams:** Use this form to determine grade allocations.

School Group	# of Students	Allocation	Type of Program		School Pays Bus	AP Pays Bus	Wishlist Item Created?
			On Campus	Field Trip			
All School Activity							
Kindergarten							
1st Grade							
2nd Grade							
3rd Grade							
4th Grade							
5th Grade							
Art							
Music							
Other Specialists							
Special Education							
Staff Development		<b>\$150</b> - Fall Collaborative Workshop (FCW) & LP Rep support <b>(6 hours)</b>					
	<b>TOTALS</b>						

Your campus allocation is calculated on a per student basis. Please consider the number of students in each grade level when distributing your funds.

Learning Partners Base Allocation: \_\_\_\_\_

minus FCW/LP Rep Support: -\$150

Total Money: \_\_\_\_\_



# Campus Distribution Worksheet for 2019-2020

## Dallas ISD Science & Social Studies Fund

**Principals and Site Coordinator Teams:** Use this form to determine grade allocations.

School Group	# of Students	Allocation	Type of Program		School Pays Bus	AP Pays Bus	Wishlist Item Created?
			On Campus	Field Trip			
All School Activity							
Kindergarten							
1st Grade							
2nd Grade							
3rd Grade							
4th Grade							
5th Grade							
Art							
Music							
Other Specialists							
Special Education							
Staff Development		<b>\$50</b> - Fall Collaborative Workshop (FCW) & LP Rep support <b>(2 hours)</b>					
	<b>TOTALS</b>						

Your campus allocation is calculated on a per student basis. Please consider the number of students in each grade level when distributing your funds.

Learning Partners Base Allocation: \_\_\_\_\_

minus FCW/LP Rep Support: -\$50

Total Money: \_\_\_\_\_

# Teacher Website Registration

Once you are ready to make your choice and begin searching for programs on our website database, you must first register.

## First time user, register and link to your school

1. Go to **www.bigthought.org/LearningPartners**
2. Click on **Register** (upper right hand corner of the screen)
3. Enter **Username** (not case sensitive, no spaces)
4. Enter your **Password** (case sensitive, must be at least 7 characters, no spaces)
5. Reenter **Password** to confirm. (Record your username and password below for future use).  
**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_  
**Invitation Code:** \_\_\_\_\_
6. Provide a valid email address that you can access immediately. **Note:** An email will be sent to the email address you provide. You must be able to access this email to complete the registration process. If you don't see an email from portaladmin@bigthought.org, check our junk or spam folder.
7. Click **Create User** and a new page will pop up
8. Your Site Coordinator Team will provide you with an Invitation Code for your school to enter in the appropriate box. After entering the code, click on the **Add** button. The screen will refresh and your school name should appear below the Invitation Code box. Your role should be listed as **Educator** or **Site Coordinator**. (**Note:** Adding this code is a one-time process.)
9. Scroll down, complete all personal details on the page and click **Finish**
10. A new page will direct you to check your email to activate your account
11. You will receive an email from *portaladmin@bigthought.org* with instructions for activating your account. If you don't see it in your inbox, check your junk or spam folder.
12. Click on the link from your email which will direct you to the Learning Partners site where you automatically will be logged in. This serves as your account activation.

## Already Registered?

**If you have logged on to the website before, do not register again.**

1. Go to [www.bigthought.org/learningpartners](http://www.bigthought.org/learningpartners)
2. You will be on the Big Thought Learning Partners information page
3. Under "Our Innovative Approach" paragraph click on the orange type "Learning Partners on line catalog" and this will take you to the Artbiz website where you can log in.
4. Enter your original Username and Password (upper right hand corner of the screen)
5. Once you have logged in, your school name should appear below your username. If not, see steps 8 – 12 above to add an invitation code.
6. Please keep your username and password in a place where you can refer to it.

**If you have forgotten your password you will need to make a new account. Repeat the full registration process.**

## What's an Invitation Code?

An Invitation Code affiliates each username to its school. During training, the Site Coordinator will receive one unique invitation code for the Site Coordinator and one invitation code for all of the teachers at their campus.

