



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

Afterschool Handbook

Key information for community-based organizations (CBOs) approved to work in DC Public Schools afterschool programs.

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Introduction

DCPS values community partners' commitment to helping students achieve their full potential, regardless of background or circumstance. Strong community partnerships are particularly vital to quality afterschool programming because they expand schools' capacity to provide compelling enrichment options and additional academic support beyond the bell.

The Office of Out of School Time Programs (OSTP) has created policies, procedures and recommendations to ensure that afterschool partnerships succeed in collaborating with schools and meeting student needs. By following these policies and guidelines, organizations can not only better serve students, but also reap certain benefits for themselves. These benefits include being listed on the DCPS website as a vetted and approved partner, receiving access to a streamlined data sharing process, and gaining DCPS central office support for working with schools.

Becoming and Remaining a Vetted Partner

Vetting Applications

Incoming partner organizations must apply to become vetted and approved service providers. OSTP accepts applications during two vetting cycles each year: one in the fall for organizations starting programming in the spring semester of the current school year, and one in the spring for organizations starting programming the following fall.

The vetting application gives your organization the opportunity to present your program goals, expected program outcomes, and mission and vision. You must also demonstrate the capacity to provide your proposed programming with basic assurances such as proof of insurance and funding. Once vetted and approved, your organization can enjoy the benefits of authorization to work in schools, a streamlined data sharing process and support from DCPS central office.

Status as a vetted and approved partner lasts three years. After three years have elapsed, you will need to submit a new vetting application for review by OSTP. Although you only need to submit a vetting application every three years, you must submit yearly documents every year prior to beginning programming. Please read the following section, "Yearly Documents," for more information about this requirement.

For a sense of the flow and major deadlines of a school-CBO partnership, refer to **Attachment A**, "Partnership Timeline."

For more information about the vetting process, visit <http://dcps.dc.gov/afterschool> or contact the Manager of External Relations and Compliance at 202.442.5002.

Yearly Documents

Before beginning programming each year, CBOs must submit yearly documents to OSTP. **These documents are different from vetting application documents and must be submitted every year to access school space.**

Please provide the following documents at the start of each school year before beginning programming:

- Application to Use Facilities
- Assumption of Risk
- Insurance
- Donation Agreement
- Memorandum of Agreement (MOA)

For descriptions of these documents, see **Attachment B**. OSTP will email all necessary documents to vetted and approved organizations in good standing at the beginning of every school year. Be sure to sign the documents and send them to the Manager of External Relations and Compliance by email or by fax at 202.442.9488.

Building Partnerships

Once you have been vetted and approved, your organization should seek schools where your services are needed. The Manager of External Relations and Compliance can help you enter new partnerships by making introductions, advising about new sites and meeting with the school staff and administrators as needed.

As you seek school partners, bear in mind that some schools may not be in a position to partner with your organization. For example, a school with a predominantly low-income population may not be able to support a fee-based program. Even if your program is free to students, a school might not be able to engage you if they already have numerous successful partnerships in place. However, many schools around the district need more partnerships; you just need to find the right match. Often, schools in areas that are not metro accessible particularly need community partners to offer varied programming.

Working in Schools: Basic Expectations

Fingerprinting, TB Tests and Background Checks

CBO staff and volunteers must be fingerprinted, submit a negative TB test (first time volunteers only) and receive a background clearance letter before starting to work in a school.

Please note that all CBO staff and volunteers should complete the fingerprinting process as volunteers. Even if your organization employs individuals full-time, they are volunteers in our schools. If they identify themselves as employees, they will not receive clearance as volunteers and thus will not be able to begin working in schools until the error is corrected.

Please be diligent about enforcing this security policy with your staff and volunteers. Clearances expire after two years, at which time the process needs to be repeated.

DCPS fingerprints and provides clearance letters for CBO representatives working in DCPS schools at no cost; however, they must provide their own TB tests, which are available at doctors' offices and minute clinics. Only first time volunteers need to submit a TB test; volunteers who have previously submitted their results do not need to do so again when they reapply for background clearances.

