



LEARNING PARTNERS

EDUCATOR'S GUIDE

2022-2023



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-fourth 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 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 work with each school virtually for the Spring 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/learning-partners

Big Thought

1409 Botham Jean Blvd.

Suite 1015

Dallas, TX 75215

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

Email: LearningPartners@bigthought.org

Website: www.bigthought.org/learning-partners



2022|2023

BASE CALENDAR

CALENDARIO BÁSICO

School starts August 15th and ends May 26th /
Las clases comienzan el 15 de agosto y terminan el 26 de mayo.

Teacher Workdays / Días labores para maestros

Professional Development
Capacitación profesional

Staff/Student Holiday
Día festivo personal/estudiantes

Sept. 5 / 5 de septiembre: Labor Day / Día del trabajo

Nov. 21-25 / 21-25 de noviembre:

Thanksgiving Break / Vacaciones del día de acción de gracias

Dec. 22 – Jan. 4 / 22 de diciembre al 4 de enero:

Winter Break / Vacaciones de invierno

Jan. 16 / 16 de enero: M.L. King Day / Día de M.L. King

Feb. 20 / 20 de febrero: Presidents' Day / Día del presidente

March 13-17 / 13-17 de marzo:

Spring Break / Vacaciones de primavera

April 7 / 7 de abril: Holiday / Vacaciones

May 29 / 29 de mayo: Memorial Day / Día de los caídos

First Day of Grading Period

Primer día del período de calificaciones

Last Day of Grading Period

Último día del período de calificaciones

Fair Day / Professional Development

Día de feria / Capacitación profesional

Oct. 7 / 7 de octubre:

Elementary Fair Day / Secondary PD

Día de feria para primaria / Sec CP

Oct. 14 / 14 de octubre:

Secondary Fair Day / Elementary PD

Día de feria para secundaria / Prim CP

Parent conferences / Reuniones con los padres

Teachers get one day credit for Parent Conference Days.

Los maestros obtienen 1 día de crédito para los días de juntas para padres.

Oct. 24 & Jan. 23 / 24 de octubre y 23 de enero
(Grades/Grados Pre-K-5)

Oct. 25 & Jan. 24 / 25 de octubre y 24 de enero
(Grades/Grados 6-8)

Oct. 27 & Jan. 26 / 27 de octubre y 26 de enero
(Grades/Grados 9-12)

Indement Weather Day / Día para tiempo inclemente

Juneteenth

JULY | JULIO 2022

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AUGUST | AGOSTO 2022

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SEPTEMBER | SEPTIEMBRE 2022

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NOVEMBER | NOVIEMBRE 2022

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FEBRUARY | FEBRERO 2023

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MARCH | MARZO 2023

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MAY | MAYO 2023

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JUNE | JUNIO 2023

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2022|2023

INTERSESSION CALENDAR

CALENDARIO CON
SESIONES ADICIONALES

School starts August 8 and ends June 23 /
Las clases comienzan el 8 de agosto y terminan el 23 de junio.

- Teacher Workdays / *Días labores para maestros*
- Professional Development / *Capacitación profesional*
- Staff/Student Holiday

Día festivo personal/estudiantes

Sept. 5 / 5 de septiembre: Labor Day / *Día del trabajo*
Nov. 21-25 / 21-25 de noviembre:
Thanksgiving Break / *Vacaciones del día de acción de gracias*
Dec. 22-Jan. 4 / 22 de diciembre al 4 de enero:
Winter Break / *Vacaciones de invierno*
Jan. 16 / 16 de enero: M.L. King Day / *Día de M.L. King*
Feb. 20 / 20 de febrero: Presidents' Day / *Día del presidente*
March 13-17 / 13-17 de marzo:
Spring Break / *Vacaciones de primavera*
April 7 / 7 de abril: Holiday / *Día festivo*
May 29 / 29 de mayo: Memorial Day / *Día de los caídos*

- First Day of Grading Period
Primer día del periodo de calificaciones
- Last Day of Grading Period

- Último día del periodo de calificaciones
- Fair Day / Professional Development
Día de feria / Capacitación profesional

Oct. 7 / 7 de octubre:
Elementary Fair Day / *Secondary PD*
Día de feria para primaria / *Sec CP*
Oct. 14 / 14 de octubre:
Secondary Fair Day / *Elementary PD*
Día de feria para secundaria / *Prim CP*

- Indemnent Weather Day / *Día para tiempo inclemente*
- Intercession Teacher Planning (no students on campus)
/ Días de planificación para los maestros de sesiones adicionales (no hay estudiantes en el campus)

- Intercession Days / *Días de sesiones adicionales*
- Parent conferences / *Reuniones con los padres*

Teachers get one day credit for Parent Conference Days.
Los maestros obtienen 1 día de crédito para los días de juntas para padres.

- Oct. 24 & Feb. 6 / 24 de octubre y 6 de febrero
(Grades/Grados Pre-K-5)
- Oct. 25 & Feb. 7 / 25 de octubre y 7 de febrero
(Grades/Grados 6-8)

- Accelerator Days / *Días de Aceleración*
- Juneteenth

JULY | JULIO 2022

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SEPTEMBER | SEPTIEMBRE 2022

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OCTOBER | OCTUBRE 2022

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DECEMBER | DICIEMBRE 2022

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JANUARY | ENERO 2023

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MARCH | MARZO 2023

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APRIL | ABRIL 2023

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MAY | MAYO 2023

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JUNE | JUNIO 2023

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Roles and Responsibilities - General Information

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

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:

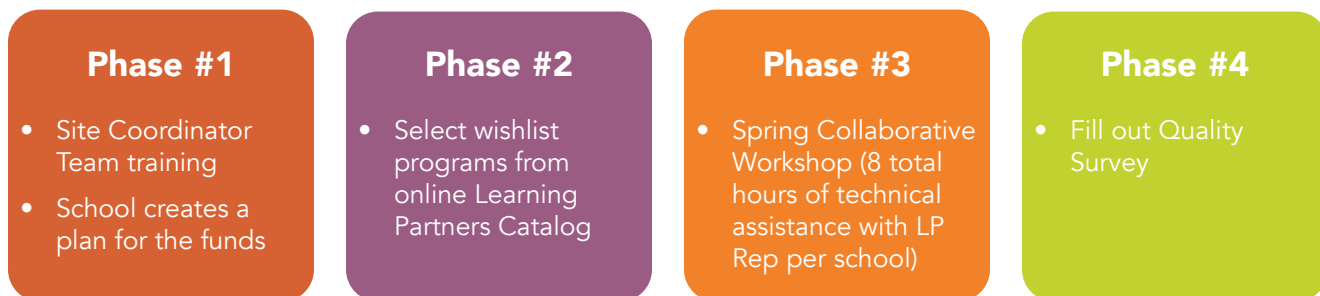
- As you begin looking at Learning Partners program descriptions this year, explore the lessons you've already created with an eye for where the bolded words might appear.
- Drill down into the TEKS themselves to see how your curriculum could be supported through a dynamic program that fits the standards 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:

