



OFFICE OF
COMMUNICATIONS &
ENGAGEMENT



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PREPARING STUDENTS
FOR LIFE

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Dear Office of Communications and Engagement Team,

Thanks for joining the most fast-paced and cutting edge department within Cincinnati Public Schools – the Office of Communications and Engagement!

Our responsibility is to communicate with transparency and consistency to our internal and external audiences.

Our primary audience is our nearly 36,000 students and their families. Secondly, we lead internal and external communications and engagement, including internal communications, external communications, and strategic board initiatives.

Our role is to communicate to all of our stakeholders that Cincinnati Public Schools is a District of Destination, and by communicating the accomplishments of the goals outlined in the District's strategic plan. Through our leadership, work ethic and commitment, students make a smooth transition from preschool to kindergarten in one of our neighborhood or magnet schools, are prepared to choose a high school to provide them educational and enrichment activities that meet their interest, and families have the best information to make smart decisions for their children.

Along the way, we have a little fun too. Each month, a member of the team is awarded the Whirligig Award for their service; the award includes use of Management Parking Spot #5. We also have a monthly Food Fest that everyone in our department is welcome to enjoy.

Thank you for all your hard work on behalf of our students and their families.

Sincerely,

A handwritten signature in cursive script that reads "Lauren Worley".

Lauren Worley

Chief Communications and Engagement Officer



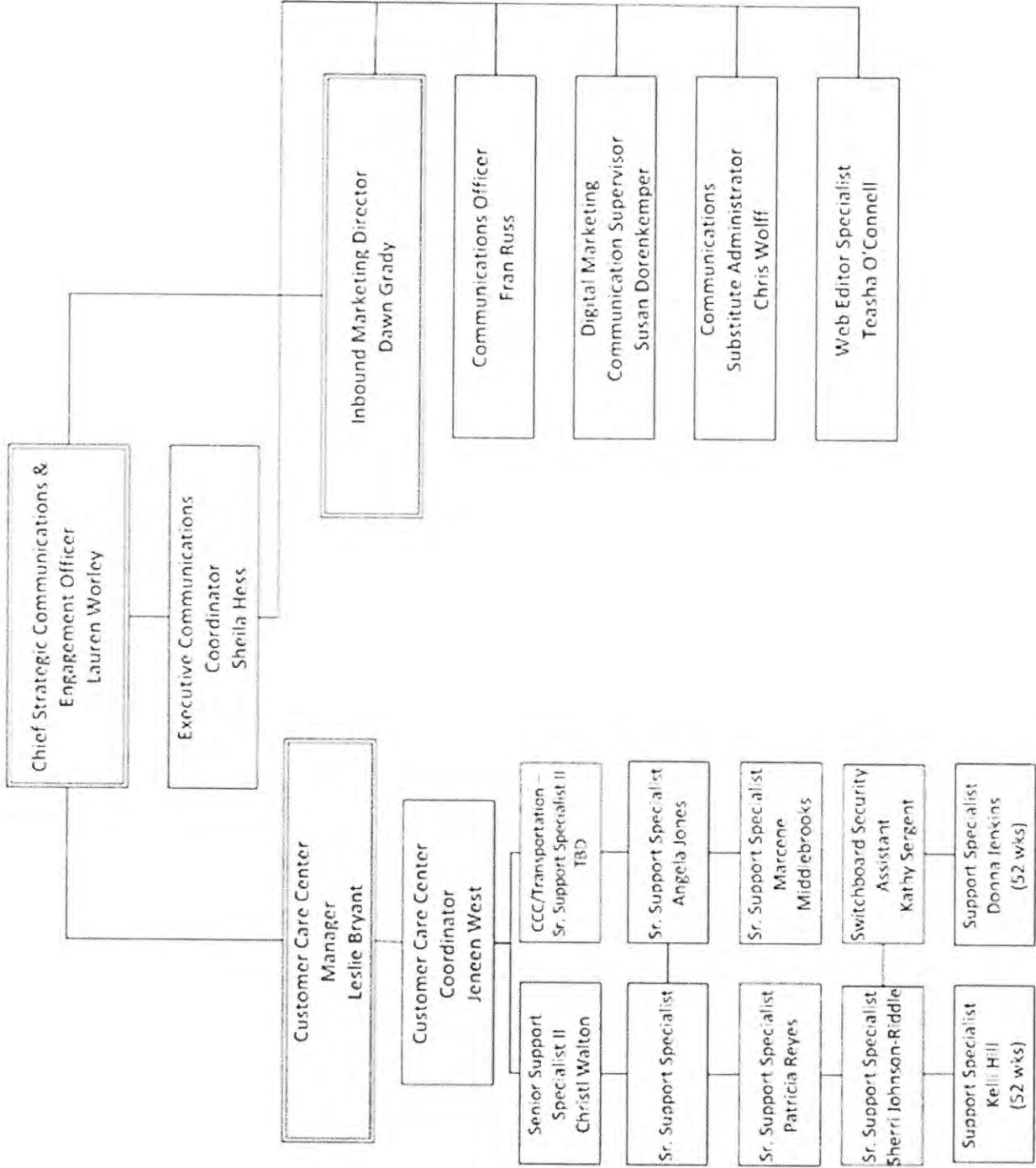
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Department Organizational Chart



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Department Core Services



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Core Service: External Communications and Information

- Maintain and provide digital strategy for Cincinnati Public Schools' website and all school websites
- Maintain CPS mobile app and message notifications
- Engage through CPS social media platforms
- Strategize media relations
- Lead school communications including closures for severe weather or other circumstances, and student-centered communication
- Fulfill public records requests
- Circulate e-newsletter delivering CPS' good news to the community
- Ensure compliance with federal Section 508 standards for keeping digital communication platforms accessible for people with disabilities

Core Service: Customer Service

- Handle response to and resolution of customer concerns
- Manage requests for graduation verifications and inactive student records
- Respond to and resolve bullying reports
- Operate the CPS switchboard
- Create Location Agreements between CPS and companies wanting to use district property in movies, commercials, videos, etc.

Core Service: CPS Marketing, Branding and Events

- Maintain the CPS brand — *CPS: Preparing Students for Life*
- Maintain the *I am CPS* blog
- Produce Board meeting presentations
- Produce speeches and presentations for Superintendent and other senior leaders
- Brand Design development for all engagement touchpoints

Core Service: Application, Registration and Enrollment

- Manage application, registration and enrollment processes and policies for CPS schools
- Manage the Magnet School online lottery process and procedures
- Manage the High School online lottery process and procedures
- Manage the Open Enrollment online lottery process and procedures
- Manage private, charter and parochial enrollments and verifications

Core Service: Publications

- Publish (writing and editing, graphic design) a number of District publications including:
- Design and production of materials for internal and external events



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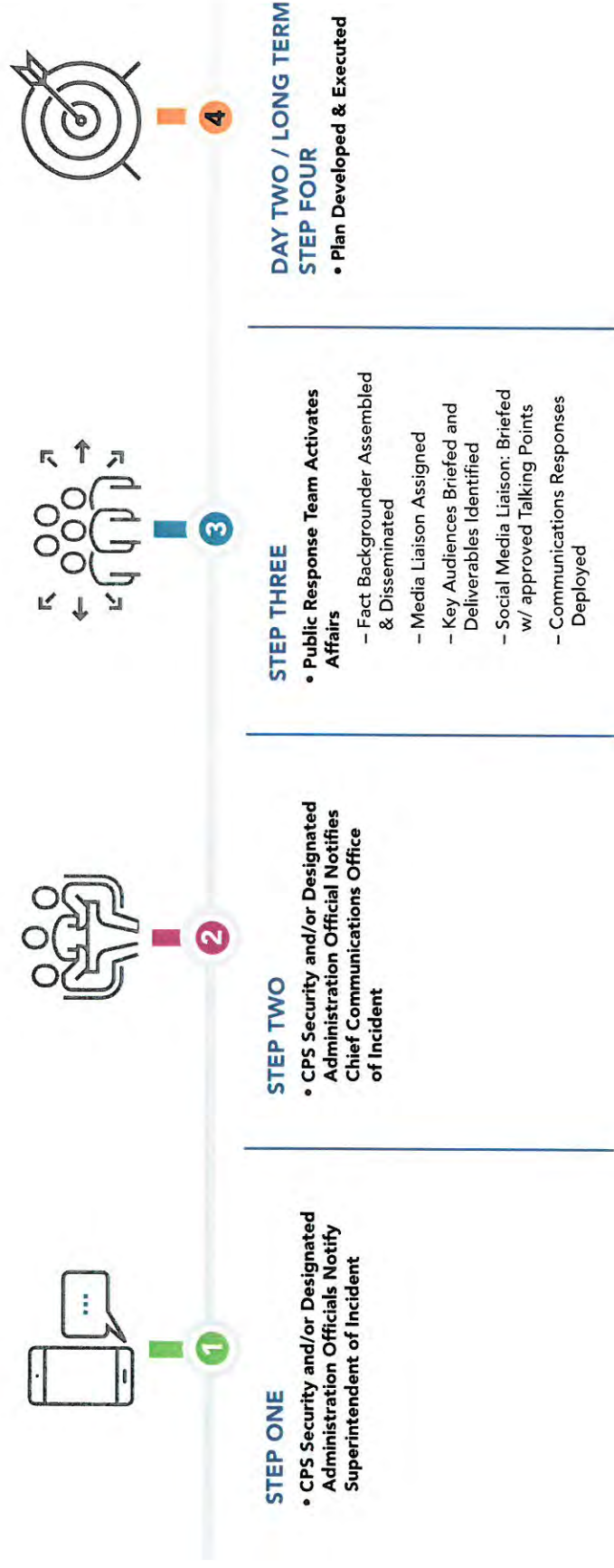
Procedures and Forms



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Cincinnati Public Schools — Office of Communications and Engagement Crisis Communications Plan & Protocol



CRISIS COMMUNICATIONS PLAN & PROTOCOL



INTRODUCTION

This document is a guide for the Cincinnati Public Schools (CPS) Office of Communications and Engagement regarding crisis communications during unplanned, yet urgent, situations or circumstances. This memo outlines how OCE will support the response team for:

1. **Internal communications:** Informing faculty, staff, students, parents in the most timely and efficient means possible (such as materials backpacked home, robo-call, internal email, announcement posted to internal website, etc.).
2. **External communications:** Provide timely, relevant facts to notify or respond to inquiries from the media and the community-at-large about a situation or incident.

