



Oklahoma City
PUBLIC SCHOOLS

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



01

Ironclad Updates

02

Custody Guidance

03

Customer Service



01

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



Dashboard

Imports

Workflow Designer

Insights

Entities



Oklahoma City Public Schools



Views



☆ Starred

📁 All 2,037

WORKFLOWS

🔄 In progress 171

📁 Owned by me 3

🔗 Needs my signature 0

👤 Assigned to me 27

👤 Participating in 171

📅 No activity in 90 days 49

✅ Completed 1,630

REPOSITORY

📄 All records 1,634

📅 Active 1,461

📅 Upcoming deadlines 1,461

🔗 Updated predictions 0

In progress

New



Stage (1)

Type

Counterparty

People

Date

All (1)

NAME

STAGE

TURN

FY26 Discovery Ed Mystery Science BIMS

Review

Lexia Quote

Review

FY26 Progress Learning Mary Golda Ross MS

Review

Oklahoma City Public Scho... · 4d 1

SY26_Broadway Plus _FA_DLGrissom

Review

SY26_Toucan Productions _USG_FA_DGrissom

Review

Oklahoma City Public Sch... · 12h 1

OKCPS Wilson DEMCO (Library)

Review

FY26 School Status / Smores Mary Golda Ross MS

Review

Oklahoma City Public Scho... · 3d 1

1-25 of 171

1 2 3 ... 7 >



Start a workflow

Use a template to start a new workflow



Upload contracts

Upload completed contracts directly to Ironclad



Upload for signature

V

T

V

V

V

T

Choose Your Workflow



JEC Dashboard Imports Workflow Designer Insights Entities Oklahoma City Public Schools H

Views

- Starred
- All

WORKFLOWS

- In progress
- Owned by me
- Needs my signature
- Assigned to me
- Participating in
- No activity in 90 days
- Completed

REPOSITORY

- All records
- Active
- Upcoming deadlines

1,461

1-25 of 171

1 2 3 ... 7 >

Select a contract workflow

Search for workflows

- Memorandum of Understanding (MOUs)
- OKCPS Student Data Privacy Agreement
- Outside Research Requests/Data Sharing Agreements
- Quotes ONLY Terms and Conditions
- Quotes w/ Terms & Conditions and/or Signature Required
- Third Party Contracts

A workflow is a pre-defined process to create a new contract. After selecting one, you'll simply fill out a form to get started.

New

ASSIGNEES

- V
- V
- T
- V
- V
- V
- T



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??

[Dashboard](#)[Imports](#)[Workflow Designer](#)[Insights](#)[Entities](#)[Oklahoma City Public Schools](#)

< Quotes w/ Terms & Conditions and/or Signature Required




Fields marked with an asterisk (*) are required.

Upload the counterparty's paper *

(Click to choose files.)

What Department is this request for? *

Select...

Operations - SNS

Operations - Transportation

Secondary & Academics

Secondary & Academics - Fine Arts

Secondary & Academics - Media Services

Student Achievement & Accountability

Finance Request Number

Funding Source *

Workflow Checklist

- ☒ Create
- ☐ Review
- ☐ Sign
- ☐ Archive

Need assistance? Visit our
[Help Center](#).

Save

Submit

District Alignment – Out with the old...

[Dashboard](#)[Imports](#)[Workflow Designer](#)[Insights](#)[Entities](#)[Oklahoma City Public Schools](#)

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 Culture

[Save](#)[Submit](#)

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



02

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.

02

Unmarried Parents

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

03

Access to Records

- FERPA Requirements
- Subpoenas for student records

04

Guardian Ad Litem

Provide requested paperwork upon verification of identification



Student Enrollment & Access

1

Who may enroll a child?

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

2

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.

3

Statutory Power of Attorney

Enrollment request by an extended family member requires an executed [POA form](#), 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 (63 O.S. Sec. 1-311) 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

1

FERPA Protections

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

2

Subpoenas

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

3

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:

1. 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. Stay Calm and Professional: Greet the officials politely and ask for identification, including their name, identification/credentials and reason for the visit during school hours.
2. Request Documentation: 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. Advise the Officer: 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. Contact the Principal: Notify the school principal immediately and provide the documentation you received.
5. Do Not Share Information: 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. Contact Legal: 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. Contact the Parent: 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. Document the Incident: 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

hbjones@okcps.org

587-0817

Tony Childers

General Counsel

atchilders@okcps.org

587-0347

