MEMORANDUM OF UNDERSTANDING (MOU)

Between \_\_\_\_\_\_\_\_\_\_ School District and \_\_\_\_\_\_\_\_\_\_

**I. PARTIES**

This memorandum of agreement is by and between \_\_\_\_\_\_\_\_\_\_, a non-profit organization that works to support schools in implementing and sustaining sexuality education, hereinafter referred to as “PROJECT PARTNER,” and \_\_\_\_\_\_\_\_\_\_ School District, a public school district located in CITY/STATE, hereinafter referred to as “SCHOOL DISTRICT”.

**II. PURPOSE OF THE UNDERSTANDING**

This Memorandum of Understanding (MOU) sets out the terms by which the Project Partner and School District will work together to institutionalize sex education in compliance with the current state educational code and administrative policies within \_\_\_\_\_ School District.

**III. KEY CONTACTS**

The key contact for the Project Partner will be \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_will be the key contact for the School District. These individuals are responsible for ensuring the conduct of the activities listed below.

**IV. PROJECT PARTNER ROLES AND RESPONSIBILITIES**

Project Partner agrees to:

1. Provide a timeline for implementation of the activities included in this memorandum of understanding.
2. Provide a menu of training possibilities in support of this project by DATE.
3. Provide at least one training for targeted participants (e.g., parents, administrators, teachers).
4. Provide a review of the current state educational code and administrative policies for School District.
5. Lead monthly meetings with School District stakeholders throughout the course of the project, including conference calls and site visits.
6. Review current school policy related to the provision of sex education for alignment with current state educational code and administrative policies.
7. Make recommendations for improvements and provide policy and procedure examples to the School District, as appropriate.
8. Map the current school district’s K-12 sex education curriculum content and overall alignment with the state educational code, administrative policies and national standards.
9. Make recommendations to align the School District’s K-12 sex education curriculum with the state educational code, administrative polices and national standards.
10. Provide support to the School District in addressing the sex education with the local school board, including the provision of materials and formal presentations.
11. Improve accessibility of curricula trainings for school staff.
12. Provide a curriculum review tool for use in the curricula review process. Assist the School District in selecting, procuring, and adopting an evidence-based or other research-based curriculum.
13. Provide a copy of the final selected curriculum to the school district.
14. Provide at least four print resources for informal and tailored staff development throughout the school year.
15. Organize and facilitate the required School District - Project Partner meeting to be held at the conclusion of first year of implementation.
16. Lead process and outcomes evaluation of the project, as mutually agreed upon.
17. Provide a final sustainability plan to addresses policy, practice, staff development, and other essential aspects of institutionalizing sex education.

**V. SCHOOL DISTRICT ROLES AND RESPONSIBILITIES**

School District agrees to:

1. Assist in the creation of a timeline for implementation of the activities included in this memorandum of understanding by providing feedback, suggested changes, etc.
2. Prioritize three topics from the menu of training possibilities.
3. Assist Project Partner in coordinating training(s) for the School District, including site location, equipment arrangements, registration, etc.
4. Participate in monthly meetings throughout the course of the project, including conference calls and site visits.
5. Assist Project Partners in a review of current school policy related to sex education for alignment with current state educational code and administrative policies.
6. Assist Project Partners in mapping the school district’s K-12 sex education curriculum for alignment with current state educational code and administrative policies.
7. Communicate needs to Project Partner for desired support in addressing the issue with the local school board, including the provision of materials and formal presentations.
8. Send appropriate school staff to curricula trainings.
9. Participate with Project Partners in reviewing, selecting, procuring, and adopting an evidence-based or other research-based curriculum.
10. Make available to school personnel at least four print resources for informal and tailored staff development provided by Project Partner throughout the school year.
11. Send at least one representative to the required School District - Project Partner meeting to be held at the conclusion of first year of implementation.
12. Actively participate in the process and outcomes evaluation of the project.

**VI. DURATION OF THE UNDERSTANDING**

This understanding will remain in effect from \_\_\_\_\_\_ to \_\_\_\_\_\_ and may be updated at any time through written agreement of each partner. Any party can terminate the agreement with 30 days notice.

**VII. SIGNATURES OF PARTIES’ EXECUTIVE DIRECTOR OR PRINCIPALS**

If the terms of this Memorandum of Understanding are acceptable, please sign and date both copies of this letter. Keep one copy for your records and return the other to Partner.

**Thank you!**

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title/Organization Date

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Name/Title/Organization Date