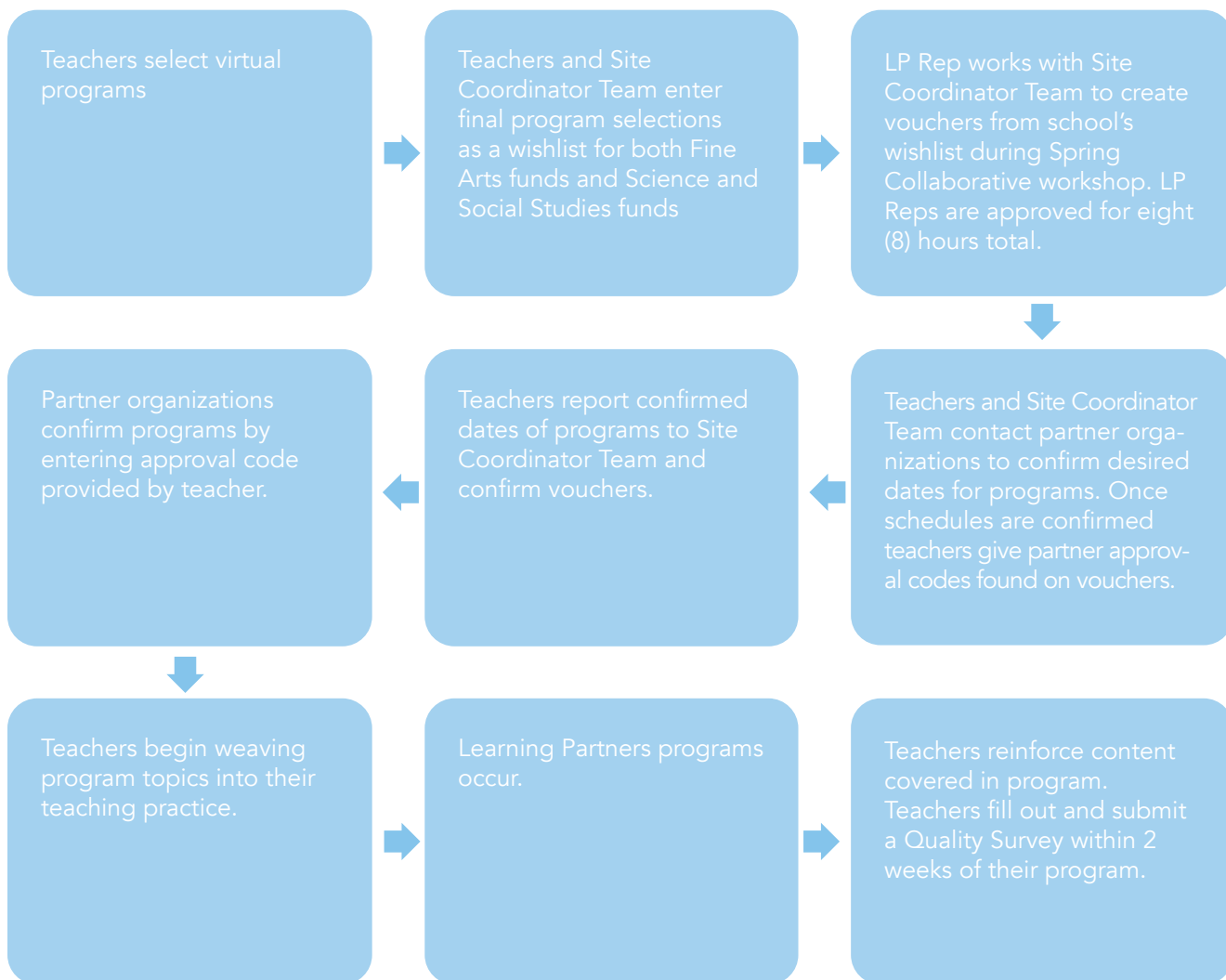
- Create some kind of artifact connected to the lesson
- Role play
- Mimic sounds or motions
- Watch a performance
- Write ideas
- Observe and interpret

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.

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

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.

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 virtually, but be aware the time will be deducted from the eight hours of technical assistance your LP Rep can provide.

Campus Distribution Worksheet for 2022-2023

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

School Group	# of Students	Allocation	Type of Program			Wishlist Item Created?
			Field Trips	On-Campus	Synchronous	
All School Activity						
Kindergarten						
1st Grade						
2nd Grade						
3rd Grade						
4th Grade						
5th Grade						
Art						
Music						
Other Specialists						
Special Education						
Staff Development						
	TOTALS					

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: _____

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

Search for Programs

Once you have logged in to the website, you can search online for more than 200 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/LPcatalog, 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 15). Add your team's final selections to your school's wishlist.

Search

Advanced Search

The screenshot shows the 'Advanced Search' form with the following fields and options:

- Grade:** All Grades (dropdown)
- Core Curriculum:** All Core Curriculum (dropdown)
- Time Frame:** All Time Frames (dropdown)
- Keywords:** (text input)
- Provider:** All Providers (dropdown)
- Collection:** All Programs (dropdown menu open, showing: All Programs, Thriving Minds - Community, Big Thought - Programs, Thriving Minds, Dallas ISD Fine Arts, Dallas ISD Science & Social Studies)
- Art Form:** All Art Forms (dropdown)
- Culture:** All Cultures (dropdown)
- Format:** All Formats (dropdown)
- Bilingual Presentation:** (checkbox)

At the bottom are three buttons: Search Now, Clear Search, and View Printable Summary.

Formats

Options include Synchronous (live stream) or Asynchronous (pre-recorded) programs.