# Roles and Responsibilities - Phase 2

Principal	Site Coordinator Team	Teacher	Office Manager	LP Rep
<ul style="list-style-type: none"> <li>❑ Check in with Site Coordinator Team and provide support as needed</li> <li>❑ Remind school staff about schedule for Learning Partners</li> </ul>	<ul style="list-style-type: none"> <li>❑ Ensure all campus staff can log onto Learning Partners website</li> <li>❑ Advise and encourage Teachers about program selection process</li> <li>❑ Remind staff about school-wide Learning Partners schedule</li> <li>❑ Ensure all grade level teams have program wishlists using all of their allocated money</li> <li>❑ Schedule date and time with LP Rep for Fall Collaborative Workshop (FCW)</li> </ul>	<ul style="list-style-type: none"> <li>❑ As a grade level team, decide which program or field trip will help meet Fine Arts and Social Studies &amp; Science learning objectives.</li> <li>❑ As a grade level team, decide which program or fieldtrip will help meet learning objectives through Fine Arts and Social Studies &amp; Science TEKS</li> <li>❑ Enter final program or field trip selection as a wishlist using the correct funding sources. (must spend the entire grade level allocation)</li> </ul>	<ul style="list-style-type: none"> <li>❑ Check in with Site Coordinator Team and provide support as needed</li> </ul>	<ul style="list-style-type: none"> <li>❑ Provide technical assistance as directed by campus Principal and/or Site Coordinator Team</li> </ul>

# Search for Programs

Once you have logged in to the website, you can search online for more than 700 Learning Partners programs. The Learning Partners online program search has the most complete and up-to-date listings of arts and art-infused programs available as well as social studies and science programs to choose from. Use the "Making the Best Choice Worksheet" on page 17 to guide you in your program search.

## How to Search

1. Visit the website at [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners), then proceed to login.
2. Select the **Catalog** tab and click **Search** in the grey menu below it. You will be directed to the search engine. See illustration below.

### Create a Search profile.

- a. **Enter applicable collection** (Dallas ISD Fine Arts or Dallas ISD Science & Social Studies) and then any other criteria (e.g., grade level, core curriculum subject, keywords...)
  - b. Click **Search Now** (lower left) to initiate your search. A full listing of all programs matching your criteria will be displayed.
3. To view a specific program in detail, click on the program name. The program information, provider contact information and pricing, TEKS and sample integrated curriculum plans, if available, will appear.
  4. If you would like to save the program for later viewing, you can add it to your online **Bookmark** (see page 19). Add your team's final selections to your school's wishlist.

### Search

#### Advanced Search

Grade: All Grades

Core Curriculum: All Core Curriculum

Time Frame: All Time Frames

Keywords:

Provider: All Providers

Collection: All Programs

Art Form: All Art Forms

Culture: All Cultures

Format: All Formats

Bilingual Presentation: ☐

Search Now Clear Search View Printable Summary

### Formats

Options include Residencies, On Campus Programs and Field trips.

### Printable Summary

After a successful search, you can print a summary of your results. From the advanced search page, simply select **View Printable Summary** underneath the search fields. A new page will appear with program names and descriptions that you may then print. This is a great tool to share program ideas with your grade or subject-level peers.

### Time Frame

In most cases, mark this as "During School Day." This will narrow your search considerably.

# Making the Best Choice Worksheet (Fine Arts Fund)

The goal of Learning Partners is for teachers to choose art-infused programs and execute well-integrated lessons with careful planning. Thus, students are able to make new, deeper connections to the curriculum. Teachers should determine their curricular and learning goals before considering cost and program availability.

This page is designed to help you use the Learning Partners database to find programs well suited to the needs of your students.

Grade Level or Fine Art/Special Subject: \_\_\_\_\_

First, define some potential teaching goals or student learning objectives you feel would be more readily accomplished or enhanced through an arts or cultural experience.

## Goals

This experience should enable our students to:

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## Learning Styles

Note some predominant learning styles or intelligences of your students, or check those that you wish to focus on through your Learning Partners programming.

☐ Social      ☐ Intrapersonal      ☐ Verbal      ☐ Bodily/Kinesthetic      ☐ Visual/Spatial

## Funding

How much money do you have to spend on your programs? \_\_\_\_\_

(Check with Site Coordinator)

## Program Format

Which program format is best for you and your students?

- ☐ Field Trip – off campus event (e.g. a visit to a museum)
- ☐ On Campus Program – one-time, on-campus event (e.g. performance in your auditorium)
- ☐ Residency – Multi-visit program, usually on-campus (e.g. a three-visit make-a-play class)

## Transportation

Remember, if you choose a field trip you must budget for transportation. How will you pay for buses?

☐ School funds      ☐ Fine Arts fund      ☐ Other

## Keywords

Using your goals from above, brainstorm a list of keywords that would be helpful in searching for programs.

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# Making the Best Choice Worksheet

## (Science & Social Studies Fund)

The goal of Learning Partners is for teachers to choose science & social studies-infused programs and execute well-integrated lessons with careful planning. Thus, students are able to make new, deeper connections to the curriculum. Teachers should determine their curricular and learning goals before considering cost and program availability.

This page is designed to help you use the Learning Partners database to find programs well suited to the needs of your students.

Grade Level or Fine Art/Special Subject: \_\_\_\_\_

First, define some potential teaching goals or student learning objectives you feel would be more readily accomplished or enhanced through an arts or cultural experience.