For more information regarding fingerprinting and background clearances for DCPS volunteers, please visit <http://dcps.dc.gov/page/volunteer-our-schools>. Volunteering FAQs can be found at <http://dcps.dc.gov/node/993302>.

Data Sharing

OSTP, jointly with the Office of Data and Strategy (ODS), has developed a data sharing policy. Under this policy, vetted organizations may request student-level educational data directly from ODS. ODS provides student-specific records only for students whose parents have signed a FERPA letter (**Attachment F**).

To request data, you must first sign and submit the Afterschool Pledge (**Attachment G**), which promises to respect the confidentiality of student educational data. For information on how to submit your data request to ODS, please refer to the complete data policy (**Attachment H**).

If your organization independently compiles data on DCPS students, you may be asked to share that information with DCPS and should do so in a timely manner. DCPS would use this information to evaluate the effectiveness and outcomes of programs and to share information with stakeholders such as teachers and principals. For instructions for transferring your data to ODS, please refer to the complete data policy (**Attachment H**).

Student Enrollment and Attendance

If your organization operates at an OSTP-supported school, students in your program must be enrolled in the OSTP afterschool program. Students' families need to complete the online application for afterschool programs, which is available online at <http://dcps.dc.gov/afterschool>. Accept students into your program only if they are already enrolled.

Organizations at OSTP sites must also track student attendance and submit daily reports to the school's afterschool POC. This will usually be the Administrative Aide, but you should clarify the correct person to submit attendance to before beginning programming. OSTP urges all organizations, not just those at OSTP-run sites, to collect daily attendance. This information is necessary to evaluate program outcomes and will help your organization determine the value added by your organization's work during afterschool.

Working in Schools: Best Practices

Communicating with the School

As with any working relationship, partnerships between schools and CBOs require effective communication. When you meet with the principal and school staff to formalize your partnership, be sure to communicate your needs and expectations regarding the following subjects:

- **Student Enrollment**
Does your funding require you to serve a certain number of students or a particular student demographic? Alert the school to these requirements and request assistance attracting and enrolling participants, if necessary.
- **School Space and Technology**
What size and type of space does your organization need to operate effectively? Are you willing to share space with another organization if necessary? Do you need access to any specific technology?

See **Attachment I** for a sample contact sheet, which can help you establish the appropriate points of contact within DCPS.

Aligning Goals

School staff and administrators have the best understanding of the specific areas of need at their school. To ensure that your partnership has the maximum impact, align your program goals with the school's goals for improvement. In meetings with the school leadership, discuss student academic performance and review student data to identify how your organization's programming can complement and enrich regular school day instruction. Asking about the School Comprehensive Plan and district-wide goals serves as a good starting point for these conversations. See **Attachment J** for a sample check-in meeting agenda.

Aligning With Office of Teaching and Learning Standards

Review the academic standards set by the Office of Teaching and Learning (OTL), available on the DCPS website at <http://dcps.dc.gov/page/academic-standards-dcps>. Meet with the principal and/or instructional coordinator at your partner school to discuss aligning your CBO's instructional focus.

Aligning with DCPS Policy

CBO staff, especially those at OSTP sites, should become familiar with the DC Municipal Regulations, Title V, Chapter 25 which govern student discipline. It is important that all personnel working with DCPS students recognize the varying levels of discipline issues outlined in the regulations and are addressing them in a consistent manner. The regulations will help CBO personnel know when to bring issues to the attention of a parent, administrator, or even the police. All major student disciplinary matters should be brought to the attention of the school administrator in charge of afterschool, who is usually the principal. CBOs may also implement their own policies regarding attendance, behavior, parent involvement and other factors when those policies are made known to families and participants from the start of programming. Information on Chapter 25 can be found on the DCPS website: <http://dcps.dc.gov/chapter25>.

Collaborating with Other On-site CBOs

Schools frequently have multiple partner organizations working in afterschool simultaneously. Collaborating with the other CBOs at your site is a great way to align goals to promote better student outcomes. If your school provides an all-hands afterschool meeting at the beginning of the school year, take this opportunity to meet the afterschool coordinators from the different programs at the school. Regular communication with these individuals will ensure successful collaboration, so be sure to exchange contact information and try to meet regularly throughout the year.