Overall, CPS should convey important and relevant information with calm authority, appropriate transparency and sincere concern.

CRISIS DESIGNATION

Examples of crises include, but are not limited to:

- Death of student, CPS personnel or community member on CPS property
- Students and personnel getting harmed or at risk of being harmed
- Law enforcement is called and/or involved in a situation on CPS property
- Unexpected facility or transportation issues (including traffic accidents involving school buses)
- Bomb threats
- FOI requests over time that lead to negative media coverage

OCE may be made aware of an incident in any of the following ways:

- The school or CPS personnel related to the incident may notify Security, who then notifies OCE and other key parties.
 - **Note:** *CPS personnel are trained to notify Security of any incident that occurs on school property, unless an ambulance is needed, in which case 911 is called. Security almost immediately notifies OCE of an incident in person or via phone call.*
- Parents, students or affected parties related to the incident may notify CPS personnel or Security, who then notifies OCE and/or other key parties.
- Media representatives may contact the specific school, CPS personnel or affected parties related to the incident upon being tipped off by an outside party.
 - **Per CPS Board Policy 9120**, the school principal is the designated media contact for his or her individual school. Typically, a principal will receive notification from OCE that a media representative may contact them. However, many times in a crisis or emergency situation, a media representative may contact the school without contacting OCE first. In those cases, the principal must refer the inquiry to OCE immediately and coordinate with OCE.

Upon being made aware of an incident that may require crisis communications, OCE will activate a response team for next steps.

CRISIS COMMUNICATIONS PLAN & PROTOCOL



RESPONSE TEAM

Lauren Worley
Chief Communications & Engagement Officer
513-628-0016 (c)
worleyl@cpsboe.k12.oh.us

Fran Russ
Communications Officer
513-417-9070 (c)
russfra@cps-k12.org

CPS Security
CPS School Leadership

Contact depends on situation
Contact depends on situation

External contacts:

APPROVED SPOKESPERSON/REPRESENTATIVES

Per CPS Board Policy 9120: In a crisis or emergency situation, it is imperative to disseminate accurate, objective information. All such information should come directly from the principal (in coordination with OCE) or the determined spokesperson.

Laura Mitchell
Superintendent

As needed, depending on situation
Contact information available upon request

Fran Russ, Communications Officer

TIMELINE: DAY ONE/IMMEDIATE

Upon being made aware of an incident, the following high-priority tasks must be executed, often simultaneously.

1. Inform Superintendent and critical internal parties of incident

This will largely inform who composes the response team.

2. Activate the response team and, if necessary, spokesperson

Once activated, the response team will determine the following:

- Process for obtaining facts and information or verification, as well as sharing updates if the situation changes or progresses
- Key audiences and deliverables
- Relative timeline of communications (subject to change depending on if the situation changes or progresses), including potential follow-up needs after Day One
- Ongoing internal communication methods (phone calls, emails, texts, etc.) to share updates as the situation changes or progresses
- A media liaison to field media calls or inquiries, take detailed messages, and work with response team members for adequate response or follow-up
- The need for monitoring traditional or social media in relation to situation

TIMELINE: DAY TWO/LONG-TERM

The response team will regroup after Day One or the first media cycle after a crisis occurs to determine necessary next steps.

CRISIS COMMUNICATIONS PLAN & PROTOCOL



ADDITIONAL RESOURCES

- CPS Board Policy 9120
- Media Do's & Don't's
- FOI Request Process
- Crisis Communications Response Templates



Cincinnati Public Schools Severe Weather Procedure – Staff Information

Cincinnati Public Schools' severe weather procedure aims to keep our students and staff safe while maximizing students' instructional time.

The procedure allows the superintendent two options:

- Close schools
- Delay the start of elementary schools for bus riders by two hours to allow time for conditions to improve.

Regardless of the option, NO STUDENT SHALL BE TURNED AWAY FROM A SCHOOL. Principals should arrange staffing assignments to ensure schools are open.

Each school should develop a coverage plan to ensure students are supervised and safe during an early dismissal or early arrival.

After-school day-care programs operated by private organizations cannot be cancelled by the principal.

CPS rarely will dismiss schools early; if this occurs, staff should be prepared to contact parents.

If schools are closed due to cold extreme temperatures:

- Administrators, plant operators, maintenance personnel, custodians, truck drivers and warehouse staff at **schools and Central Offices report to work.**
- Clerical office personnel at schools and Central Offices **do not report to work.**

If schools are closed due to snow:

- Administrators, plant operators, maintenance personnel, custodians, truck drivers and warehouse staff at **schools and Central Offices report to work.**
- Clerical office personnel at schools and Central Offices **do not report to work.**

Employees and students shall report to school / work as follows:

Impacted Group	Elementary	Elementary	Closed - Snow	Closed - Cold
	2-Hour Delay – Snow*	2-Hour Delay – Cold*		
Students	Yes	Yes	No	No
Teachers/ Paraprofessionals	Yes	Yes – On Time	No	Yes – On Time
Principals/APs/Central Office Administrators	Yes	Yes – On Time	Yes	Yes – On Time
Plant Operators/ Custodial	Yes	Yes – On Time	Yes	Yes – On Time
Clerical	Yes	Yes – On Time	No	Yes – On Time
Lunchroom Workers/ Security	Yes	Yes – On Time	No	Yes – On Time
Community/ Resource Coordinators	Yes	Yes – On Time	No	Yes – On Time
Substitute Employees – Long term	Yes	Yes – On Time	No	Yes – On Time
Substitute Employees – Short term (daily)	Yes	Yes – On Time	No	No
All Other Non-essential	Yes	Yes – On Time	No	Yes – On Time

*Metro does not delay bus routes due to inclement weather; high schools do not have 2-hour delays.

If employees are scheduled to work during inclement weather and do not report, they must take personal or annual leave (if applicable) to be paid. Employees may use sick time if they or their family members are sick.

If the City of Cincinnati and/or Hamilton County declare a Level 3 SNOW EMERGENCY, all employees should stay home. (Level 3 is the most severe level in the weather-alert system.) Essential personnel may be asked to report to work. If an employee's county of residence declares a Level 3 Snow Emergency, the employee should stay home.

Name: _____

Date: _____

ANNUAL LEAVE REQUEST

Requesting __ day(s) on date(s) _____. I will return to work on _____ June _____.

PERSONAL LEAVE REQUEST

Requesting __ hour(s)/ __ day(s) beginning on date(s) __ I will return to work on
__ (*Attach Personal Leave form*)

SICK LEAVE REQUEST

Requesting day(s) beginning on date(s) _____. I will return to work on _____
(*Attach Sick Leave form*)

APPROVED BY:

Supervisor



All Cincinnati Public Schools' staff has a special responsibility to be role models for students and representatives of the District to parents and the community. Employees are expected to conduct themselves in a professional manner at all times.

Professional Employee Dress and Grooming

Consistent with the nature of the work at the Education Center and Iowa Street and the likelihood that employees will interact with parents and other members of the public attending Board meetings, the following dress code should be followed:

- **Be physically clean, neat, and well groomed**
- **Business casual attire which includes collared shirts and no jeans**
- **Casual dress day with approval of Department Leader (one day per month)**

Hours of Operation

- **Buildings are open from 7:30 a.m. – 5:30 p.m.**
- **All employees must report to their work location by 9:00 a.m.**

CPS no longer is utilizing the Web Editor Stipend Program and has now centralized our approach to website updates.

Website requests for the 2018-19 School Year — we have a team to support you!
The Office of Communications and Engagements' Web Team announces new procedures for Website update requests.

**ALL Website requests should be sent to the CPS Web Account at
CPSwebsite@cpsboe.k12.oh.us.**

Process for Webpage updates

Major Web Content Updates: e.g. new content to address program changes (e.g. Academics-Gifted Program), which may require the page to be re-written.

- Create a **Word document** with the new or edited content (highlight new content and edits). Please take the time to proof and make sure the information is correct before sending. (Please note that updating multiple times after posting impacts the time constraints for all involved).

- Provide all attachments with the url(s) of the page(s) to be updated and any attachments to be added. (Word documents and PDFs etc.)

- NOTE: Copy pasted in the body of an email cannot be imported into the Website, all copy must be in a Word document.

- Email to CPS' Web Account at CPSWebsite@cpsboe.k12.oh.us **with the URL** of the page to be updated (e.g. <https://www.cps-k12.org/families-students/food-service/free-reduced-lunch>)

- You will be contacted if additional information is needed to complete the update(s).

- Once the update is completed, you will be notified and asked to review the page to make sure all edits/changes have been made.

Simple Updates: e.g. new links to be changed, date changes or updated PDFs that need to be replaced.

- Print the Webpage
- Make copy changes by highlighting the area and writing in the changes (This can be submitted as a screen-grab as well.)

- Email to CPS Web Account CPSWebsite@cpsboe.k12.oh.us **with the URL** of page to be updated

(e.g. <https://www.cps-k12.org/enroll/open-enrollment>)

CPS Social Media Cheat Sheet

What Social Media Tools Does CPS Use?



[Facebook.com/CincinnatiPublicSchools](https://www.facebook.com/CincinnatiPublicSchools)



[Twitter.com/lamCPS](https://twitter.com/lamCPS)



[Instagram.com/lamCPS](https://www.instagram.com/lamCPS)



[YouTube.com/lamCPS](https://www.youtube.com/lamCPS)

What are the CPS Hashtags?

#lamCPS: General CPS good news stories

#CPSandME: MyTomorrow / Career Cluster / Vision 2020 stories



How to Share Your Good News

Great stories happen every day in our schools, and the Office of Communications and Engagement is available to work with district staff to help spread the word. By submitting your good news, our staff will work with you to find the best way(s) to tell your story.

Use This Form to Submit Your Story Ideas

<https://goo.gl/forms/YroATw3v4tDKKCTw1>

Examples of support we can provide:

Social/Electronic Media Coverage:

If you would like us to share a story about your school using one or all of our communications tools, please select this option. This would include coverage on social media (IamCPS blog, Facebook, Twitter, Instagram), our district website (cps-k12.org) and the Intranet (myCPS.cps-k12.org).

Capture Photography/Multimedia:

If you want someone from our office to capture visuals from your event/activity, please select this option.

Prepare News Release/Media Advisory:

If there is an upcoming event or activity that you would like the local news media to know about, please select this option.

Consultation:

If you need assistance with preparing for an interview with the media, need to develop a communication strategy or need help in planning a public event, please select this option.

What Makes A Good News Story?

The best stories are timely, visual, clearly demonstrate impact and have a human face to the news.

Examples include:

- ✓ Individual student and staff successes and achievements
- ✓ Unique programs, projects or other educational opportunities for students
- ✓ Examples of our classrooms effectively leading changes to educational policies and practices
- ✓ Events of interest to the community-at-large
- ✓ Projects, events or achievements that reflect the mission and objectives of our district

Timeline of Requests

We have so much positive news to share. The more advance notice you can provide, the better we can work together to spread the word. **When possible, please give us a minimum of five (5) days notice for events and news.**

Questions?

If you have any questions regarding this process, please contact the Office of Strategic Communications and Engagement at 513-363-0020 or publicaffairs@cps-k12.org.

Photo Permission Form



Dear Parent or Guardian,

We are proud of our students, and we need your help to highlight their many positive accomplishments. To do this, photographs, video images and voice recordings sometimes are taken of students. These images and recordings may be distributed by the district or published in district publications, news coverage, media events, other district-approved publications and/or posted on Web sites.

I wanted to notify you of this possibility and request that you give us your permission to have your child photographed or recorded for such purposes.

Please fill out the bottom of this letter by checking the appropriate box, signing your name and dating. Then return this letter to the school office as soon as possible. If you have questions concerning this request, please contact me.

Sincerely,

Principal

School

Photo Permission Form Parent Response Section

Student Name (Please print)

School

Homeroom

Please check one of the following:

YES. I give my permission for my child's photograph, video image or voice recording to be taken during the 2017-18 school year for publishing or broadcasting in news coverage, media events and/or district-approved publications and websites approved by the Public Affairs Department. This permission for the 2017-18 school year is irrevocable. A new form must be completed for each school year.

NO. I do not want my child photographed, videotaped or voice recorded during the 2017-18 school year.

Parent / Guardian Name - **Please Print**

Parent / Guardian **Signature**

Date



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CINCINNATI PUBLIC SCHOOLS

Branding Standards and Logo Usage Guidelines

Revised — June 2019

CPS — Yesterday and Today...

In 1995, Cincinnati Public Schools determined the strategy that influenced the creation of the CPS logo. This unique symbol reflects the educational objectives, direction and basic philosophy of the organization:

- National leadership in school reform.
- Commitment to quality, integrated education.
- Commitment to active learning.
- Pride in involved citizenry.

The Cincinnati Public Schools' logo embraces its heritage and reflects the district's on-going commitment to collaboration — students, teachers, administrators, staff, parents, partners and community — as the foundation for success.

The CPS symbol is a circle of hands that celebrates inclusiveness and diversity as the star of achievement and the way to the future.

Developed as a community service project by Cincinnati-based Libby, Perszyk, Kathman (LPK), the original logo was adopted in 1995 and refined in 2007. In 2019 the district included Preparing Students for Life to form a lock-up.



1995



2007



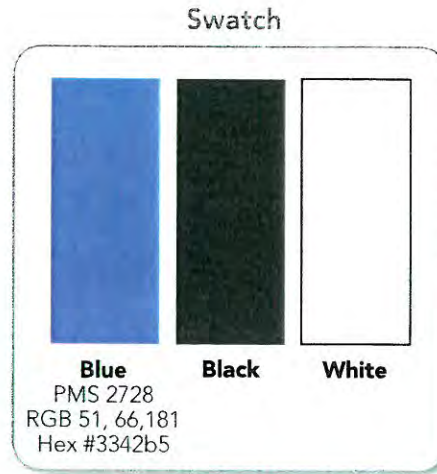
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2019 Logo Lock-Up

CPS Logo Color

The standard color representations for the CPS logo are PMS 2728 blue, black, or reversed out from a background color. See NOTE*.

(The exception would be a single color application where the primary color is another other than black.)



CPS Logo Lock-up

The preferred logo is to include the CPS Preparing Students for Life Lock-up.
The same guidelines apply to the lock-up as with the CPS logo.



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FOR LIFE

Preferred Version

There is a blue and a white (reversed) version of the lock-up.



To maintain the integrity of the brand, do not recreate or alter the CPS logo. Use only logos provided by Cincinnati Public Schools' Communications and Marketing Department.

*** NOTE: The ratio of solid filled hands for the reversed-out version differs from the blue and black versions. Therefore, NEVER alter the color of any of the logo versions.**

Area of Isolation

Proper spacing around the CPS logo promotes legibility and maintains the integrity of the CPS brand identity.

Minimum spacing around the logo is approximately one hand length on all sides.

Do not place typography, graphics, photos or images within the area of isolation.

The same guidelines apply to the lock-up as with the CPS logo.



Acceptable Applications

Under special circumstances, it is acceptable to use a screened version of the logo. *The same guidelines apply to the lock-up as with the CPS logo.*



Original



Original



Screened back 50%



Screened back 50%

Logo Violations

General Rule: Never modify or try to recreate the logo.

Use only the logos provided by CPS' Communications and Marketing Department.

1, 2, 3: DO NOT alter the approved brand color options

4: DO NOT alter the Font/Type alignment or style.

5, 6: DO NOT skew or stretch the logo.

7: DO NOT compromise the area of isolation around the logo.

8: DO NOT create an alternate logo or symbol using the CPS logo.

9: DO NOT alter, fill-in or redraw the symbol.



1



2



3

Cincinnati Public Schools



4



5



6



7

2651 Burnet Avenue
Cincinnati, Ohio
45219



Cunch Specials

8



9

CPS Fonts

The sans serif typeface chosen to compliment the CPS logo is Avenir; the serif font, is Palatino. Georgia is the font chosen for compatability with the Web.

Impact Regular is used for headlines only.

If you are using a PC to produce print publications for CPS, please install these fonts on your computer.

The system default fonts of Arial and Times are acceptable.

Avenir Light	Palatino Regular
Avenir Book	<i>Palatino Italic</i>
Avenir Book <i>Obilque</i>	Palatino Bold
<i>Avenir Obilque</i>	<i>Palatino Bold Italic</i>
Avenir Medium	
<i>Avenir Medium Oblique</i>	Georgia Regular
Avenir Black	<i>Georgia Italic</i>
<i>Avenir Black Oblique</i>	Georgia Bold
Avenir Heavy	<i>Georgia Bold Italic</i>
<i>Avenir Heavy Oblique</i>	

Impact Regular



INTER-OFFICE CORRESPONDENCE

Daniel J. Hoying, General Counsel
Office of General Counsel * hoyingd@cps-k12.org
Phone: (513) 363-0114 * Fax: (513) 363-0110

TO: All Employees

FROM: Daniel J. Hoying, General Counsel
Ashley Addo, Assistant General Counsel

RE: **COAST Injunction Guidelines (2019)**

As a part of the Cincinnati Public Schools' agreement with COAST, the Office of General Counsel sends a reminder to all employees that political advocacy in support of or against any ballot issue or candidate for public office is prohibited during the work day and on District or school property. This prohibition includes political advocacy for or against the Cincinnati Public Schools renewal levy.

The following guidelines must be followed:

1. Political Signs – Political signs or advertisements may not be posted on District or school property. Any political signs found on District or school property should be removed immediately.
2. Political Campaigning – CPS employees may not engage in any political campaigning on District or school property. CPS personnel cannot engage in any campaigning efforts during working hours, including campaigning efforts directed to colleagues, students, parents or other community members. The prohibition also applies to school field trips. Non-partisan voter registration efforts are not prohibited. An individual exercise of constitutional rights is not prohibited, provided that CPS property and personnel are not used to advocate for the election or defeat of a candidate or ballot issue.
3. Email – CPS employees may not use the CPS email system for political purposes. CPS email may not be used to advocate for the election or defeat of candidates for public office or ballot issues. Employees may not use CPS email for fundraising, soliciting volunteers, or other organizational efforts related to political campaigns. CPS conducts regular audits of its email system to ensure that email is not used for political purposes.
4. Political Distributions – Political distributions are generally not permitted on CPS property. There is an exception, however, that allows the Cincinnati Federation of Teachers (CFT) to use its bulletin boards and teachers' physical mailboxes for political distributions to their members. We have asked CFT to provide General Counsel with copies of any notices distributed through the mailboxes or bulletin boards.
5. Political Meetings - CFT, and other unions, may meet on District or school grounds in chapter meetings for union business, which may include political discussions. These on-site political activities must be directed only to the union's own membership, not to the general public or to CPS students or parents.

Thank you for your cooperation.

Should you have any questions, please contact the Office of General Counsel at (513) 363-0111.



OFFICE OF
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Department-related Board Policies and Procedures



PREPARING STUDENTS
FOR LIFE

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Eligibility of Resident/Non-Resident Students	
Procedure No. 5111-00-01	Eff. Date: 11/17/2015
Implements Board Policy(ies) <u>5111 ELIGIBILITY OF RESIDENT NONRESIDENT STUDENTS</u>	Last Reviewed: <u>NOVEMBER 17, 2015</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education shall provides a tuition-free education for the benefit of children between the ages of five (5) and twenty-two (22) whose parents reside in the District and such others as may be eligible.

2. Responsibilities

Title: CPS Customer Care Center and CPS Schools	
Address: 2651 Burnet Ave.	
Phone:	Cell phone:
<i>Describe responsibilities:</i> CPS staff members who are designated the responsibility and have received training enroll students.	

3. Action Steps

The parent/guardian must complete a CPS registration packet (paper or digital); provide the required trailing document(s) as proof of residency with the exception of those students who are experiencing homelessness.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Complete CPS Registration Packet		
2. Proof of Residency		
3. Valid photo ID of parent or guardian		
4. Child's birth certificate		
3. Child's health record		
4. Most recent report card		
5. Verification of kindergarten attendance, if entering first grade		

6. Additional Information

CPS honors suspensions/expulsions of students who move into the CPS District.



Book	Cincinnati City School District Policies
Section	5000 Students
Title	Eligibility Of Resident Nonresident Students
Code	5111
Status	Active
Legal	<p>R.C. 3313.48</p> <p>R.C. 3313.64</p> <p>R.C. 3313.645</p> <p>R.C. 3313.649</p> <p>R.C. 3313.65</p> <p>R.C. 3313.66</p> <p>R.C. 3313.90</p> <p>R.C. 3313.97</p> <p>R.C. 3313.98</p> <p>R.C. 3317.08</p> <p>R.C. 3317.081</p> <p>R.C. 3321.01(B)</p> <p>R.C. 3321.03</p> <p>R.C. 3323.141</p> <p>R.C. 3327.04</p> <p>R.C. 3327.05</p> <p>R.C. 3327.06</p> <p>R.C. 2152.18</p> <p>R.C. 5139.05</p> <p>R.C. 3313.672</p> <p>R.C. 3313.533</p> <p>A.C. 3301-42-01</p> <p>42 U.S.C. 11431 et seq.</p>
Last Revised	December 7, 2015
Last Reviewed	November 17, 2015

Cincinnati City School District Policies

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children between the ages of five (5) and twenty-two (22) whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State laws, and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. one(1) year elapses following the date the document is notarized;
- B. the child ceases to reside with the grandparent(s);
- C. the document is terminated by court order; or
- D. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it. Further, the caretaker authorization affidavit terminates if the parent, custodian, or guardian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
 1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and
 2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSAA.

- B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district

- * but attends school in this District (where one parent resides), it is the obligation of the parents to provide transportation for that student from the home of the non resident parent. Where a court has vested legal custody with only one(1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. A child under the age of eighteen (18) years of age who is married and resides in the District.
- D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- E. Students who meet other enrollment criteria shall be admitted regardless of immigration status. ~~are considered by Federal law to be illegal aliens and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.~~
- F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.
- G. A child, living with a resident other than a parent and whose parent is in the armed services, outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed the length of the deployment/assignment. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.
- I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.

Optional Tuition Free Education

The Board may admit students tuition-free under the following circumstances:

- A. Children under the age of twenty-two (22), who are:
 1. in the legal custody of their parent;
 2. residing with a resident grandparent; and
 3. not in the need of special education, provided the Board and the Board of Education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer; describing the nature of the good cause, and consenting to the attendance.

The grandparent, and, if possible, the custodial parent shall sign the consent form providing the necessary authorizations. This option does not apply to children who are residing with a resident grandparent and are the subject of either a power of attorney or caretaker authorization affidavit that provides the grandparent with authority over the care, physical custody, and control of the child, as set forth in an earlier section of this policy. The Board shall admit children who are the subject of either a power of attorney or caretaker authorization affidavit tuition free.

- B. Foreign-exchange student participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under a bona fide exchange program operated by a student exchange organization.
- C. Twelfth grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year.

The Superintendent may allow a student to remain in school beyond the additional semester, if, in his/her opinion, the student is making adequate progress toward completion of the high school program or I.E.P. but, due to circumstances such as illness, personal hardship, family responsibilities, or the need to work part-time has been unable to complete the program or I.E.P. within the school year and/or one (1) additional semester.

- D. Natural or legally-adopted children of full-time staff members who reside outside the District provided proper application, prior to the first day of school, has been made. This excludes three, four and five year olds in a CPS Preschool program who DO NOT meet federal poverty income guidelines.
- E. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.

- F. A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that s/he has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, s/he shall produce the journal entry awarding custody and tuition shall be determined in accordance with State law and/or the court order.
- G. A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a non-tuition basis for the remainder of the school year.
- H. Students who are not residents of the Cincinnati School District who desire to attend programs or schools within the Cincinnati School District may do so upon approval of both the resident school district superintendent and the superintendent of the Cincinnati Public Schools. This attendance is provided for by Ohio R.C. 3317.08 and is subject to the payment of established rates of tuition.

Effective August, 1992, pursuant to R.C. 3313.64(F)(8) and so long as State aid can be received for such students, non-resident children of full-time employees of Cincinnati Public Schools shall be admitted to the schools of the district tuition free. This excludes three, four and five year olds in a CPS Preschool program who DO NOT meet federal poverty income guidelines. Such students shall be considered non-resident students. No such child shall be admitted under this policy after the first day of classes of any school year or concurrent with the employees' employment.

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

Mandatory Admission/Payment of Tuition

The Board shall admit students who reside in the District but his/her parents do not reside in the District and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than his/her natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement and the other parent, if living and not in such a facility or placement, is not known to reside in this State.

If the District admits a student to the District who is not otherwise entitled to attend or whose attendance tuition is not an obligation of another district, the Board shall collect tuition from the student's parents.

The Superintendent shall develop administrative guidelines for the enrollment of nonresident children which:

- A. admit such children only on the proper application of the parent or guardian; release by the board of education of residency, if required; and the approval of the Board;
- B. do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, ancestry, or disability;
- C. verify claims of residency;
- D. deny admission where the educational program maintained for the children of this District is inadequate to meet the needs of the applicant;
- E. enrollment of any non mandatory nonresident, regular-education student contingent upon maintaining good standards of citizenship and discipline.

Tuition rates shall be determined as required by Ohio Statutes.

Tuition shall be charged monthly, in advance of attendance.

Revised: 12-7-15, 11-15-10

Reviewed: 11-17-15



Book	Cincinnati City School District Policies
Section	5000 Students
Title	Policy Entrance Requirements Kindergarten And Grade 1
Code	5112
Status	Active
Legal	R.C. 3313.64 R.C. 3313.641 R.C. 3313.672 R.C. 3313.673 R.C. 3321.01 et seq. R.C. 3321.05 R.C. 3323.01 R.C. 3324.10
Last Revised	June 27, 2016
Last Reviewed	June 13, 2016

Cincinnati City School District Policies

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly admitted to kindergarten in a school district or chartered nonpublic school before transferring to this District.

While the District operates an all-day kindergarten program, a parent may enroll his/her child for only the minimum number of hours required by State law without penalty, and the Board shall accommodate such students.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six(6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birth date;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities may be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems, as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the parents.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of the school for evaluation for possible early admission. -

Children who do not meet the age requirement for admittance to kindergarten or first grade shall also be evaluated for early admittance if referred by a parent/guardian, an educator within the District, a pre-school educator who knows the child, or a pediatrician or psychologist who knows the child. Such children may also be evaluated at the discretion of the principal of the school to which the student may be admitted.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated based on the following criteria:

- A. An ODE approved assessment policy
- B. Social maturity at least equal to the child's advanced mental status.
- C. Sound and well developed personality as judged by the examiner and from case history material obtained from the parent.

D. Physical characteristics not likely to limit the child. Particular attention is directed to eye-hand coordination and dexterity.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Revised:6-27-16

5-23-16

12-10-12

4-14-08

Reviewed:6-13-16

5-23-16

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Policy Entrance Requirements Kindergarten And Grade 1	
Procedure No. 5112-00-01	Eff. Date:6/13/2016
Implements Board Policy(ies) _5112 Policy Entrance Requirements Kindergarten And Grade 1_____	Last Reviewed: _ JUNE 13, 2016

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education established entrance age requirements for students to receive an education from Cincinnati Public Schools.

2. Responsibilities

Title: CPS Customer Care Center and All CPS Schools	
Address: 2651 Burnet Ave.	
Phone:	Cell phone:
<i>Describe responsibilities:</i> Designated trained CPS staff members shall be responsible for enrolling eligible students.	

3. Action Steps

The parent/guardian must provide the birth document as proof of the child's age with the exception of those families who are experiencing homelessness.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Child's birth certificate		
3. Child's crib card		
4. Child's health record		
5. Child's passport		

6. Additional Information

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Book	Cincinnati City School District Policies
Section	5000 Students
Title	Inter-District Open Enrollment
Code	5113
Status	Active
Legal	R.C. 3318.98 R.C. 3313.981
Last Revised	February 27, 2017
Last Reviewed	February 13, 2017

Cincinnati City School District Policies

Background

The Board of Education has adopted a Policy 5113 permitting the enrollment, without tuition, of students residing in other school districts. The Board has also directed the establishment of these procedures to implement Open Enrollment in concert with the overall Enrollment Program of the Cincinnati Public Schools.

Section 1

Except as set forth herein, students residing in districts other than Cincinnati Public Schools shall be admitted to schools in the District under procedures established for the Inter-district Open Enrollment Program. First priority for any available seat at a District School shall be given to Cincinnati Public School resident students.

Open enrollment seats shall be made available after the assignment of all CPS resident students. If the number of students applying for open enrollment exceeds the number of seats available, placement into the school will be made according to the following priorities:

1. Students with a parent who is employed by the district and with a sibling who will be attending the same school;
2. Students with a parent who is employed by the district and without a sibling who will be attending the same school;
3. Students currently enrolled into the district without a parent who is employed by the district. This includes students who were enrolled previously as an in-district student but who have moved out of the District and students currently open-enrolled in the District who are transitioning from preschool to kindergarten and from elementary school to high school;
4. Students with siblings who will be open-enrolled into the same school without a parent who is employed by the district.
5. Students who have applied to open enroll into the district without a parent who is employed by the district.

*Per board agreement siblings of the children of full time Board employees residing outside the district who had a child enrolled in a CPS school prior to January 1, 2013 provided proper application is made during the sibling enrollment period and prior to the first day of school shall have in district status. This includes three, four and five year olds enrolled in a CPS preschool program who DO NOT meet federal poverty income guidelines.

Section 2

The Inter-District Open Enrollment Policy – including capacity limitations – shall apply to the enrollment of non-resident district students, except as specified herein. Students shall be required to re-apply for open-enrollment whenever the student changes schools, when transitioning from preschool to kindergarten, or at the completion of elementary school. For a CPS resident family who moves out of the District during the school year, the District shall use its best efforts to maintain the enrollment of the student at the same school for the duration of the current school year. After the school year, the family is required to re-enroll through the open enrollment process. An exception to this policy shall occur if the students enrolling grade exceeds its capacity, in which case, the student shall be required to reapply for the Open-Enrollment Program.

Section 3

The Superintendent's designee shall provide information concerning the Open Enrollment Policy and appropriate procedures, including the application procedures and deadlines, to the Board of Education of each school district and, upon request, to the parent of any school district student.

Section 4

The Cincinnati Public Schools shall accept all eligible credits toward graduation earned in other district schools and awarded by other school districts.

Section 5

The terms used in these procedures shall have the meanings given for them in Section 3313.98 of the Ohio Revised Code. In particular, the term "Cincinnati student" shall have the same meaning as "native student" means a student entitled under section 3313.64 or 3313.65 of the Ohio Revised Code to attend school in the district.

Section 6

Transportation for a student attending a school through Inter-district Open Enrollment is the responsibility of the parent/guardian.

Revised date: 2-27-17

10-12-15

1-28-13

09-08-08

Reviewed date: 2-13-17

9-28-15

8-7-15

7-27-15

6-12-15

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Policy Inter-District Open Enrollment	
Procedure No. 5113-00-01	Eff. Date: 2/27/2017
Implements Board Policy(ies) __5113 Policy Inter-District Open Enrollment _____	Last Reviewed: _ FEBRUARY 13, 2017

1. Background

Describe relevant background to the implementation of the policy.

After the all CPS resident students the Board of Education permits the enrollment, without tuition, of students residing in other school districts in the State of Ohio. The Board of Education also permits the enrollment, with tuition, of students residing in other school districts outside the State of Ohio.

2. Responsibilities

Title: CPS Customer Care Center	
Address: 2651 Burnet Ave.	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	
CPS administrator will run the Inter-District Open Enrollment lottery resulting in an offer or no offer of seats to CPS school during the IOE lottery period.	

3. Action Steps

The parent/guardian must submit an IOE application during the designated IOE application period. For those applicants who will be applying to a school with entrance requirements the student must meet the criteria to be eligible to accept an offer.

If offer is accepted the parent/guardian must complete and submit a registration packet (paper or digital) to the school, provide the required trailing document(s). Upon receipt and verification the school staff member will enroll the student.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

When running the lottery the CPS administrator follows the priorities as they were established by the Board.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Proof of Residency		
2. Valid photo ID of parent or guardian		
3. Child's birth certificate		
3. Child's health record		
4. Final report card		
5. Verification of kindergarten attendance, if entering first grade		

6. Additional Information

Students who are currently attending CPS as open enrolled student are required to reapply for a seat to a CPS school during the Inter-District Open Enrollment application period unless the grade at the school the student has applied has not met capacity.



Book	Cincinnati City School District Policies
Section	5000 Students
Title	Enrollment In Neighborhood Elementary Schools
Code	5120
Status	Active
Legal	R.C. 3313.48 R.C. 3313.49 R.C. 3319.01
Adopted	April 9, 2012
Last Revised	October 24, 2016
Last Reviewed	September 12, 2016

Cincinnati City School District Policies

The District assigns students in elementary schools consistent with the best interests of students and the best use of the resources of the District.

ENROLLMENT WITHIN THE NEIGHBORHOOD ATTENDANCE AREA

Students residing in the attendance area of CPS's neighborhood elementary schools shall have the ability to enroll in the neighborhood school located in their attendance area. Attendance areas within the district shall be reviewed as determined by the Board and/or the Superintendent.

ENROLLMENT OUTSIDE THE NEIGHBORHOOD ATTENDANCE AREA

When neighborhood schools do not fill all of their seats with students from their attendance area, CPS resident students from outside of the attendance area can apply for the available seats during the out of attendance area enrollment window. During this window, the District will inform families/students of the availability of seats in neighborhood schools. If there are more out-of-attendance-area applicants than available seats in a neighborhood school, seats shall be allocated through a computerized lottery process. The following priorities shall apply:

1. CPS resident students with a sibling enrolled in the neighborhood school.
2. CPS resident students enrolled in a preschool program located at the neighborhood school who are moving up to kindergarten.
3. CPS resident students without a sibling enrolled in the neighborhood school.
4. Out-of-district residents applying through CPS Board Policy 5113.

If a family elects to enroll a student in a school outside of the family's neighborhood attendance area, district-provided transportation may or may not be available.

This policy does not apply to preschool enrollment at neighborhood schools. For entrance requirements and procedures for preschool enrollment, see Board Policy 5112.01.

This policy does not apply to high school enrollment at neighborhood schools. For high school enrollment procedures, see Board Policy 5113.03.

Approved: 4-9-12

Revised. 10-24-16
3-19-12
9-8-08

Reviewed: 9-12-16
8-8-16
7-28-16

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Enrollment In Neighborhood Elementary Schools	
Procedure No. 5120-00-01	Eff. Date: 10/24/2016
Implements Board Policy(ies) _ 5120 Enrollment In Neighborhood Elementary Schools	Last Reviewed: __ SEPTEMBER 12, 2016 _____

1. Background

Describe relevant background to the implementation of the policy.

The District assigns students in elementary schools consistent with the best interests of students and the best use of the resources of the District.

2. Responsibilities

Title: CPS Customer Care Center and CPS Schools	
Address: 2651 Burnet Ave.	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	
The CPS staff assigns students who reside in the CPS district to CPS elementary schools using their home address and the interactive Cropper Guide to determine which school.	

3. Action Steps

The parent/guardian must complete a CPS registration packet (paper or digital); provide the required trailing document(s) including proof of residency with the exception of those students who are experiencing homelessness.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Proof of Residency		
2. Valid photo ID of parent or guardian		
3. Child's birth certificate		
3. Child's health record		
4. Final report card		
5. Verification of kindergarten attendance, if entering first grade		

6. Additional Information

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Customer Service

Code

9111

Last Revised

December 21, 2009

Cincinnati City School District Bylaws and Protocol

Cincinnati Public Schools shall establish and implement effective customer service protocols.

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Customer Service	
Procedure No. 9111-00-01	Eff. Date: 12/21/09
Implements Board Policy(ies) <u> 9120 </u>	Last Reviewed: 7/23/19

1. Background

Board Policy 9111 governs the District's customer service policy.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

Provide excellent customer service to our students, families, and other internal and external customers.

4. Equity Considerations

Provide accommodations for those with disabilities or language needs.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Public Information Program

Code

9120

Legal

R.C. 3301.0714

R.C. 3313.94

Last Revised

September 9, 2013

Cincinnati City School District Policies

The Board of Education shall keep the public informed about matters of importance regarding the District policies.

The Public Affairs Department shall direct an information program designed to acquaint parents, employees, community partners and the general public with the achievements and the needs of the district and its schools. This department shall also design and implement activities designed to gain the community's input and involvement in their schools.

Media information and communications shall be coordinated with the Public Affairs Department in consultation with the appropriate principal and department head according to the district's media procedures.

The Board shall provide parents or guardians and other District residents opportunities to obtain information about the District, including important State and Federal regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

In the event of school emergencies and incidents, the district's emergency procedures shall be followed.

The Public Affairs Department will coordinate with the school principal, central administration, district security staff and appropriate authorities to provide timely and accurate information to parents/guardians, and the Board of Education.

Rev: 9-9-13
12-21-09

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Public Information Program	
Procedure No. 9120-00-01	Eff. Date: 9/9/13
Implements Board Policy(ies) <u> 9120 </u>	Last Reviewed: 7/23/19

1. Background

The CPS Public Information Program Policy governs the District's direction for external communications.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:
<p>Media, Community/Public Relations</p> <ul style="list-style-type: none"> • Provides leadership and manages proactive and reactive media relations to obtain and shape news and information relating to the District. • Responds to media inquiries in a timely manner; provides information to reporters; arranges interviews with Board members, administrators, or staff. • Collects, analyzes, and effectively disseminates factual information to the public through the news media and applicable direct channels including social media. • Establishes and maintains a close working relationship with print media, radio and television news media groups to ensure balanced, accurate and positive coverage of the District. <p>Internal and External Communications</p> <ul style="list-style-type: none"> • Develops communications strategy, including consistent messaging and brand management to both internal and external audiences. • Develops and launches District-wide public relations campaign to increase public support and retain and recruit students and families. • Establishes and oversees a system to regularly collect and publish stories to showcase programs, partnerships, schools, student and staff achievements through diverse and appropriate channels. 	

- Leads the creation, planning, content development, layout and production of District level information, including strategic plans, District website, Employee/Human Resource directed communications.

Marketing

- Supervises development of the annual marketing plan and the strategies, tactics and resources necessary to achieve goals.
- Leverages the District's network of schools, community partners, and understanding of the community to create plans and guidelines for establishing marketing priorities, initiatives, and metrics at both a school and system level.
- Develops and launches District-wide and school-specific marketing and public relations campaigns to increase public support and retain and recruit students and families.

3. Action Steps

See relevant documents in OCE department manual.

4. Equity Considerations

No equity considerations.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Social Media Policy For District Employees

Code

9125

Cross References

7540.04 - Acceptable Internet Usage Standards

Adopted

April 1, 1914

Last Revised

July 23, 2014

Cincinnati City School District Policies

The Cincinnati City School District (CPS or District) recognizes the importance of using social media as a communication and learning tool. This document provides the District's guidelines regarding the use of online social media by its employees.

All staff members are expected to serve as positive ambassadors for CPS and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to communicate professionally when using social media could be a violation of Board policies – making District employees subject to disciplinary action.

What is Social Media?

Social media includes the various online Websites and tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video, images, podcasts and other multimedia communications. These Websites provide information and allow for interaction through user-generated content.

Social media is accessed through various forms of technology, including computers, notebooks, smart phones, tablets and other devices that allow Internet access.

Cincinnati Public Schools uses several social media tools, including:

Facebook (<http://facebook.com/CincinnatiPublicSchools>)

Twitter (<http://twitter.com/IamCPS>)

Blog (<http://IamCPS.typepad.com>)

YouTube (<http://YouTube.com/IamCPS>)

Social Media Account Authorization

District and Schools – District presence on any social media site, including school-related accounts (such as clubs, teams, field trips, courses and other affiliations with the District or a District school) must be authorized by a designee of the Public Affairs Department. Any sites, accounts or pages existing absent prior authorization will be subject to review, editing and/or removal.

To request permission for a District-related social media site, please use the **Social Media Site Authorization Form**. You must identify a Content Owner, or individual responsible for performing regular monitoring and maintenance of the social media account, and a responsible administrator (principal or lead teacher) assigned to the specific site. Please note that, for emergency purposes only, the District's Public Affairs designee must also be listed as an administrator. However, the site, specifically, and all of its content will be the responsibility of the Content Owner and responsible administrator.

Foundation, PTA and Partner Sites – Authorized school Websites and social media accounts shall maintain a clear separation from the Website(s) of their school foundation, parent-teacher group or partner organizations. However, a link to the school foundation or parent-teacher group Websites or social media pages is permissible. The District maintains the right to take legal action against Websites that misuse its logos, school and District names, or violate any Board policies.

District Logo and Images – The use of the Cincinnati City School District logo(s) on a social media site must be approved by the Public Affairs Department. For approved logo use, please follow the **CPS Logo Guidelines** established by the Public Affairs Department.

General District Sites and Accounts – The District's general social media sites, including the District's blog, Facebook, Twitter and YouTube accounts, will be managed by the Public Affairs Department. Duplicate, unofficial sites shall be reported to the Office of General Counsel.

Sponsors and Advertising – All District and school-based social media sites must follow the advertising and sponsorship guidelines stated in **CPS Board of Education Policy 9700**. Advertising third-party events, for-profit ventures or activities unassociated with District or school business is strictly prohibited.

Content Disclaimer – Any approved official presence on social media sites outside of those created and monitored by the District's Public Affairs Department or an authorized administrator shall include the following text:

The views expressed on this site do not reflect the views of the Cincinnati City School District. This site contains user-created content which may not be endorsed by the District.

Maintenance and Monitoring Responsibilities for Content Owners

Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

1. When engaging in social media about the District or its schools, act as an ambassador for all Cincinnati Public Schools.
2. Content must conform to all applicable state and federal laws, as well as all District and Board policies and administrative procedures. This includes, but is not limited to, the **COAST Agreement**.
3. Content must be kept current and accurate, refreshed as least weekly, following **Acceptable Internet Usage Standards** set by Cincinnati Public Schools in **Board Policy #7540.04**.
4. Content must not violate copyright or intellectual property laws and the Content Owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, videos, text, slideshow presentations, artwork or any other materials.
5. Before posting any photographs of students, Content Owners shall ensure that a **Photo Permission Form** has been completed for each student to be depicted. No student photographs shall be published for personal use, promotional use or any other non-school or District related purpose.
6. All postings and comments by users are monitored and responded to, as necessary, on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or District business should be deleted promptly.

7. There shall be no use of inappropriate language, ethnic slurs or personal insults of any kind.
8. When discussing the District or any of its schools, employees shall not provide sensitive or confidential information. Further, employees shall not publish or report on conversations that are private or internal, and must always follow federal guidelines regarding student privacy.
9. Employees shall identify themselves if commenting about the District and/or its schools or programs. If employees post content about the District or its schools or programs, language used must be in the first person (I or we) and be clear that the content being posting is coming from the individual and is not on behalf of the District.
10. Employees shall not pick fights or participate in online verbal altercations with users.
11. Employees should not allow online activities to interfere with job performance.
12. If there is doubt about content, employees shall not post it.

Online Media Inquiries

Should you be approached online by media representatives (including bloggers), please direct such inquiries to the Public Affairs Department at 513-363-0020. Additionally, if you are asked to provide comment on behalf of the District or its schools, direct such inquiries to the Public Affairs Department.

District Authorized v. Personal Social Media Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to the District or its schools, may have ramifications for the author, the District or its schools.

When using technology owned by the District, all communication is governed by the Board's Acceptable Use Policy (#7540.04), which will be enforced. Students and staff should not expect privacy in the contents of their personal files on the District's Internet system or other District technology, including email. District technology may only be used for educational or District business purposes. Use for personal purposes, such as personal blogging, instant messaging, online shopping or gaming, is not allowed.

Use of personal technology (equipment that a staff member owns personally for personal use) may violate the District's acceptable use policy if the District reasonably believes the conduct or speech will cause disruption to school activities or a staff member's ability to perform his/her job duties.

Personal Internet usage should be unrelated to school. In certain circumstances, courts have held that personal online communications may be connected enough to the District to result in staff member discipline.

Personal Technology Staff Guidelines

1. Work/Personal Distinction – Staff members must maintain a clear distinction between their personal social media use and any District-related social media sites.
2. Limit On-Duty Use – Staff members must limit their personal technology use during duty hours. Use of personal technology should be limited to off-duty time and designated breaks.
3. Student Photographs – Absent parent permission for the particular purpose, staff members may not send, share or post pictures, text messages, emails or other material that personally identifies students in electronic or any other form of personal technology. Staff members may not use student images, emails or other personally identifying student information.
4. Professionalism – District employees must be mindful that any Internet content is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with privacy policies, settings and protections on any social networking Websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students. Personal Internet usage should be unrelated to school. In certain circumstances, courts have held that personal online communications may be connected enough to the District to result in staff member discipline.

5. Personal Social Networking and Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a “friend” decided to send the information to their students, the students’ parents or their supervisor.
6. Friending District Students – Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees’ social networking profiles and personal blogs should not be linked to District students’ online profiles.
7. Contacting Students After School Hours – When in doubt about contacting a student outside of school hours using either District-owned or personal technology, begin by contacting the student’s parent(s) or legal guardian. Students should only be contacted for district/school-related purposes.

Adopted: 5-19/14

Revised: 7-23-14

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Social Media Policy for District Employees	
Procedure No. 9125-00-01	Eff. Date:7/23/14
Implements Board Policy(ies) <u>9125</u>	Last Reviewed:7/23/19

1. Background

The CPS Social Media Policy for District Employees governs the responsibility employees have for use of social media during their personal and non-personal time.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

Social Media Use Policy
Maintenance and Monitoring Responsibilities for Content Owners
 Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

1. When engaging in social media about the District or its schools, act as an ambassador for all Cincinnati Public Schools.
2. Content must conform to all applicable state and federal laws, as well as all District and Board policies and administrative procedures. This includes, but is not limited to, the [COAST Agreement](#).
3. Content must be kept current and accurate, refreshed as least weekly, following [Acceptable Internet Usage Standards](#) set by Cincinnati Public Schools in [Board Policy #7540.04](#).

4. Content must not violate copyright or intellectual property laws and the Content Owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, videos, text, slideshow presentations, artwork or any other materials.
5. Before posting any photographs of students, Content Owners shall ensure that a [Photo Permission Form](#) has been completed for each student to be depicted. No student photographs shall be published for personal use, promotional use or any other non-school or non-District related purpose.
6. All postings and comments by users are monitored and responded to, as necessary, on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or District business should be deleted promptly.
7. There shall be no use of inappropriate language, ethnic slurs or personal insults of any kind.
8. When discussing the District or any of its schools, employees shall not provide sensitive or confidential information. Further, employees shall not publish or report on conversations that are private or internal, and must always follow [federal guidelines regarding student privacy](#).
9. Employees shall identify themselves if commenting about the District and/or its schools or programs. If employees post content about the District or its schools or programs, language used must be in the first person (I or we) and be clear that the content being posting is coming from the individual and is not on behalf of the District.
10. Employees shall not pick fights or participate in online verbal altercations with users.
11. Employees should not allow online activities to interfere with job performance.
12. If there is doubt about content, employees shall not post it.

District Authorized v. Personal Social Media Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to the District or its schools, may have ramifications for the author, the District or its schools.

When using technology owned by the District, all communication is governed by the [Board's Acceptable Use Policy \(#7540.04\)](#), which will be enforced. Students and staff should not expect privacy in the contents of their personal files on the District's Internet system or other District technology, including email. District technology may only be used for educational or District business purposes. Use for personal purposes, such as personal blogging, instant messaging, online shopping or gaming, is not allowed.

Use of personal technology (equipment that a staff member owns personally for personal use) may violate the District's acceptable use policy if the District reasonably believes the conduct or speech will cause disruption to school activities or a staff member's ability to perform his/her job duties.

Personal Internet usage should be unrelated to school. In certain circumstances, courts have held that personal online communications may be connected enough to the District to result in staff member discipline.

Personal Technology Staff Guidelines

Work/Personal Distinction – Staff members must maintain a clear distinction between their personal social media use and any District-related social media sites.

Limit On-Duty Use – Staff members must limit their personal technology use during duty hours. Use of personal technology should be limited to off-duty time and designated breaks.

Student Photographs – Absent parent permission for the particular purpose, staff members may not send, share or post pictures, text messages, emails or other material that personally identifies students in electronic or any other form of personal technology. Staff members may not use student images, emails or other personally identifying student information.

Professionalism – District employees must be mindful that any Internet content is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with privacy policies, settings and protections on any social networking Websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students. Personal Internet usage should be unrelated to school. In certain circumstances, courts have held that personal online communications may be connected enough to the District to result in staff member discipline.

Personal Social Networking and Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a "friend" decided to send the information to their students, the students' parents or their supervisor.

Friending District Students – Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees' social networking profiles and personal blogs should not be linked to District students' online profiles.

Contacting Students After School Hours – When in doubt about contacting a student outside of school hours using either District-owned or personal technology, begin by contacting the student's parent(s) or legal guardian. Students should only be contacted for district/school-related purposes

4. Equity Considerations

No equity considerations.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Public Concerns And Complaints

Code

9130

Status

Active

Legal

20 U.S.C. 1232h

Last Revised

October 7, 2013

Cincinnati City School District Policies

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. The Board of Education has a duty to protect its staff from harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

The Customer Help Center or similar function shall be established to increase the efficiency and effectiveness of all personnel by assessing responsibility for solving problems in a caring, helpful, and professional manner. The Customer Help Center shall link students, parents, teachers, other employees and community members to available resources and provide accurate information and quality assistance for all. The Superintendent shall develop guidelines regarding the operation of the center.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Staff Member

A. First Level

If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her immediate supervisor within 24 hours of the complaint.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the staff member's supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution within 10 days.

D. Fourth Level

If the matter is beyond the Superintendent's authority and requires a Board decision or action or it has not been resolved at Level Three, the complainant shall request, in writing, or via public comments during a Board of Education meeting, that the matter be reviewed by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision or instruct the proper administrative official to provide the written decision.

The complainant shall be advised, in writing, of the Board's direction, no more than ten (10) business days following the meeting by the Board from the date the complaint is received, unless extenuating circumstances exist. The Board's direction will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent or Treasurer

Should the matter concern the Superintendent or Treasurer and cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's direction within thirty (30) business days by the Board from the date the complaint is received, unless extenuating circumstances exist.

Matters Regarding District Services, Facilities or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Customer Help Center or function and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

The criticism is to be addressed to the Customer Help Center or similar function, in writing, and shall include:

- author;
- title;
- publisher;
- the complainant's familiarity with the material objected to;
- sections objected to, by page and item;
- reasons for objection.

Upon receipt of the information, the Customer Help Center shall advise the superintendent or the superintendent's designee of the complaint for response.

The complainant shall be advised of the response of the administration in writing, and the Superintendent shall concurrently report the response to the Board's Student Achievement Committee.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case and advise the complainant, in writing, of its decision within 30 business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Rev: 10-7-13
7-29-13
6-24-13
12-21-09
2002

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

<i>Procedure Name</i> <i>Public Concerns and Complaints</i>	
Procedure No. 9130-00-01	Eff. Date: 10/7/2013
Implements Board Policy(ies) <u> 9130 </u>	Last Reviewed:7/23/19

1. Background

The CPS Public Concerns and Complaints policy stipulates that any person or group with legitimate interest in the operations of the district has the right to present a request, suggestion or complaint.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The Customer Care Center is responsible for ensuring the efficiency and effectiveness of response to our customers, by linking stakeholders to available resources and providing accurate information and quality assistance for all.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Parent - Family Engagement

Code

9140

Legal

R.C. 3313.472

Adopted

July 13, 1992

Last Revised

April 19, 2018

Cincinnati City School District Policies

Parent/family engagement is an important part of the educational process. A home/school partnership and greater involvement of families in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. All families and support systems of students enrolled in the district are encouraged to take an active role in the education of their children.

The District recognizes multiple levels of family engagement, some of which happens and is visible in the school building and still other happens at home or in the community. The district believes each level of family engagement is valuable and important to student growth and the District's pursuit of equity and excellence in education (Policy 2255, Equity and Excellence in Education).

Therefore, every school will implement and sustain opportunities for parents/families to be engaged. Recognizing that a family's opportunity for engagement varies depending on a number of factors, schools will design both in and out of school engagement opportunities that allow families to participate in their children's education including:

- A. Encourage strong family / school partnerships
- B. Provide consistent and effective communications among parents/families, teachers, and school staff including direct communication regarding students, academics, behavior and attendance
- C. Offer parents/families ways to assist and encourage their children to do their best

- D. Offer ways parents/families can support classroom learning activities in and out of school
- E. Involve parents/families in the design, operation, and evaluation of the educational day and program
- F. Provide sufficient and timely information concerning the status and progress of their children's education

Suggested formal or in-school parent/family opportunities include:

- A. Parent representation on the Local School Decision Making Committee
 - B. Parent / Teacher Conferences
 - C. Parent Organizations
 - D. Parent Professional Development
 - E. Local or Districtwide Parent Councils and advisory groups for specific purposes
 - F. Booster Clubs
 - G. Attendance at school functions
 - H. Volunteering during the school day
-
- A. Social and Advisory Groups

Every school shall have at least one parent organization. These organizations may look different at each school, as they will be designed to fit the specific needs of that school's parent community. At the same time, the district encourages parent organizations to collaborate across schools for sharing of information and best practices. The formation of the parent organization will be included in the School Improvement Plan.

Consideration must be given to English as a Second Language families and the special needs of parents who are physically challenged or sensory impaired to ensure that they also have access to information about their children's education.

R.C. 3313.472

Replaces policy 2111-Parent Involvement

Adopted: 7-13-1992
 Revised: 4-19-2018
 7-23-2014
 6-9-2014
 4-28-2014
 3-24-2014
 1-24-2011
 10-9-1995

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Parent and Family Engagement	
Procedure No. 9140-00-01	Eff. Date: 4/19/2018
Implements Board Policy(ies) <u>9140</u>	Last Reviewed: 7/23/19

1. Background

The CPS parent and family engagement policy recognizes that engagement and involvement is a critical part of the educational process.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The Office of Communications and Engagement will ensure that families have the opportunity to participate in their children's education by:
Encouraging strong family/school partnerships;
Provide consistent and effective communications;
Offer families ways to assist and encourage their children to do their best;
Offer families ways to support classroom learning activities in and out of school;
Involve families in the design, operation and evaluation of the educational day and program.

Every school shall have at least one parent organization. The formation of the parent organization will be included in the school improvement plan.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Community Engagement

Code

9141

Status

Active

Adopted

December 20, 2018

The Board views community engagement as a strategic, proactive opportunity to strengthen Cincinnati Public Schools and has included community engagement in its plan for District success. Improving communication between stakeholders and district officials is central to any effective community engagement method. Community engagement is an ongoing, continuous and long-term commitment. Such engagement uses a variety of strategies to reach the fullest array of community voices in an effort to find common ground and creative solutions about emerging issues important to its diverse stakeholders. Board community engagement centers on policy-level concerns rather than day-to-day decisions. Encouraging and organizing community engagement at the district level is an essential part of the Board of Education's role and a major responsibility of the District and site administration and Local School Decision Making Committees (LSDMCs).

Effective engagement principles require the following:

1. Engagement engenders a shared responsibility for big concerns; it is not used only to solicit support for a predetermined or one-time decisions.
2. Engagement involves those who are directly affected by the issue as well as those making such decisions.
3. Engagement requires planning before starting and flexibility during the engagement process.
4. The Board will direct the Superintendent to develop a strategic plan for community engagement and provide the necessary resources.
5. Engagement efforts are well communicated to CPS schools and District staff, and involves staff input.
6. Engagement issues are framed in terms that are understandable and relevant to the public in order for the public's input to be meaningful.
7. Engagement sessions create dialogue.
8. Engagement is a sustained effort.

The District recognizes community engagement can be a powerful engine for raising student growth by involving all stakeholders in identifying academic goals, standards, resources and measures of progress. As a public body, the Board has an obligation to model appropriate behavior in promoting democratic practices and teaching civic discourse through authentic public engagement. By convening the community around education issues, the Board can take a leadership role in helping people think about and act on ways to improve educational opportunities as well as community life. As a result, the Board has reason to engage its communities and its citizens by giving them a representative voice in public education governance. Therefore, the Board recommends the District incorporate and practice these Engagement Principles in its interactions with its communities.

Equitable Community Engagement Principles:

- Careful Planning and Preparation: Actively pursue community groups, through adequate and inclusive planning and outreach, ensuring that the engagement design meets the needs of the participants.
- Sustained Engagement and Participatory Culture: Establish and maintain a culture of ongoing and quality community engagement within departments, schools, programs, and partner agencies.
- Inclusion and Demographic Diversity: Actively reach out to equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy.
- Openness and Learning: Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate best options.
- Transparency and Trust: Be clear and open about the process and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed.
- Collaboration and Shared Purpose: Support and encourage participants, including government, community institutions, and other key stakeholders to work together to advance the common good.
- Impact and Action: Ensure each participatory effort has potential to have a real impact and that participants are aware of that potential.
- Accountability for Results and Financial Support: District leaders and staff are held accountable for ensuring meaningful community engagement in the policy making and work of school governance and providing the resources to ensure ongoing success.

Note : These equitable Community Engagement Principles are adapted from the International Association for Public Participation's recommendations for community engagement.

After receiving input from the public and engaging the community as described here, the duly-elected Board of Education will be the ultimate authority for decisions affecting the District. The Superintendent will be held accountable for directing the CPS Office of Communications and Engagement to take the lead and be held responsible for community engagement but is not the sole practitioner of engagement.

The District and School Administration, staff, and stakeholders will:

1. Seek out and facilitate the involvement of those potentially affected by or interested in the decision.

2. Provide community members with all the information needed to participate in a meaningful and consequential way.
3. Promote sustainable decisions by recognizing and communicating the long-term needs and interests of the District and wider community.
4. Communicate to all participants how their input affected the decision making.
5. Annually report on and rigorously evaluate community engagement efforts and activities for effectiveness.

Related District policies: Community Learning Centers (7500), Parent-Family Engagement (9140), Equity and Excellence in Education (2255), Local School Decision Making Committees (9142)

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Community Engagement	
Procedure No. 9141-00-01	Eff. Date: 12/20/2018
Implements Board Policy(ies) <u>9141</u>	Last Reviewed: 7/23/19

1. Background

The CPS Community Engagement Policy was written to govern how CPS interacts with our external stakeholders, and provides values and attributes to that engagement.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The District and Administration staff and stakeholders will:
Seek out and facilitate involvement of those potentially affected by or interested in the decision;
Provide community members with all the information needed to participate in a meaningful way;
Promote sustainable decisions by recognizing and communicating the long-term needs and interests of the district and wide community.
Communicate to all participants how their input affected the decision making.
Annually report on and rigorously evaluate community engagement efforts and activities for effectiveness.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Local School Decision Making Committee (LSDMC)

Code

9142

Legal

R.C. 3314.20

A.C. 3301-35-10

Adopted

September 24, 1984

Last Revised

June 21, 2018

Cincinnati City School District Policies

The Board of Education encourages parent, student and community involvement in public education in the District at three (3) levels: involvement in system-wide affairs; involvement at the local school level; and involvement at the individual student level. Involvement at all levels is to be compatible with other policy determinations of the Board, system-wide administrative procedures of the Superintendent, and the collective bargaining agreements.

Community involvement for the improvement of education is to be periodically evaluated and reported to the Board. Procedures instituted to implement this policy are to be examined to determine the extent to which they have a positive impact on the educational program; they promote representative involvement of staff, students, parents, and other community members; participants perceive their involvement as meaningful; and the activity results in constructive programs and projects for the improvement of education.

Local School Decision Making Committee

Each school principal as part of their responsibility for community engagement shall be responsible for initiating, developing, and maintaining regular meetings of a group consisting of parents, teachers, non-teaching staff, and community members for the purpose of making certain decisions and recommendations affecting that school. This

group shall be known as the Local School Decision Making Committee (LSDMC). It is the governance board at the school.

The group may act as a committee-of-the-whole or through ad hoc subcommittees to accomplish its tasks so long as all such tasks are acted upon by the entire group before decisions are made or recommendations are formally conveyed to the principal or referred to appropriate central office staff.

Through this process, the Local School Decision Making Committee shall be recognized and shall function as the primary local school decision making body to develop a school plan as to how the school will pursue the Board / District's vision and mission statement, set goals for the school, approve the local or district initiated school budget, and recommend a school principal candidate when a vacancy exists in that position.

The LSDMC shall approve any locally initiated change in the school program or focus. The LSDMC may also make recommendations to the principal regarding other school issues.

Composition/Selection of Members

Membership shall be made up of a minimum of twelve (12) members. The number of core members may increase but must remain proportional to the original twelve (12). They include:

1. Three (3) parent members who are not employed by the District. Three (3) to be elected at a general parent meeting which is announced in advance to all parents (or guardians) with students at the school. A parent representative must be a parent, grandparent, or legal guardian of a student at the school. Employees of the District may serve on a LSDMC as representatives of an employee group. At a school where the employee's child attends, the employee must still serve as an employee representative.
2. Three (3) licensed members - three (3) to be selected by the Cincinnati Federation of Teachers members.
3. Three (3) staff representatives (non-CFT) - one (1) of whom shall be the principal; the other two (2) members shall be elected by the non-teaching staff in an election organized by their union representatives.
4. Two (2) but not more than three (3) students from grades 7-12 to be selected by the student body or designated by the student council. Student representatives are non-voting members.
5. Three (3) community representatives who are not employed by the District. One (1) to be selected by the Neighborhood Community Council, and the other two (2) to be selected by the LSDMC. In the case where no Neighborhood Community council member is available or other neighborhood organization exists, the LSDMC may select community residents or property or business owners within the school's attendance boundaries.
6. One (1) representative from the school's Lead Agency, Partner in Education, or Business or University Liaison as long as that representative recuses themselves when there is a conflict of interest due to any contractual relationship.

All LSDMC members shall avoid any outside conflicts of interest as described in Board Policy 1130.

Teachers, staff, students, and parent groups shall select their own representatives, who in turn, shall be responsible for reporting back to the group they represent and for soliciting that group's views and assistance.

Officers of the LSDMC shall be elected annually. There shall be three officers: a chairperson who must be a parent / legal guardian or community member, a vice-chairperson, and a secretary. The Chairperson and the Principal will work collaboratively in convening meetings, setting agendas, initiating committee work, monitoring members' decorum, and enforcing Roberts Rules of Order.

Terms

Terms of each member shall be two year re-electable terms, except the principal, community representatives, and Partner in Education representative who shall not have term limits. Members can serve two (2) two-year terms for a maximum total of four consecutive years. Terms shall run from July 1 to June 30. This term limit shall also apply to the parent representatives to the Instructional Leadership Team (ILT). A member who is appointed or elected to serve the balance of an exiting member's term shall be considered to have served a first term and may be reappointed to serve a second two-year term. Once a member has reached this limit, they will need to wait a minimum of two years before seeking re-election.

Meetings

Nine (9) meetings per school year are recommended. One annual meeting to review local school goals, budget, and the purpose of the LSDMC is required. Additional meetings may be called by the Chair or by at least 4 members of the LSDMC.

All regular meetings shall be open to the public except as allowed by law to recess in executive session (e.g., principal selection). The dates, times, and locations of all meetings shall be publically posted using methods determined by the LSDMC which are reasonably calculated to reach the school community. Meeting notice methods may include, but are not limited to email, robo-call, posted in prominent locations, etc.

Two thirds of the entire membership of the LSDMC shall constitute a quorum and shall be necessary for all decision making. Decisions shall be made by majority vote. If less than a quorum is present for a meeting, the LSDMC may meet and share information but no decisions shall be made.

Each LSDMC should operate according to the District LSDMC Bylaws that are in alignment with Board policy. The District LSDMC Bylaws should provide a method for calling special meetings of the LSDMC by either the Chair or any five members of the LSDMC.

Accountability

The LSDMC shall, at mid-year, and at the end of the school year, complete a progress report regarding the goals of the local school. The report will include an explanation of goals accomplished, or accomplished in part, goals not accomplished, any recommendations to improve performance on the goals and any amendments to the

goals. The LSDMC will also submit to an annual evaluation and rating of its performance by designees of the Board and Superintendent

Role/Scope of Work

Bearing in mind that the Board of Education has the final decision making authority for matters affecting the District and its schools, the purpose of the LSDMC is to be the primary local school governing body and shall do the following:

1. Secure membership of parents, community members, teaching and non-teaching staff, students, and partners (if applicable) and submit roster and meeting calendar to Board and Superintendent Designees and hold an organizational meeting no later than September 30.
2. The parent members of the LSDMC shall be responsible to elect two parent representatives to the Instructional Leadership Team (ILT). The LSDMC members and ILT representatives need not be the same.
3. Review the District LSDMC By-Laws annually.
4. Support the school's transformation to a Community Learning Center, and sustain the maintenance of an existing CLC. The LSDMC recommends the lead agency, resource coordinator, afterschool programming, health, mental health and other support services.
5. Assess the needs of the school by reviewing the State Report Card at the earliest possible date after publication
6. Set goals for the school consistent with the district vision and mission and based upon the needs assessment of the school.
7. Develop the Ohio Improvement Plan (OIP) to implement goals and measure progress. During calendar year 2020 and thereafter, the school's goals should be aligned with the District's Strategic Plan.
8. Monitor ongoing progress including academic performance through reports from principal, staff, resource coordinator and learning teams at least quarterly.
9. Complete progress reports on current goals at mid-year and end of school year in time to be available for budget development and for future year planning.
10. Submit an annual evaluation and rating of the LSDMC's performance as a group. The evaluation will be distributed in April to the Principal and LSDMC Chairperson and completed by June 1.
11. Approve any proposed school budget and seek additional resources as needed.
12. Approve any proposed school day schedule changes in conjunction with the principal and ILT.
13. Approve any proposed locally initiated change in school program or focus, e.g. neighborhood to magnet, new curriculum, and uniforms.
14. Participate in the principal selection process by participating in interviews and making a recommendation to the Superintendent as provided in this policy.
15. Participate in the lead agency and school resource coordinator selection process by participating in interviews and making a recommendation to the Superintendent and Board of Education as provided in this policy.
16. Approve any agreements negotiated by the Resource Coordinator and submitted through the principal to the LSDMC
17. