

### Legal Services Updates July 29, 2025

#### Oklahoma City Public Schools' Vision

By providing equitable access to a world class education, every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

# Topics for Discussion Legal Services Department





**Ironclad Updates** 



02

**Custody Guidance** 

(03)

**Customer Service** 



# O 1 Ironclad Updates



# ANNUAL CONTRACT GUIDANCE FROM LEGAL AND PURCHASING FY26

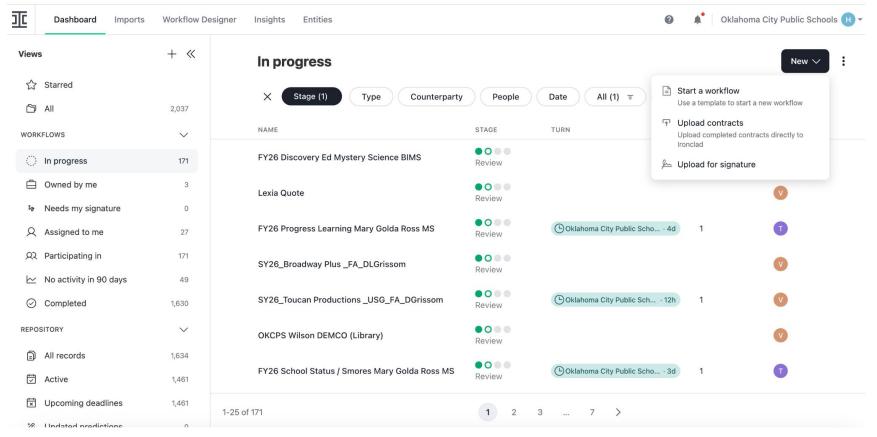
#### **IMPORTANT TAKEAWAYS:**

- Legal documents requiring acknowledgement/signature must be uploaded to Ironclad
- Legal documents may only be signed by a Board Chair, Superintendent, or Cabinet Member
- Please ensure your documents are named in a way that describes the request
  - Ex: [FY] [Vendor] [Site Location] [Description]
  - Ex: FY26 Jostens | Cleveland Yearbook Quote
- Ensure the contract start date/term date is at least 3 to 4 weeks out from date of upload
- Upload the appropriate quotes, sole source, or district approvals (data sharing/TPR). If you cannot get additional quotes, please add proof that you made an attempt to get it (an email will work).
- Upload documents with terms and conditions and/or requires signature (includes quotes) even for Prime Vendors

#### CLICK HERE FOR DOCUMENT

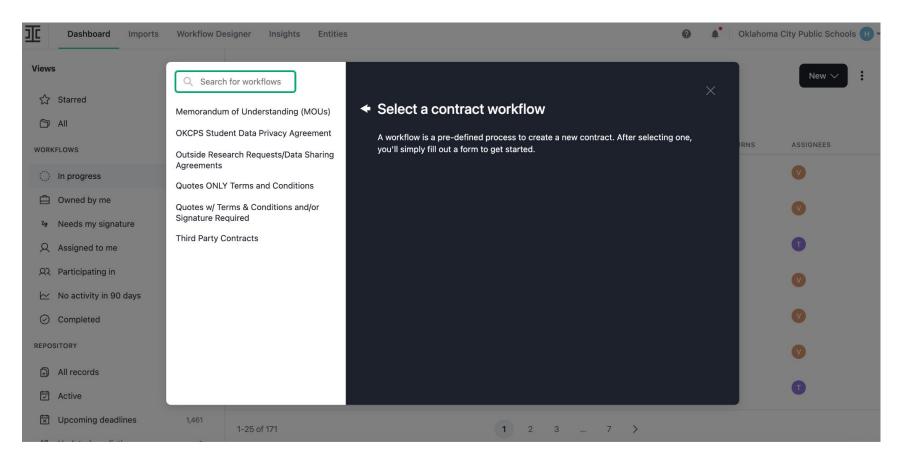
#### **Ironclad Dashboard**





#### **Choose Your Workflow**







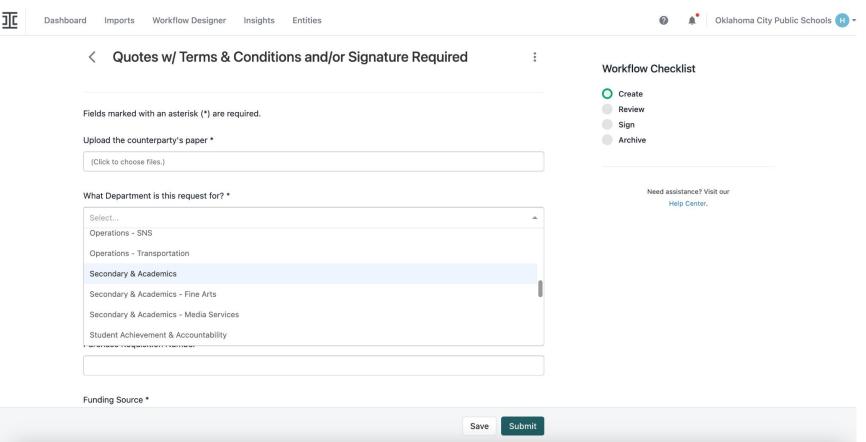
#### **Workflow Options**

There are currently **six** workflow options to choose from:

- MOUs
  - 2 signatures required
- Third Party Contracts
  - 2 signatures required
- Quotes w/Terms and Conditions and/or signature required
  - 1 signature required
- Quotes ONLY Terms and Conditions
  - No signature requirements
- Student Data Privacy Agreements
- Outside Research Requests / Data Sharing Agreements

#### Choose Your Department - who should sign??





#### District Alignment - Out with the old...



Dashboard

Imports

Workflow Designer

Entities

Oklahoma City Public Schools (H) -



#### **District Alignment** Cabinet Framework (ANSWERED BY CABINET MEMBER ONLY) Select the appropriate framework(s): Innovation: Incorporates new methods or technologies that enhance learning experiences and outcomes. Promotes creative and critical thinking among students. This aligns with the district vision by providing innovative educational experiences that prepare students to fulfill their unique purpose. Relevance: Connects learning to real-world problems and future careers. Enhances engagement and retention by making education meaningful to students' lives. This ensures that education is relevant to students' future careers and life goals, supporting the district vision of preparing students for a vibrant community. Support: Provides necessary assistance to students, especially those at risk. Includes comprehensive support systems like tutoring, counseling, and targeted interventions. This framework ensures that all students receive the support they need to succeed, aligning with the district vision of equitable access to education Transformation: Drives significant changes in school culture and student outcomes, Includes practices that improve overall school performance and address diverse student needs. This supports the district vision by transforming the educational environment to better meet the needs of all students, ensuring they graduate ready for their future roles. Instructional Infrastructure and Support Systems (ANSWERED BY CABINET MEMBER ONLY) Indicate the area(s) the purchase falls under: Instructional Infrastructure: Great Learning Talent Management: Great People System Leadership: Great Systems Support and Accountability: Great Cultur

#### District Alignment: NEW questions coming soon!

These questions \*must\* be completed to initiate a new workflow.

Question 1: Which *transformational lever* does this request most closely align with? *Select one.* 

- Systems Leadership
- Support and Accountability
- Talent Management
- Instructional Infrastructure
- None of the Above

Question 2: Which of OKCPS's *strategic priorities* does this request most directly support? *Select one.* 

- Early Literacy
- Algebraic Readiness
- Post-Secondary Opportunities
- None of the Above

# District Alignment: NEW questions coming soon!

These questions \*must\* be completed to initiate a new workflow.

Question 3: Which of the following *strategic initiatives* does this request support? Select all that apply.

#### **Top 3 Priority Initiatives**

- Tier 1 Classroom Discussion Strategies
- **Data-Based Decision Making**
- Multi-Tiered Systems of Support (MTSS)

#### Additional Strategic Initiatives

- Project-Based Learning
- Science of Reading
- Gifted and Talented Programming
- Advanced Coursework
- Individual Career and Academic Planning (ICAP)
- Athletics and/or Arts Engagement
- None of the Above





# O2 Custody Guidance





## Custody Issues & the School Environment

#### **Guidance for School Sites**

OKCPS serves students with varied family structures. Often we encounter sensitive and evolving family issues that affect our students in various ways via questions of enrollment, access to students, student records, and rights to privacy, to name a few. In regards to custody questions, our binding guidance comes from available court records such as divorce decrees, custody agreements and/or modifications, guardianship paperwork, and power of attorney forms. Always request the most recent court documents!

#### **CLICK HERE FOR DOCUMENT**



01

#### **Student Enrollment**

Person enrolling the child must provide most recent custody paperwork. 03

#### **Access to Records**

- FERPA Requirements
- Subpoenas for student records

02

#### **Unmarried Parents**

New(ish) law – unmarried mothers and fathers have equal rights and obligations to child 04

#### **Guardian Ad Litem**

Provide requested paperwork upon verification of identification

Custody Guidance for School Sites





## Student Enrollment & Access

Who may enroll a child?

Must provide documentation establishing a legal relationship to the child (birth certificate, guardianship papers, POA)

Who may drop off/pick up?

Follow the court order for physical custody. Mom gets to decide on her days; dad gets to decide on his days.

Statutory Power of Attorney

Enrollment request by an extended family member requires an executed <u>POA form</u>, which allows TEMPORARY delegation of child custody for up to a year. Parent delegating custody must sign / have form notarized.

### Rights to Child(ren) Born to Unmarried Parents



Oklahoma state law (<u>63 O.S. Sec. 1-311</u>) gives unmarried mothers and fathers equal rights and obligations to their child(ren) born out of wedlock when an acknowledgement of paternity has been signed.

- The mother is no longer presumed to be sole custodian of the child, rather both parents are equal custodians with equal roles in decision making, including medical and educational decisions
- Unmarried parents will not have a divorce decree to dictate terms of their custody arrangement. If they provide court-ordered custody paperwork, we must follow that paperwork. If no paperwork is provided, we must assume both parents have equal access to the child(ren) unless one parent presents us with court-ordered documentation indicating otherwise.



#### Access to Records

FERPA Protections

Regardless of physical custody arrangement, BOTH parents are entitled to access student records unless parental rights have been terminated

Subpoenas

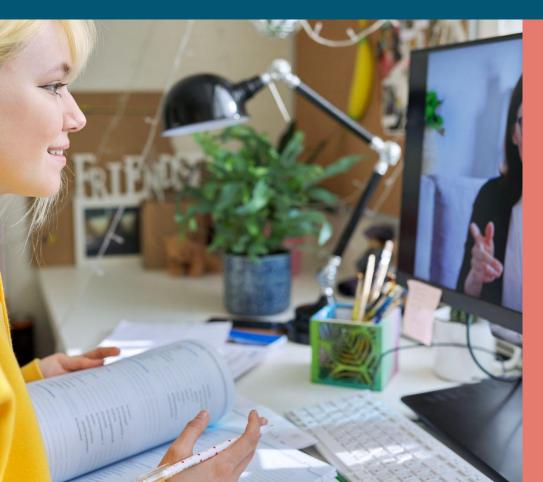
- Contact Legal (Loretta Grayson)
- Decline requests for character testimony

Meetings at School

Both parents have the right to attend school events unless protective order is in place. Both should be permitted to attend P/T Conferences, etc.



#### Guardian Ad Litem (43 O.S. Sec. 107.3)



In an Oklahoma custody case, a guardian ad litem ("GAL") is a court-appointed expert who represents the best interests of the child. A CASA volunteer may also be appointed to serve as the "eyes and ears" of the child.

If a GAL or CASA advocate reach out to your school site requesting information or interviews:

- Verify their credentials (they should provide ID and a copy of the court order appointing them as advocate)
- 2. Add provided paperwork to the student's record
- 3. Once all info is verified, please release the requested information to the GAL or CASA as soon as possible so they may advocate for the best interests of the child.



# 03 Customer Service



#### **Responding to Outside Agencies**

If law enforcement or other government officials arrive at the front office seeking student information or location of a student, please follow this checklist:

- 1. <u>Stay Calm and Professional</u>: Greet the officials politely and ask for identification, including their name, identification/credentials and reason for the visit during school hours.
- 2. <u>Request Documentation</u>: Politely request to see any legal documents authorizing their request (e.g., court orders, subpoenas, or warrants). Make a copy of these documents.



#### **Responding to Outside Agencies**

If law enforcement or other government officials arrive at the front office seeking student information or location of a student, please follow this checklist:

- 3. <u>Advise the Officer</u>: Politely advise the officer that OKCPS protocols require schools to notify and obtain guidance from the Office of Legal Services, and that the officer will need to wait for a response from the legal department. Until authorized, law enforcement officers should be asked to remain in the public portion of the school building.
- 4. <u>Contact the Principal</u>: Notify the school principal immediately and provide the documentation you received.
- 5. <u>Do Not Share Information</u>: Do not release any student information or confirm the presence of a student without explicit approval from the District's Legal Department.



#### **Responding to Outside Agencies**

If law enforcement or other government officials arrive at the front office seeking student information or location of a student, please follow this checklist:

- 6. <u>Contact Legal</u>: The principal will contact the OKCPS Office of Legal Services (405-587-0350) for guidance on how to proceed. Notification should also be provided to your Principal Supervisor. Do not take action until you obtain instruction from the Office of Legal Services
- 7. <u>Contact the Parent</u>: After receiving authorization from the Office of Legal Services, contact the parent/guardians of the student(s) in question. If a parent/guardian cannot be reached, call the student's listed emergency contacts.
- 5. <u>Document the Incident</u>: Record the names of the officials, the agency they represent, the date and time of the visit, and the nature of their request.



#### Questions???

#### When in doubt, please reach out!

Office of Legal Services

legal@okcps.org

587-0350



Hayley Jones
Associate General Counsel
<a href="mailto:hbjones@okcps.org">hbjones@okcps.org</a>
587-0817

Tony Childers
General Counsel
<a href="mailto:atchilders@okcps.org">atchilders@okcps.org</a>
587-0347