Be respectful of the needs of the other CBOs at your site. Space and resources are limited in schools, so wherever there is an overlap of needs try to compromise without diminishing the quality of your programming.

To avoid competing for the same population of students, work with the school and your fellow CBOs to create separate cohorts of students for each program. Programs will make less of an impact if students constantly switch between programs. As such, recruit students for your program who are available the days and times you offer programming. By clearly defining the students that belong to each program and respecting the enrollment needs of one another, all partner organizations can more effectively serve the students in their care.

Resolving Conflicts

Even with careful preparation and communication, problems, complaints or disputes may arise when partnering with schools. Your staff should feel comfortable bringing these issues to the school leadership.

In the event of a dispute, meet with the school staff and/or administrators to discuss your concerns. Be specific about what the problem is and what your organization needs to operate effectively. At the same time, be receptive to feedback from the school and accommodate requests and recommendations regarding programming when possible.

Work with the school to devise a solution and clearly identify the next steps to implement it. Should you continue to have problems, contact the Manager of External Relations and Compliance for guidance.

The MOA between CBOs and DCPS contains a “For Cause Termination” clause that ensures separation from an organization due to egregious circumstances. In the case of persistent conflict, contact the Manager of External Relations and Compliance for assistance. By the same token, your organization should not withdraw from a school before consultation with the school administration and, ultimately, the Office of Out of School Time Programs.

Understanding the Afterschool Leadership Structure

For those partners operating in schools with OSTP-coordinated afterschool programs, each school operates under the established leadership structure outlined below. Those working in schools with self-directed afterschool programs should ask for a description of the leadership structure at each site. Regardless of program operator, each school will likely vary in the roles and responsibilities of each afterschool administrator. Establishing who plays what role will make it easier to troubleshoot any issues later on and to address problems with the proper authority.

OSTP Afterschool Leadership Structure

Afterschool Point of Contact (POC at Schools)

Every school has a POC responsible for afterschool programs. Most often, this person is an Administrative Aide (AA) or a Full-Time Afterschool Coordinator. The POC ensures the smooth functioning of partnerships by coordinating the day-to-day logistics of CBOs’ involvement in the afterschool program. This includes ensuring that CBOs have access to their assigned classroom space on a daily basis and integrating CBO programs in the afterschool schedule and the school’s goals.

OSTP Analyst

The OSTP Analyst works with OSTP Central Office to identify CBOs for additional support and meets quarterly with CBOs, AAs and principals. The analyst also monitors programming and grant requirements and assists schools as needed.

OSTP Central Office Staff

Central Office vets CBOs, creating a pool of potential partners for schools to work with. Central Office also creates policies and procedures to facilitate successful afterschool programs.

Principal or Afterschool Designee

The school’s principal has the overall responsibility for the afterschool program and school partnerships. It is ultimately the role of the principal to evaluate existing partnerships, connect with current partners regularly to align goals, seek new partners which have been vetted and approved by OSTP, and to support and promote active partnerships by convening partners to share information and spark collaboration. The principal may delegate these tasks to an Afterschool Designee.

**Attachment A
Partnership Timeline**

In addition to the major events and deadlines included in the chart below, remember to:

- **Daily:** Take attendance and report the results to the afterschool POC
- **Monthly:** meet with afterschool POCs to discuss program progress and align goals