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

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:

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
- ☐ On-Campus Program
- ☐ Synchronous - scheduled program, streamed virtually
- ☐ Asynchronous - pre-recorded program that may be played at convenience of teacher & class

Keywords

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

Creating a Bookmark or Wishlist

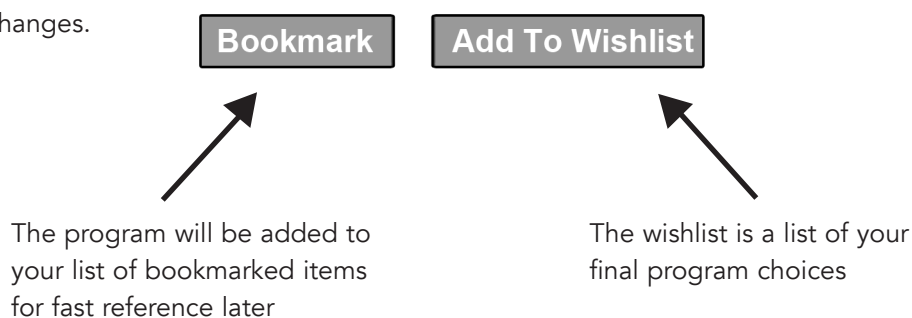
The Learning Partners database (www.bigthought.org/LearningPartners) allows users to create a saved list of favorite programs. While searching, click **Bookmark** to save programs that look interesting. Review all bookmarked programs as a grade level team to determine final choice. When your grade level 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.



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: School Name/2022-23 Dallas ISD Learning Partners Fund

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

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

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

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

Learning Partners Collaborative Workshop

The Learning Partners Collaborative Workshop (LPCW) 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. LPCW may be held remotely.

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

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

- Visit www.bigthought.org/LPcatalog
- 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 LPCW 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 LPCW, be sure you have done the following:

- Schedule a meeting with your Learning Partners Rep. Please have access to 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 LPCW:

- 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
- Make a master list of when each team is doing what so that you can remind your teachers to do the Quality Survey

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/LPcatalog.
2. Negotiate the final date and time for the selected program.
3. Once a date has been finalized, the provider will request the five digit voucher number (example: AB2034) 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.
7. 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.
8. Confirm the vouchers online prior to the expiration date listed at the bottom of each voucher.
9. Create your own calendar with the final dates and times of your school’s Learning Partners programs.
10. Share this calendar with your Principal, and team leads.

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 → School: Cesar Chavez Learning Center
DAP IN SCHOOL

Lead Teacher: _____

Provider: Audubon Texas - Trinity River Audubon Center

Grades: _____

Program(s): Scheduled live instruction (Synchronous)

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.

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

Amount Approved: \$378.00

Voucher#: AB302

Approval Code: 32Y8

Notes: 10-28jlb 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: _____

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

☐ **Verify Scheduling:**

Final amounts for programming:	ArtsPartners Pays	School Pays (if any)	Total Cost

☐ 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

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.**

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 2022-2023 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. 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 cancelation 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 cancelation policy of each partner organization.
- b. Check date of reservation with partner cancelation 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 Learning Partners Collaborative Workshop (LPCW) 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/LPcatalog
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/LPcatalog**, 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 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.bigthought.org/LPsurvey

Providers

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

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 Historical Society

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

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

Epic Domain

www.epicdomain.com

Frontiers of Flight Museum

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

IPH'IND'LELA, LLC

214-513-9977

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

The Malone Connection

214-704-6782

MCP Shows

817-980-1760

Mark Shelton

972-221-2416

Nasher Sculpture Center

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

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

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

Tammy McNary Photography

www.tammymcnary.com
214-543-2836

Teatro Hispano de Dallas

214-689-6492
www.teatrodallas.org

Texas Discovery Gardens

3601 Martin Luther Kind Jr. Blvd.
Dallas, TX 75210
214-428-7476
www.texasdiscoverygardens.org

The Artist Outreach

214-906-1059
www.theartistoutreach.org

The Writer's Garret

10809 Garland Road
Dallas, TX 75218
214-828-1715

www.writersgarret.org

USA Film Festival / KidFilm

6116 N. Central Expressway, Ste. 105
Dallas, TX 75206
214-821-6300
www.usafilmfestival.com

Funders



The Summerfield G. Roberts Foundation

With appreciation to the many Learning Partners providers who subsidize a portion of their programs.



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