

MEMORANDUM OF UNDERSTANDING: CASA for Kids
School Year 2025-2026 -

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Oct. 15, 2025 by and between Stillwater Public Schools and CASA for Kids Payne County.

Purpose: This MOU outlines procedures for Court Appointed Special Advocate (CASA) volunteers to meet with students enrolled in Stillwater Public Schools in a manner that supports student well-being, maintains educational priorities, and ensures compliance with court orders.

- I. Recognition of Role**
 - A. CASA volunteers are appointed by the court to advocate for children in deprived cases.
 - B. CASA volunteers are not state employees but act under court authority.
- II. Documentation**
 - A. CASA volunteers must present:
 1. A current photo ID, and
 2. A copy of the court order or official CASA appointment paperwork showing they are assigned to the student.
- III. Scheduling & Access**
 - A. Meetings should be scheduled in advance when possible, through the building principal or designated school liaison.
 - B. Meetings will occur during non-instructional times when feasible (e.g., recess, lunch, study period) to minimize disruption to learning.
 - C. Schools will provide a private but observable location for the meeting.
- IV. Staff Coordination**
 - A. The principal, counselor, or other designated office staff will verify CASA credentials before each visit.
 - B. CASA volunteers will check in through the school's visitor management system and wear visitor identification while on campus.
- V. Confidentiality**
 - A. CASA volunteers must maintain confidentiality of student records and interactions consistent with their court-appointed role and applicable laws.
 - B. School staff will provide access to records as permitted by court order and in compliance with FERPA.
- VI. Safety & Boundaries**
 - A. CASA volunteers will not remove a student from campus without proper legal documentation and district approval.
- VII. Communication**
 - A. Concerns regarding student welfare that arise during a CASA visit will be immediately shared with the principal or designee.
 - B. The district will maintain open communication with CASA supervisors regarding scheduling and access issues.
- VIII. Term and Termination:** This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District

and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

 Executive Director
CASA for Kids (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President,
Board of Education

Name of District signing official (credentials/Title)