August	September	October	November
<p>Return signed yearly documents before programming starts</p> <p>OSTP/DCPS afterschool programming begins at some sites.</p> <p>Meet with school leadership and other partner organizations.</p>	<p>OSTP/DCPS afterschool programming begins at other sites.</p> <p>Continue to meet with school leadership and other partner organizations.</p>	<p>Fall vetting cycle: New partners that will begin programming in the spring.</p> <p>Once all partnership with schools are finalized, all CBOs should submit their yearly documentation to OSTP by the end of this month at latest.</p>	<p>Check-in meeting with school leadership and other partner organizations (or in October).</p>
December	January	February	March
	<p>Programming of newly vetted organizations starts.</p>	<p>Spring vetting cycle: Returning partners are re-vetted and new partners apply for the fall. Inquiry for summer usage of buildings starts.</p>	<p>Discussion of summer partnerships for afternoon enrichment in summer school starts.</p>
April	May	June	July
<p>When summer placement is done, documents needed for summer site usage are due.</p>	<p>Check-in meeting with school leadership and other partner organizations (or in April).</p>	<p>Afterschool programming ends for the year.</p> <p>Security payment (as needed) for summer site usage is due.</p>	<p>Summer programming, either as afternoon enrichment provider or standalone summer service provider, is implemented.</p>

Attachment B

Mandatory Yearly Documents

- **Application to Use Facilities**
Commonly called the Building Use Agreement (BUA), this document ensures that you have adequate space to run your program. You must submit a separate form for each school where your CBO operates with the signature of that school's principal. Please do not list multiple schools on one application. **The form is available online at <http://dcps.dc.gov/publication/application-use-facilities>.**
- **Assumption of Risk**
This document acknowledges that your CBO will use DCPS facilities at its own risk and responsibility. It is required to access facilities.
- **Insurance**
An updated certificate of insurance each school year is required each year. Any third party operating in schools is required to carry its own liability insurance in the amount of 2 million dollars at least and listing DCPS as additional insured.
- **Donation Agreement**
This document quantifies the in-kind services provided to the students and therefore to DC government. DCPS, as a DC Government agency, may not accept in-kind services unless a donation agreement is on file with the Mayor's Office. Please note that this agreement simply quantifies the value of the services your organization provides; it does not obligate you to donate money to the DC Government. Do not include any federal funding, such as the 21st CCLC, nor any DC Government funding, such as grants from the DC Trust.
- **Memorandum of Agreement (MOA)**
The MOA is renewable every school year. Only submit an MOA if your partnership with a school is finalized. Do not submit an MOA if you are still negotiating a partnership. Once submitted, MOAs will be submitted to the Chancellor for her signature. **Remember that the Chancellor is the only person authorized to sign an MOA on behalf of DCPS.** Your MOA should not and cannot be signed by the principal.



Attachment C

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
APPLICATION TO USE FACILITIES

This form must be received in the OPEFM Office of Realty at least twenty (20) working days prior to the proposed use. For more information, call the OPEFM Office of Realty on (202) 442-5199. The Principal's approval is needed prior to submitting this application to the OPEFM Office of Realty.

DATE OF APPLICATION: _____ FACILITY REQUESTED: _____

NAME OF USER/ORGANIZATION: _____

AUTHORIZED CONTACT: _____

ADDRESS: _____ TELEPHONE: _____

_____ FAX: _____

DESCRIPTION OF PROPOSED USE: (Attach a brochure, flyer, etc. describing your activity.)

Check if applicable to proposed use: More than 100 persons expected to attend: _____ Handling of money: _____

Specific Area Requested: Auditorium _____ Gymnasium _____ Stadium _____ Armory _____
Cafeteria _____ Kitchen _____ No. of Classrooms _____ Other _____

Period of Requested Use:	Hours	Days	Dates
	From...To	Mon-Sun	Month/Day/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of User: Public School Related: PTA or HSA _____ DCPS Program or Activity _____ Other _____
Non-Public School Related: Religious Organization _____ Non-Profit Group _____ Other _____

How is the program funded? DCPS _____ Grant _____ Other _____
Is the Staff paid? _____ or volunteer? _____ Is there a charge to the participants? Yes _____ No _____

I hereby agree to be bound by the terms of the Application to Use Facilities and to abide by the pertinent rules of the Board of Education, Section 3500 thru 3508 and Directives. Furthermore, I agree to make final arrangements and publicize this activity ONLY after written approval has been received.

User Signature: _____ Date: _____

NOTE: All Users must immediately vacate the premises, as a result of a court order, construction, or inclement weather. This agreement may be cancelled with a thirty (30) day notice for the convenience of the School System.

USER NAME: _____

APPLICATION TO USE FACILITIES page 2 of 2

INSURANCE INFORMATION:

The following information must be accurate. (False information will be cause for immediate termination of the agreement.)

Name of Insurance Company: _____

Policy Number: _____ Coverage: _____

Name and Telephone no. of Insurance Agent: _____

All Users must sign an Assumption of Risk and Indemnification Form, after approval of this application from the OPEFM Office of Realty. In addition to the Indemnification form, a copy of the User's Insurance Certificate must be submitted to the Office of Realty at least forty-eight (48) hours prior to entering the building.

 For Office of Realty Use Only Calculated by: _____

REQUESTED USE	Fee	No. Rooms	Daily/Monthly	Days/Months	Total Cost
Auditorium	_____	_____	_____	_____	_____
Gymnasium	_____	_____	_____	_____	_____
Classroom(s)	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

PERSONNEL	Name/Grade	Hourly Rate	Hours	Daily Cost	No. of Days	Total Cost
Custodian-1	_____	_____	_____	_____	_____	_____
Custodian-2	_____	_____	_____	_____	_____	_____
Custodian-3	_____	_____	_____	_____	_____	_____
Engineer	_____	_____	_____	_____	_____	_____
Repairman	_____	_____	_____	_____	_____	_____
Security	_____	_____	_____	_____	_____	_____
Food Service	_____	_____	_____	_____	_____	_____

CONTINUOUS USERS

Pro-Rated Rental Fee	Cost/Sq. Ft. Per Day	No. Sq. Ft.	No. Days	Total Cost
Schedule A	\$.024			
Schedule B	.007			

DCPS Signatures	RECOMMEND	APPROVE	DISAPPROVE	DATE
PRINCIPAL/FACILITY ADMINISTRATOR				
DIRECTOR OF REALTY				
CHANCELLOR/DEPUTY/ASSISTANT				

ORMNO.53RO390 REV 2/08

Attachment D

ASSUMPTION OF RISK, IDEMNIFICATION AND WAIVER FORM

Insert the name of the party using the premises ("Users") hereby agrees that all of its property and activities of any kind or nature whatsoever in, upon, or about the designated space it utilizes at Insert location of designated space ("the Premises") at any time during the term of this agreement, or any renewal or extension hereof, shall be in, upon or about the Premises at the sole risk and hazard of User.

Moreover, User, hereby agrees to defend, indemnify and save harmless the District of Columbia Government, its agencies, elected/appointed officials, employees, agents and volunteers, against and from all penalties, claims, actions, damages, injuries, losses and costs of every nature resulting from, or in connection with, User's (including User's employees, agents or volunteers) use and occupancy of the premises, and in the conduct of its operation on the Premises.

It is expressly understood that the District of Columbia Government, its agencies, elected/appointed officials, employees, agents and volunteers shall not be liable to User for any accident, injury, loss, or damage while User is in, upon, or about, or entering or leaving the Premises at any time during the term of this use agreement or any renewal or extension hereof, resulting from any cause whatsoever, and all claims therefore are hereby released to the District of Columbia Government, its agencies, elected/appointed officials, employees, agents and volunteers, who may plead this release in bar thereof, in any and every suit, demand and claim for same.

FOR Insert name of User

By: _____
Name: _____
Title: _____
Date: _____

Attachment E

AAD#

DONATION AGREEMENT
BETWEEN THE DISTRICT OF COLUMBIA GOVERNMENT
AND Name of organization

- 1. Name of organization ("Donor") agrees to make a donation to District of Columbia Public Schools (name of D.C. Government agency) of Insert dollar amount-value of in kind donation (insert amount of funds, description of in-kind donation, property or other) to be used to Insert brief description of services enrich afterschool programs. The donation is being given freely without any expectation of special treatment by the government.
2. The donation will be used by the Office of Out-of-School Time to provide enrichment activities to students enrolled in afterschool programs. The donation is for an authorized purpose because it is consistent with the functions and purposes of the agency.
3. The donation is being made on the condition that the agency agrees to use the donation for the particular purpose stated in this agreement. If the agency does not use the full balance of the financial donation, I, the donor, give my express consent and authorization to the agency to use the remaining balance in the same or subsequent fiscal years for the same or similar authorized purpose, as reviewed and approved by the D.C. Ethics Officer. Otherwise, the Government of the District of Columbia will mail a refund check to the donor in the amount of any remaining balance. (State any other conditions that may apply).

Yes, with my consent all remaining funds may be applied toward another D.C. Government program with a similar purpose in this fiscal year or subsequent years.
No, please refund all remaining funds to the donor.
Not Applicable

- 4. The donor has read and agrees to be bound by the Rules of Conduct regarding Donations set forth in Mayor's Memorandum 2012-3, dated May 16, 2012.
5. To the best of the Donor's knowledge, the donor is not aware of any transactions pending before any agency or the District government involving the Donor, nor any litigation pending against the government involving the Donor.
6. The District of Columbia government acknowledges that systems are in place for the donation to be accepted by the government and the use of the donation may be properly tracked as required by the Section 115 of the District of Columbia Appropriations Act, 2003, Pub. L.108-7.

Signature of the Parties:

Name: Name of person signing agreement
Title: Person's title
Authorized official representing the Donor
Agency Representative
On behalf of DCPS
Director OPGS
on behalf of the District of Columbia Government
Date:
Date:
Date:



Attachment F

Office of Out-of-School Time Programs

1200 First Street, NE 8th
Floor Washington, DC
20002 202-442-5002

Dear Parents/Guardians,

In an effort to serve your child better in the afterschool program at his/her school, and to ensure that the program meets your child’s academic needs, DCPS works with organizations that specialize in providing afterschool programs (Afterschool Providers). In order to more effectively tailor the afterschool program to your child’s needs, further cultivate his/her strengths, and identify and develop areas where he/she is in need of improvement, DCPS would like to share certain student records related to your child with his/her school’s Afterschool Provider(s). Under the Family Educational Rights and Privacy Act (FERPA), DCPS must first obtain your consent before sharing education records with the Afterschool Provider(s) at your child’s school.

Please indicate below whether you consent to give the Afterschool Provider(s) at your child’s school access to your child’s demographic data, test scores, quarterly grades, school attendance, and, if applicable, Individualized Education Program materials. If you choose to consent to DCPS’ sharing of this information about your child with the Afterschool Provider(s), you may request that DCPS provide you with a copy of the records disclosed. All staff members of the Afterschool Provider(s) with a right to access your child’s education records have signed confidentiality agreements regarding the privacy of your child’s education records.

_____ I **consent** to DCPS’ sharing of my child’s demographic data, test results, quarterly grades and, if applicable, Individualized Education Program with the Afterschool Provider(s) at my child’s school for purposes of academic enrichment.

_____ I **do not consent** to DCPS’ sharing of my child’s demographic data, test results, quarterly grades and, if applicable, Individualized Education Program with the Afterschool Provider(s) at my child’s school.

Signature of Parent/Guardian

Date

Printed Parent/Guardian’s Name

Printed Child’s Name

Your Child’s School

Attachment G

Office of Out-of-School Time Programs
1200 First Street, NE 8th Floor, Washington, DC
20002 202-442-5002

**Security Pledge for the Use of Confidential Data
From the District of Columbia Public Schools**

Through my affiliation with the afterschool provider referred to under my name below as “Organization,” I will have access to certain confidential information provided to Organization by the District of Columbia Public Schools (DCPS). I acknowledge that such confidential information is personal and private to DCPS and/or DCPS students and their families. I understand that access to this confidential information carries with it the responsibility to guard against unauthorized use and the possibility of unauthorized access. To treat information as confidential means not to divulge it to anyone who is not an employee or volunteer of the Organization authorized to view such information, or to cause it to be accessible to anyone who is not an authorized employee or volunteer of Organization.

I understand that disclosing confidential information directly or allowing unauthorized access to such information may subject me to criminal prosecution and/or civil recovery and may violate District of Columbia laws and DCPS rules and regulations.

I recognize my duty and responsibility to comply with all applicable privacy laws and agree to the following (please initial in each space provided):

- _____ I will access information only as required to perform my assigned duties.
- _____ I will not disclose any personally identifiable information from education records, or any other confidential information, to any person, organization or entity, including other government agencies, without express written permission from the DCPS Office of Data and Strategy.
- _____ If any person or entity requests personally identifiable or other confidential information from me, I will refer the request to the DCPS Office of Data and Strategy.
- _____ I will not access, or attempt to access, any information that is not necessary to carry out my job. This includes information about my children, their teachers or schools, members of my family, friends and acquaintances.
- _____ I will only store information in pre-approved or authorized locations.
- _____ I understand that any account information, identification numbers and passwords assigned to me are confidential information and I will not share such information with any other person or entity.

_____ If I become aware that a breach of confidentiality has occurred I will immediately notify the DCPS Office of Data and Strategy. I will also make all reasonable efforts to cure any such breach and to prevent further breaches, and to inform the DCPS Office of Data and Strategy of such efforts.

_____ I understand that all information I will have access to shall remain the property of DCPS and shall be returned to DCPS promptly upon request along with all copies made thereof.

By signing below I acknowledge that I have read this DCPS Non-Disclosure Agreement and that I agree to be bound by its terms and conditions.

Provider Employee:

Name (Print): _____ Date: _____

Organization: _____ Signature: _____

Supervisor's Signature: _____

DCPS Contact:

Name (Print): _____ Date: _____

Signature: _____

Attachment H**Office of Out of School Time Programs
Data Sharing Policy**

Organizations that are vetted and approved by the Office of Out of School Time Programs (OSTP) as afterschool service providers may request student-level educational data directly from Office of Data and Strategy (ODS). Student-specific education records will only be shared with the parent/guardian's written consent¹, or the student's consent if over 18 years of age, or if otherwise authorized under the Family Educational Rights and Privacy Act (FERPA).

In the instance a provider collects or produces data on DCPS students, DCPS requires that organizations provide that information back in a timely manner to DCPS to ensure DCPS is able to analyze performance, report on progress, progress monitor and evaluate the effectiveness of the program and the participants in the program on an ongoing basis. The below requirements will ensure that DCPS is able to act on the data created by our students by providing it to teachers, principals, families, and central office stakeholders in a timely manner.

Types of student data frequently requested:

1. Partnership for Assessment of Readiness for College and Career (PARCC) and other standardized test results
2. Students' report cards/grades
3. School attendance

Procedures for requesting student data:

1. The provider's staff members who will have access to the data must sign the Security Pledge for the Use of Confidential Data and submit the form to the Manager of External Relations and Compliance in OSTP. The Pledge also requires the signature of each staff member's supervisor (most often the Executive Director) and an OSTP central office manager. The signed pledge is maintained at the Office of Out-of-School Time Programs.
2. The provider must submit a data request via email to Kelly.linker@dc.gov in the Office of Data and Strategy (ODS), including the following information:
 - a. The requested data elements (e.g., PARCC proficiency levels, PARCC scale scores). A list of students for whom the provider is requesting data. The list should be in Excel format and must include each student's first and last name, grade level, school, DCPS student ID number (preferred) and/or date of birth. ODS cannot provide data for students in private or charter schools; these students should not appear on the list submitted to ODS.

¹ ODS can only provide data for students whose parents have consented, via the DCPS FERPA letter, to share their child(ren)'s data. Providers are encouraged to use the DCPS FERPA letter when enrolling families in their programs. In schools with OSTP-run Afterschool Programs, electronic FERPA parent consent records may be obtained from OSTP, if available, upon request.

b. Copies of the DCPS “FERPA letter” signed by a parent/guardian for each student on the student list. **The copies should be sorted in the same order as the student list and can be sent electronically or via mail to ODS.**

3. ODS will process the request and notify the provider when the data are available for pick up. Requests take a minimum of 10 business days to process. Due to data security concerns, ODS cannot email confidential student records to the provider. Providers may pick up the data at the ODS office using a flash drive. Providers who make frequent data requests from ODS may request to have a secure FTP site established for their organization through which data can be transferred electronically.

Forms needed for data sharing:

1. Security Pledge for the Use of Confidential Data from DCPS (see Attachment A)
2. FERPA letter found in the student enrollment form (see Attachment B)

Contact Information:

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Process for providing data to DCPS:

Providers are required to ensure that the following data collected on DCPS students is provided back to DCPS in an accurate, timely, clear and actionable way:

Roster information on DCPS students participating in the program

1. School year
2. First name
3. Last name
4. DCPS grade level
5. School name
6. Student DCPS unique identifier (if the program/vendor collects it)
7. Start date of program participation
8. End data of program participation
9. Number of sessions or days program spent with student

Progress monitoring information on DCPS students participating in the program (if applicable)

1. Name of program-administered assessments

2. Student results on program-administered assessments for every instance the assessment was administered
3. Program-set targets for each student on program-administered assessment

The guidance below ensures these requirements are met:

- 1) Frequency for roster information: Transmit data files that contain the above information by January 30th and June 30th of each school year. The January 30th data file should cover all activity during the school year up to that point; the June 30th data file should cover all activity during the second half of the school year.
- 2) Frequency for progress monitoring information: a final data dump after every assessment/administration period, at minimum. 2-3 business day turnaround from the end of the assessment/administration window.
- 3) Transfer process: Feed from our student information system or consistent FTP location set up for each program to which they can post information if possible
- 4) Transfer process: Student-level data with files in Excel format, easily imported into any program for database manipulation (e.g., single first row containing concise variable names).
- 5) Transfer process: Minimize the number of separate data files as possible for each data dump
- 6) Transfer process: Ability for programs to merge in our ASPEN IDs or USIs, if we provide them to the program
- 7) Documentation: Data dictionaries are provided to the Office of Data and Strategy (ODS) to describe how each variable is comprised. Any changes to these are flagged to ODS as they happen
- 8) Documentation: For assessments data or other applicable data sets, clear answer key files that contain extra details, such as answers, passage, Lexiles, etc.

Attachment I

Afterschool Contact List

Title	Name	Direct line	Email	Location
Administrative Aide/Daily Operations Contact				
Afterschool Analyst/Full-time Coordinator				
Partner CBO Site Manager				
Facilities: DSL, Head Custodian, Business Manager				
Technology				
School Administrator responsible for daily operations				
Principal				
CBO Executive Director				
OSTP		202.442.5002		1200 1 st St NE

Attachment J

SY 15-16 Partnership
School Y and Partner X: Sample Check In Meeting
October 15, 2015

I. Review Partnership Goals

- The goals we set at the beginning of our partnership are:
- Partner X committed to achieving the following during the school year:
- We set the following metrics to benchmark our success:

II. Outcomes & Success: *Is our partnership successful? Are we meeting our goals?*

- From Partner X’s perspective, what has been going well?
- From School Y’s perspective, what has been going well?
- Have the benchmarks we set been met?
- How close are we to meeting our goals for the school year?

III. Challenges: *What challenges has our partnership faced?*

- What problems has Partner X faced working with the school?
- What additional support (if any) does Partner X need from the school?
- What problems has School Y faced working with Partner X?

IV. Ongoing Reflection and Growth: *How can we improve our partnership?*

- Based on the information we have shared, do we need to adjust our partnership goals?
- Based on student data, are there any new or ongoing goals for academic achievement that our partnership should focus on?
- What changes do we need to make? What should we continue to do?

V. Next Steps

- What specific actions can we take to implement the agreed upon changes? Who will be responsible?
- When will we meet again? Who will organize the meeting?

Task	Person Responsible	Deadline
Find larger space for CBO	Afterschool Program Coordinator	November 1
Increase number of literacy-related activities	CBO staff	Immediately