### Goals

3 most important things you want your students to learn through a teaching experience:

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### Learning Styles

Note some predominant learning styles or intelligences of your students, or check those that you wish to focus on through your Learning Partners programming.

☐ Social      ☐ Intrapersonal      ☐ Verbal      ☐ Bodily/Kinesthetic      ☐ Visual/Spatial

### Funding

How much money do you have to spend on your programs? \_\_\_\_\_

(Check with Site Coordinator)

### Program Format

Which program format is best for you and your students?

- ☐ Field Trip – off campus event (e.g. a visit to a museum)
- ☐ On Campus Program – one-time, on-campus event (e.g. performance in your auditorium)
- ☐ Residency – Multi-visit program, usually on-campus (e.g. a three-visit make-a-play class)

### Transportation

Remember, if you choose a field trip you must budget for transportation. How will you pay for buses?

☐ School funds      ☐ Science & Social Studies fund      ☐ Other

### Keywords

Using your goals from above, brainstorm a list of keywords that would be helpful in searching for programs.

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# Creating a Bookmark or Wishlist

The Learning Partners database ([www.bightthought.org/LearningPartners](http://www.bightthought.org/LearningPartners)) allows users to create a saved list of favorite programs. While searching, click **Bookmark** to save programs that look interesting. Review all bookmarked programs as a grade level team to determine final choice. When your grade level team has identified your final selection click on the **Add to Wishlist** option in ArtBiz following the steps outlined below. Your payment voucher will only be created from your wishlist entry.

## Use a bookmark when shopping for a program

1. While browsing programs on the Learning Partners website, click on the **Bookmark** or **Add to Wishlist** buttons located under the provider logo on programs that your team may be interested in selecting.
  - a. If you click **Bookmark**, the program will be added to your list of bookmarked items for easy reference at a later date. This can be used as an early list for programs that interest you or may be shared with others at your school. Only you can view your bookmarked selections.
  - b. If you click **Add to Wishlist**, you are indicating this program or field trip is your final choice and will be prompted to add additional information required to create your payment voucher. Detailed instructions about this process are found on the next page. All fields in the wishlist section must be completed before a voucher can be created.
2. When you are ready to view your bookmarked programs or Wishlist items:
  - a. Click **My Stuff**, and then **My Bookmarks** or **My Wishlist** to view an alphabetized list of your saved programs.
  - b. To add a bookmarked program to your wishlist, click on the green plus (+) icon located to the right of the program listing. Then, complete all of the required text fields and click **Save** at the bottom of the page.
  - c. To delete programs from **My Bookmarks**, click on the **Trash** icon also located to the right of the program listing.

## Making your final selections

1. Before making your final programming decision, consider your school's calendar, your learning objectives, program details, pricing, and policies, as well as conversations you have had with your teaching team, site coordinator and LP Rep.
2. Once you have decided upon a program, access your wishlist by clicking on the **My Stuff** tab on the main tool bar. Then select **My Wishlist**. Edit a program by clicking the **Pencil** icon next to the program you have chosen.
3. On the next screen, fill out each section including the grade level, learning objectives, number of students and adults, calculated program costs and dates, whether transportation will be funded by Learning Partners and your contact information.
4. Click **Save** after making any changes.

**Bookmark**

**Add To Wishlist**

The program will be added to your list of bookmarked items for fast reference later

The wishlist is a list of your final program choices

# Information Needed to Complete a Wishlist Item

**Provider:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Format:** Use the drop down menu to select either **On Campus** or **Field Trip**

**Time Frame:** This should be set to **During School Day**

**Allocation:**



**For Learning Partners programs with Fine Arts TEKS use this fund:**

School Name/2019-20 Dallas ISD Fine Arts Fund



**For Science and Social Studies programs with Science and Social Studies TEKS use this fund:** School Name/2019-20 Dallas ISD Science and Social Studies Fund

**Site Coordinator Team Name, Phone and Email:** This should automatically fill in based on the allocation chosen. If the information is incorrect, please update.

**Grades:** Check all applicable

**Learning Objectives:** Please enter student learning goal(s)

**Preferred Date/Times:** When you would like to schedule the program

**Excluded Dates/Times:** Dates you cannot schedule (e.g. testing, holidays, early release)

**Start and End Dates:** This is a preferred date range for the program

**# of Hours Per Student:** \_\_\_\_\_  
# of program hours only; do not include travel time

**# of Workshops:** \_\_\_\_\_  
Workshops are add-on sessions; most programs do not offer these, so set to 0

**# of Classes:** \_\_\_\_\_  
# of classes or grade sections

**# of Students:** \_\_\_\_\_  
Total # of students expected to attend program

**# of School Staff:** \_\_\_\_\_  
# of teachers, teachers aides, etc.

**# of Non-Teachers:** \_\_\_\_\_  
# of adult chaperones, parents, non-school personnel

\*Please remember the Dallas ISD field trip chaperone rule that requires 1 adult for every 10 students. Additionally, review the providers requirements for chaperones listed in the program description.

