

COMPASS Memorandum of Understanding
MARIN COMMUNITY COLLEGE DISTRICT
NOVATO UNIFIED SCHOOL DISTRICT
August 1, 2016

This COMPASS (College of Marin Providing Access & Supporting Success) Memorandum of Understanding ('MOU') is entered into between Novato Unified School District (NUSD), its site High Schools (HS), and College of Marin (COM), as of the date both parties have signed this MOU ('Effective Date').

Background: COMPASS ("College of Marin Promoting and Supporting Success") is a comprehensive dual-enrollment partnership between high school students, their parents, their high schools of attendance, and College of Marin ("COM"). COMPASS is the focal point of COM's commitment to take steps to eliminate educational inequity in Marin County. COMPASS has been created as the outcome of two years of planning by COM in collaboration with the Marin County Office of Education, every high school in the county, and several community-based partners. COMPASS provides educational opportunities for students based on a contract between students, families, high schools, and College of Marin, in which student participants, beginning in the 9th grade, agree to fulfill certain responsibilities:

1. Enrollment in COM course COUN 115/125 in 9th Grade
2. Participation in specified supplemental activities
3. Enrollment in specific high school courses based on assessments and the creation of tailored high school and college educational plans
4. Participation in the COMPASS financial planning and college application process
5. Enrollment in additional COM courses throughout the high school career

The goal of COMPASS is for student participants to: (1) graduate from high school closer to being college-ready (2) have a deep understanding of and practice with the expectations of a successful college student; (3) earn units of transferrable college credit; and (4) be awarded free attendance for the first year of college should they matriculate to COM.

Additionally, COMPASS seeks to: (1) engage families with planning support in the college selection process; (2) provide families with a deep understanding of the financial aid process; (3) provide families with an in-depth understanding of and exposure to college expectations, and opportunities; (4) provide families with a strong connection to college for their high school students; and (5) make resources available to families to support college attendance.

In order to establish/maintain a COMPASS cohort at the site HS, the parties agree as follows:

1. **Cohort Participants:** Identifying participating students is the primary responsibility of the participating HS principal or designee, in conjunction with feeder middle school administrators/counselors. COM staff are to be included in final determination of cohort. Each cohort is limited to 25 participants. HS sites may have more than one cohort if mutually agreed by all parties. Criteria used to identify participants will include demographic indicators agreed upon by all parties.
2. **Compact:** HS principal and COM Superintendent/President will sign the student/family compact (copy attached), which outlines general responsibilities of all parties during participation in the COMPASS program. Specific compact language will be determined jointly by HS and COM.

3. **Participant Acknowledgments:** Students and parents/guardians will be required to sign the COMPASS Compact acknowledging the terms of enrollment for the cohort.
4. **Classes:** During the term of this MOU, COM will provide COUN 115 and COUN 125 for cohort students during 9th grade year at HS site. HS will make every effort to include these courses in the existing class schedule (during the school day). COM will make available appropriate additional credit courses for cohort participation under COM's existing concurrent enrollment regulations.
5. **Instructors:** For the purposes of this MOU, COM instructors providing instruction at the HS site will be considered by SRHSD as equivalent to the instructor of record for field trips, attendance recording, access to AIREs and other pertinent student information.
6. **Information Dissemination:** Information in written or electronic form will be jointly developed by HS and COM. Primary responsibility for information dissemination to prospective participants will reside with HS. Responsibility for information dissemination to participants during the program will be jointly shared by HS and COM. Press releases, marketing materials, and other publicity will be developed jointly by COM and HS. COM will be responsible for the cost of marketing/other communication materials.
7. **Provision of Educational and Administrative Services:** HS will provide classroom, meeting, and tutoring space on site and be responsible for maintenance of these spaces. COM will provide all course materials.
8. **Cohort/Family Orientation & Programs:** COM will, in consultation with HS, be responsible for developing the content of orientations. HS agrees to participate in PIQE (Parent Institute for Quality Education) programming or equivalent. COM is responsible for any additional cost incurred by COMPASS family participation. HS will provide adequate space for these programs as necessary. COM will conduct at least one family program at its Kentfield or IVC campus each year for each cohort.
9. **Activity Scheduling:** HS and COM will collaborate on the planning and scheduling of COMPASS-related field trips, cohort tutoring, and other related activities. COM will consult with HS in scheduling of activities, and HS will take all responsible steps to give priority to student participation in these activities over other programs and interests.
10. **Student Fees:** COM is responsible for management of all fees associated with its courses. Students will not be assessed fees for participation in the COMPASS program.
11. **Translation of Materials:** COM will provide translation of student participant materials and information and materials for family programs upon request of any cohort family member.
12. **Confidentiality:** HS and COM agree to share with each other relevant information about cohort participants for the purpose of administering the COMPASS program. Beyond this provision, all student-identifier data is confidential. HS and COM agree to comply with all requirements of law related to the confidentiality of student records.
13. **General Provisions:** Each party agrees to abide by all applicable Federal and State laws.

MARIN COMMUNITY COLLEGE DISTRICT

Signature

Printed Name

Title

Date

NOVATO UNIFIED SCHOOL DISTRICT

Signature

Printed Name

Title

Date

SITE HIGH SCHOOL

High School

Signature

Printed Name

Title

Date