

COMPASS Memorandum of Understanding

This COMPASS (College of Marin Providing Access & Supporting Success) Memorandum of Understanding ('MOU') is entered into between San Rafael High School District (SRHSD), 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 students, parents, high schools, and College of Marin. COMPASS is the focal point of COM's agenda to eliminate educational inequity in Marin County. It is the outcome of two years of planning in collaboration with the Marin County Office of Education, every high school in the county, and several community-based partners. It is based on a contract between students, families, high schools, and College of Marin, in which participants, beginning in the 9th grade, agree to fulfill certain responsibilities:

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

As a result, students will graduate closer to college-ready, have a deep understanding of and practice with the expectations of a successful college student, earn additional units of transferrable college credit, and be awarded free attendance for the first year should they matriculate to COM.

Additionally, families are thoroughly engaged via planning support in the college selection process, deep understanding of the financial aid process, in-depth understanding of and exposure to college expectations and opportunities, and a strong connection to college, including motivated faculty and resources.

In order to establish a COMPASS cohort in the San Rafael High School District, 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:** SRHSD Superintendent 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 SRHSD 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 SRHSD sites. SRHSD 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. **Information Dissemination:** Information in written and/or electronic form will be jointly developed by SRHSD and COM. Primary responsibility for information dissemination to prospective participants will reside with SRHSD. Responsibility for information dissemination to participants during the program will be jointly shared by SRHSD and COM. Press releases, marketing materials, and other publicity will be developed jointly by COM and SRHSD. COM will be responsible for the cost of marketing/other communication materials.
6. **Provision of Educational and Administrative Services:** SRHSD will provide classroom, meeting, and tutoring space on site and be responsible for maintenance of these spaces. COM will provide all course materials.
7. **Cohort/Family Orientation & Programs:** COM will, in consultation with SRHSD, be responsible for developing the content of orientations and family programs. SRHSD will provide adequate space for these programs as necessary. COM will conduct at least one family program at its Kentfield and/or IVC campus each year for each cohort.
8. **Activity Scheduling:** SRHSD will make every effort to accommodate COMPASS-related field trips, cohort tutoring, and other related activities. COM will consult with SRHSD in scheduling of activities.
9. **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.
10. **Translation of Materials:** COM will provide translation of materials and for family programs upon request of any cohort family member.
11. **Confidentiality:** SRHSD 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.
12. **General Provisions:** Each party agrees to abide by all applicable Federal and State laws.

MARIN COMMUNITY COLLEGE DISTRICT

Signature

Printed Name

Title

Date

SAN RAFAEL HIGH SCHOOL DISTRICT

Signature

Printed Name

Title

Date