**Fee Information:** Will automatically fill in based on program

**Estimate Program Amount:** \_\_\_\_\_  
Anticipated **total** program cost

**School Funding:** \_\_\_\_\_  
Amount school will pay directly to program provider

If you would like to use your allocation money to have Learning Partners pay for the transportation:

**Provider:** Select Dallas County Schools as bus provider

**Transportation Cost:** To determine the total cost for buses, please use the worksheet found on page 23 as your guide.

**Program Amount Requested:** The website will automatically calculate the amount you are requesting Learning Partners to pay or the total cost minus the amount that the school is paying.

# Roles and Responsibilities - Phase 3

Principal	Site Coordinator Team	Teacher	Office Manager	LP Rep
<ul style="list-style-type: none"> <li>❑ Review programs and field trips teachers have included as wishlist items</li> <li>❑ Confirm all grade levels have wishlist programs</li> <li>❑ Work with Site Coordinator Team to create wishlist using any remaining dollars</li> <li>❑ Confirm the entire allocation has been spent</li> <li>❑ Ensure that teachers have confirmed all programs with partner organizations</li> </ul>	<ul style="list-style-type: none"> <li>❑ Review programs and field trips teachers have included as wishlist items</li> <li>❑ Confirm all grade levels have wishlist programs saved</li> <li>❑ Work with Principal to create wishlist using any remaining dollars</li> <li>❑ Meet with LP Rep (during the school day, after school or remotely) to review programs included on the school's wishlist</li> <li>❑ Serve as the liaison between the LP Rep and campus staff and help answer questions regarding details required for creating vouchers</li> <li>❑ Circulate printed copies of vouchers to each grade level team</li> <li>❑ Maintain a copy of printed vouchers for all grade levels</li> <li>❑ Encourage teachers to contact providers to confirm vouchers</li> <li>❑ Contact teachers to confirm final dates of programs and field trips</li> <li>❑ Remind teachers about upcoming programs and field trips to ensure program success</li> </ul>	<ul style="list-style-type: none"> <li>❑ Before Fall Collaborative Workshop work with Site Coordinator to clarify information saved on wishlist</li> <li>❑ Be available to answer questions about wish listed programs during Fall Collaborative Workshop</li> <li>❑ Pick up printed voucher from Site Coordinator Team once the Fall Collaborative Workshop has been completed</li> <li>❑ Contact partner organizations to confirm dates and times of programs</li> <li>❑ Provide partner organizations with the approval codes printed on the voucher</li> <li>❑ Update Site Coordinator Team with final date and time of programs or field trips confirmed for your grade level</li> <li>❑ Begin weaving programs into your teaching practice</li> </ul>	<ul style="list-style-type: none"> <li>❑ Provide bus scheduling form to grade level teams</li> <li>❑ Assist teachers with booking buses and completing documentation required for booking buses</li> <li>❑ Maintain a schedule of all programs and field trips</li> </ul>	<ul style="list-style-type: none"> <li>❑ Review programs and field trips teachers have included as wishlist items</li> <li>❑ Confirm all grade levels have wishlist programs</li> <li>❑ Meet with Site Coordinator Team (during the school day, after school or remotely) to review programs included on the school's wishlist</li> <li>❑ Work with the Site Coordinator Team to clarify questions connected to programs and field trips included on the school's wishlist</li> <li>❑ Create vouchers based on programs included in school's wishlist</li> <li>❑ Print two copies of each voucher (one for grade level teams and one for Site Coordinator Team)</li> <li>❑ Balance school's allocation to zero</li> </ul>

# Fall Collaborative Workshop

The Fall Collaborative Workshop (FCW) is a meeting held between the Site Coordinator Team and the LP Rep to determine jointly which programs best support their curriculum objectives.

Each school has been allocated eight (8) total hours of technical assistance provided by an LP Rep and Big Thought staff. Schools may determine how these hours will be allocated. FCW may be held during the school day, after school or remotely.

Site Coordinators meet with LP Reps during the FCW to review the schools wishlist and create vouchers. Teachers are no longer required to attend the Fall Collaborative Workshop.

Follow these steps to complete and submit the online Fall Collaborative Workshop request form:

- Visit [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners)
- Login (must be registered before you can log in. Please see page 14 for log in instructions.)
- Click on **My Stuff**
- Select **Submit Workshop Request** and complete all fields, then click **Submit**

Your school's LP Rep will contact you within two business days of receiving your FCW request. The LP Rep will try to accommodate your first choice of dates. If that is not possible, the LP Rep will work with you to determine a mutually convenient workshop date.

Before your FCW, be sure you have done the following:

- If you are meeting on campus with your Learning Partners Rep, please secure a meeting location that has a computer with internet access, a printer and paper.
- Ensure that all teaching teams have successfully entered a wishlist
- Ensure that all dollars have been allocated

After your FCW:

- Ensure that your teachers book their programs within two weeks of receiving your approved voucher
- Confirm all vouchers online prior to their expiration date after the teachers have returned their booking information to you
- Verify that transportation is scheduled
- Make sure that permission forms are submitted
- Make a master list of when each team is doing what so that you can remind your teachers to:
  1. send permission slips to parents
  2. arrange for sack lunches

# Calculating Bus Costs Worksheet

## Details

- Dallas County Schools buses cost \$35/hour with a two (2) hour minimum and \$35 for every additional hour.
- Bus times are clocked from the time a bus leaves to the time it returns to a bus lot.
- Dallas ISD requires one (1) chaperone for every 10 students. Are required chaperones riding on the bus?
- 55 passengers can fit on one (1) bus. Learning Partners cannot approve transportation funding that does not follow this guideline.
- Special Education students who require special transportation utilize lift buses, which may hold only one (1) child per bus.
- Learning Partners cannot make partial transportation payments; it is all or nothing.
- The earliest a bus can pick up students is 10:00 a.m.
- Students must return to school before 2:00 p.m.
- Buses must be ordered at least 21 days before trip date.

Your Site Coordinator Team will review past years' bus amounts and the calculations on this worksheet to determine how much funding will be approved on a voucher.

### Determine # of Passengers\*

$$\begin{array}{ccccccc} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\ \text{\# of students} & & \text{\# of teachers} & & \text{\# of chaperones} & & \text{total \# of passengers} \end{array}$$

(\*Remember the required 1 adult per 10 child ratio\*)

### Calculate # of Buses

$$\begin{array}{ccccc} \text{For grades K-5th: } \underline{\hspace{2cm}} & \div & \underline{55} & = & \underline{\hspace{2cm}} \\ \text{total \# of passengers} & & \text{passengers per Bus} & & \text{\# of buses} \end{array}$$

### Calculate # of Hours per Bus

$$\begin{array}{ccccccc} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & + & \underline{1} & = & \underline{\hspace{2cm}} \\ \text{\# of program hours} & & \text{\# of hours travel} & & \text{one (1) hour for bus} & & \text{total \# of hours} \\ & & \text{time to/from} & & \text{lot to school} & & \text{per bus} \\ & & \text{program} & & \text{travel time} & & \end{array}$$

### Multiply # of Buses by # of Hours per Bus by \$35

$$\begin{array}{ccccc} \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \times & \underline{35} & = & \underline{\hspace{2cm}} \\ \text{\# of buses} & & \text{\# of hours per bus} & & \text{bus rate} & & \text{total estimated bus cost} \end{array}$$

# I Have a Voucher, What Do I Do Now?

1. The teacher listed on the voucher must contact the program provider. Contact information for the program provider is listed on the voucher and in the online catalog at [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners).
2. Negotiate the final date and time for the selected field trip or on-campus program.
3. Once a date has been finalized, the provider will request the five digit voucher number (example: W2034) and four digit approval code (example: G8E2). Both of these can be found on the voucher sheet given to you by your LP Rep.
4. After speaking with the provider, fill out the “verify scheduling” portion of the voucher and return it to the school Site Coordinator Team within a week of obtaining the voucher.
5. Let your entire grade level know the scheduled date for the selected program.
6. Record the program date, as well as any reminders to collect student monies and send out permission slips in lesson plans.
7. Fill out any Dallas ISD field trip and bus requisition paperwork required by your division leadership.
8. Please refer to page 29 for specific transportation instructions and obtaining a purchase order for Learning Partners funded buses.
9. After the Teacher has scheduled the program with the provider and has completed the “verify scheduling” portion of the voucher, collect the Learning Partners voucher from him or her.
10. Confirm the vouchers online prior to the expiration date listed at the bottom of each voucher.
11. Create your own calendar with the final dates and times of your school’s Learning Partners programs.
12. Share this calendar with your Principal, team leads and bus scheduler.

## Don't forget...

When scheduling your programs, remember to take into account test dates, snow days, early release days and other conflicts. Also, check bus availability, as availability often changes due to early release days and exam days.



# I Have a Voucher, What Do I Do Now?

## Sample Learning Partners including Learning Partners Payment Voucher

**Expires if not scheduled and confirmed by: 11/30**

**Funding Source**  
Will be either Dallas ISD Fine Arts or Dallas ISD Science & Social Studies

**Amount Approved**  
This is the total amount of funds approved for your school's program and transportation.

**Voucher Number**  
This is a unique, five-digit alphanumeric code that is issued for each approved program. Voucher numbers are used by the school, the provider, and Big Thought/Learning Partners staff to coordinate scheduling and funding.  
  
The approval code serves as a security measure to ensure that only a school representative can book an experience with an arts or cultural provider. Your provider will ask you for this code when you book with them.

**School:** Cesar Chavez Learning Center  
**Lead Teacher:**  
**DAP IN SCHOOL**

**Provider:** Audubon Texas - Trinity River Audubon Center  
**Grades:**

**Program(s):** Self-Guided Field Experience

	Amount Approved	Voucher#	Approval Code
<b>Programming:</b>	\$378.00	W3027	32Y8
<b>Transportation:</b>	\$480.00	W3027	4QTR

*Notes: 10-28jb This fee is admission for 108 students and 2 buses for 6 hrs each.*

**To Schedule:**

☐ **Contact Program Provider:**

Programs must be scheduled at least one week in advance and are subject to availability. We require a signed liability release form for all those participating in programs at Trinity River Audubon Center. Due to instructor preparation and material production expense, programs are invoiced according to reservation numbers. Please notify us at least five business days in advance of any changes in number of students attending; otherwise, the program will be billed according to original reservation numbers. Please dress appropriately. We recommend close-toed shoes, long pants, insect repellent, and sunscreen when appropriate.

When making reservations, give organization complete voucher number, including approval code.

Notes:

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☐ **Make bus request for field trips - see your Site Coordinator for special procedures if AP is paying.**

☐ **Verify Scheduling:**

	ArtsPartners Pays	School Pays (if any)	Total Cost
<input type="checkbox"/> Final amounts for programming:			
<input type="checkbox"/> Dates/Times/Location of Program:			

Could not schedule due to:

☐ Program not available ☐ Transportation not available ☐ Cost miscalculation ☐ Other:

---

☐ **Please return completed form to your site coordinator. The deadline for your site coordinator to confirm the voucher online is 11/30**

We want to hear about your experience!

Don't forget to fill out the survey at [www.surveymonkey.com/r/2018-19LearningPartners](http://www.surveymonkey.com/r/2018-19LearningPartners)

# Voucher Expiration, Changes and Voids

In some cases, an experience may no longer meet a teaching team's educational goals or a campus may need to reschedule a program due to unforeseen circumstances. Your campus may also need to increase or decrease the number of students in attendance. We are able to make changes, **but the changes must be in accordance with the provider's cancellation policies, which are in the program listing at [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners).**

**Big Thought/Learning Partners staff must receive written confirmation from the Site Coordinator Team and the partner organization via email before we will void or change a voucher.**

## Helpful Hint

Why does Learning Partners expire vouchers?

Any funding not spent in the 2019-2020 school year will be lost. By expiring vouchers, we ensure that all of the money is spent on educational programming for Dallas ISD students.

## Voiding Vouchers

1. Voiding vouchers is easy if the school has not contacted the partner organization or made a reservation for the program or fieldtrip. This is the best case scenario and a Learning Partners Representative can help easily void the voucher.
2. Voiding vouchers after making a reservation and giving partner the voucher information can be tricky, especially if the program has already been booked with an organization and they have been given the voucher number, approval code and amount.

**These are the steps you will need to take:**

- a. Check the cancellation policy of the partner organization.** This information appears on each program page and is something to note when making a program selection. Big Thought stands by the cancellation policy of each partner organization.
- b. Check date of reservation with partner cancellation policy.** Is the cancellation outside of their policy or is it now falling in the penalty stage. Cancelling or not showing up on the agreed reservation date will cause automatic loss of the funds to the partner organization.
- c. Big Thought requires written notices from both the school and partner organization** that the reservation is being cancelled and the voucher is no longer needed before voiding the voucher and freeing the funds to use for other program purchases by the school.
- d. A voucher may be automatically voided by Big Thought if the voucher has not been confirmed** by both the school and the partner organization by that voucher's expiration date. Depending on the circumstance, the funds may be lost to the school and given to other campuses for additional programming.

# Managing my Vouchers

The Fall Collaborative Workshop (FCW) is a starting point for several other processes involved in planning your Learning Partners experiences. During the workshop, you will receive an Learning Partners payment voucher. This voucher guarantees payment for your program and serves as a tool to help you schedule programs and keep track of times, dates and costs. Once your Site Coordinator Team confirms your vouchers online, Learning Partners is able to track your progress and monitor the funds of each school.

The LP payment voucher includes a **voucher number** and **approval code** for each program. When calling Learning Partners or your provider, always have these numbers readily available. Each Site Coordinator can view and confirm vouchers online at any time (see instructions below). **Although the payment voucher guarantees payment for your program, it does not guarantee availability, nor does it replace the scheduling process. Please follow the instructions in the next few sections accurately and completely to ensure that your school does not lose money and that your students do not miss out on a great experience.**

**Each payment voucher has an expiration date listed at the bottom. This is the date by which both schools and providers must confirm the voucher online. If Learning Partners has not received confirmation of scheduling before this date, the voucher will expire and the campus will lose these funds. If a voucher is allowed to expire, any associated money is removed from the school's campus allocation and is no longer available for use by the campus.**

## Site Coordinators Only

### How to confirm your voucher:

1. Log onto [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners)
2. Click on **My Stuff**
3. Click on **My Vouchers**
4. Locate the voucher you wish to confirm and click **Confirm**
5. Click on **Confirm Booking**
6. Review all of the selected information for accuracy and make changes as needed
7. Click on **Submit Confirmation** when you are finished

### Confirm Voucher Status

Your Site Coordinator Team can view the status of all your school's vouchers at any time.

Visit [www.bigthought.org/LearningPartners](http://www.bigthought.org/LearningPartners), log-in, click the **My Stuff** tab from the main page and select **My Vouchers**. You can search by provider, status, grade and allocation. You can also sort by any column heading.

Status options:

- **Pending** – the voucher has not been approved by Big Thought/LearningsPartner staff and cannot be used
- **Validated** – the voucher has been approved and the accuracy has been checked by Big Thought staff
- **School Confirmed** – the Site Coordinator Team has confirmed the voucher online
- **Booked** – both the Site Coordinator Team and the program provider have confirmed the voucher online (the voucher is safe from expiration)
- **Attended** – program has occurred and provider has invoiced
- **Provider Cancelled** – the voucher is voided and it is no longer valid
- **School Cancelled** – the voucher is voided and it is no longer valid
- **Expired** – the voucher has been voided and cannot be used to book a program. Contact Big Thought Staff at [LearningPartners@bigthought.org](mailto:LearningPartners@bigthought.org) AND contact the partner organization to verify their cancellation policy.

# Quality Survey

Share your Learning Partners experience!

Learning Partners (LP) provider organizations strive to offer the highest quality programming for students and educators. To ensure the programs are meeting your and your students' needs, we want to hear from you!

The survey is anonymous and results will be shared with our partners and with the Dallas ISD Visual & Performing Arts Department to continue to improve the quality of the Learning Partners program design and delivery.

**Learning Partners Quality Survey: [www.surveymonkey.com/r/2019-20LearningPartners](http://www.surveymonkey.com/r/2019-20LearningPartners)**

# Transportation for Learning Partners-Funded Trips

You may choose to use your Learning Partners funds for transportation to a Learning Partners funded fieldtrip. There are different procedures to secure transportation depending on which fund you used to make the voucher. You will need access to the Learning Partners voucher Payment voucher for that specific trip. See an example on page 25. You will see it has the voucher number, approval code and approved amount.

## **For Fine Arts funded transportation:**

If you are using Fine Art Funds the buses will be booked by the Visual and Performing Arts Department as long as you follow the step by step procedure listed in the Addendum in the back pages of this Learning Partners Ed Guide. If followed, this insures that your school will not incur a transportation bill unless you go over the agreed amount stated on the payment voucher.

## **For Science and Social Studies transportation:**

- Contact Elaine Williams, STEM Dept.  
elwilliams@dallasisd.org; (972) 925-8934
- Send Ms. Williams a copy of the Learning Partners voucher information page and the transportation line code that your school will be using to order the bus.
- Ms. Williams will transfer the approved amount to your school line code and your school will pay for it with the transferred funds.

**Transportation must be scheduled 21 days prior to the field trip date.**

# Providers

**Afiah Bey**

214-374-1192

**Anita N. Martinez Ballet Folklorico**

4422 Live Oak St.  
Dallas, TX 75204  
214-828-0181  
www.anmdallas.org

**Audubon Texas - Dogwood**

1206 W. FM 1385  
Cedar Hill, TX 75105  
469-526-1988

**Audubon Texas - Trinity River  
Audubon Center**

6500 Great Trinity Forest Way  
Dallas, TX 75217  
214-309-5810  
www.trinityriveraudubon.org

**Bishop Arts Theatre (formerly  
known as TeCO Theatrical  
Productions, Inc.)**

214-948-0716  
www.bishopartstheatre.org

**Boitumelo Duo**

214-513-9977

**Camp Fire**

214-603-9865  
www.campfire.org

**Cara Mia Theatre**

214-717-5297  
www.caramiatheatre.com

**Chefsville Kids**

469-422-8321  
www.chefsville.org

**Classic Brass**

972-768-7508

**Dallas Arboretum**

8617 Garland Road  
Dallas, TX 75218  
214-515-6537  
www.dallasarboretum.org

**Dallas Black Dance Theatre**

2700 Flora St.  
Dallas, TX 75201  
214-871-2387  
www.dbdt.com

**Dallas Children's Theater**

5938 Skillman St.  
Dallas, TX 75231  
214-978-0110  
www.dct.org

**Dallas Heritage Village at Old City Park**

1515 S. Harwood  
Dallas, TX 75215  
214-413-3671  
www.dallasheritagevillage.org

**Dallas Historical Society**

3939 Grand Ave.  
Dallas, TX 75210  
214-421-4500  
www.dallashistory.org

**Dallas Holocaust Museum  
Center for Education & Tolerance**

211 N. Record St., Ste. 100  
Dallas, TX 75202  
214-741-7500

**Dallas Opera**

2403 Flora St.  
Dallas, TX 75201  
214-433-1082  
www.dallasopera.org

**Dallas Symphony Orchestra**

Schlegel Administrative Suites  
2301 Flora St.  
Dallas, TX 75201  
214-871-4006  
www.dsokids.com

**Dallas Zoo and Children's  
Aquarium at Fair Park**

650 S. R.L. Thornton Freeway  
Dallas, TX 75203  
469-554-7303  
www.dallaszooed.com

**Dana Proulx-Willis**

214-460-0063

**Daniel de Cordoba**

214-528-3492  
www.flamencodallas.com

**Dawn's Early Light**

214-704-6782

**Fine Arts Chamber Players**

214-520-2219  
www.fineartschamberplayers.org

**Frontiers of Flight Museum**

6911 Lemmon Ave.  
Dallas, TX 75209  
214-350-3600  
www.flightmuseum.com

**Generation to Generation  
Ministries, Inc**

214-375-5557

**Jamal Mohamed**

214-942-1904

**Japan-America Society of Dallas/  
Fort Worth**

214-342-2022  
www.jasdfw.org

**Junior Players**

214-526-4076  
www.juniorplayers.org

**Kent Williams**

469-744-3436

**KIDPROV**

214-213-5497

**Laura Strother**

214-319-6695

**Lynn Baskind**

972-733-0596

**Lynn Moon Schellenberg**

214-219-3733

**Margaret Clauder**

817-980-1760

**Mark Shelton**

972-221-2416

**Nasher Sculpture Center**

2001 Flora St.  
Dallas, TX 75201  
214-242-5100

**Old Red Museum of Dallas County  
History & Culture**

100 S. Houston St.  
Dallas, TX 75202  
214-757-1927  
www.oldred.org

**Perot Museum of Nature & Science**

1155 Broom St.  
Dallas, TX 75202  
972-201-0619  
www.perotmuseum.org

**Puppetry by Sandy Shrout**

972-242-7257

**Rolanda Brigham**

214-542-1231

**Science Safari**

214-320-0371  
www.sciencesafari.net



# Providers

## **Shakespeare Dallas**

3630 Harry Hines Blvd.  
Dallas, TX 75219  
214-559-2778  
[www.shakespearedallas.org](http://www.shakespearedallas.org)

## **Sheila Cunningham**

972-702-0638

## **The Sixth Floor Museum at Dealey Plaza**

411 Elm St.  
Dallas, TX 75202  
214-389-3076

## **Slappy and Monday's Foundation for Laughter**

214-369-4849  
[www.slappysplayhouse.com](http://www.slappysplayhouse.com)

## **SPARK**

214-421-7727  
[www.sparkdallas.org](http://www.sparkdallas.org)

## **Tammy McNary Photography**

[www.tammymcnary.com](http://www.tammymcnary.com)  
214-543-2836

## **Teatro Hispano de Dallas**

214-689-6492  
[www.teatrodallas.org](http://www.teatrodallas.org)

## **Texana Living History Association**

10119 Chimney Hill Lane  
Dallas, TX 75243  
214-906-5792  
[www.texanalivinghistory.org](http://www.texanalivinghistory.org)

## **Texas Discovery Gardens**

3601 Martin Luther Kind Jr. Blvd.  
Dallas, TX 75210  
214-428-7476  
[www.texasdiscoverygardens.org](http://www.texasdiscoverygardens.org)

## **The Artist Outreach**

214-906-1059  
[www.theartistoutreach.org](http://www.theartistoutreach.org)

## **The Blue Shoe Project**

214-675-1753

## **The Writer's Garret**

10809 Garland Road  
Dallas, TX 75218  
214-828-1715  
[www.writersgarret.org](http://www.writersgarret.org)

## **USA Film Festival / KidFilm**

6116 N. Central Expressway, Ste. 105  
Dallas, TX 75206  
214-821-6300  
[www.usafilmfestival.com](http://www.usafilmfestival.com)

## **Willy Welch**

214-328-2223

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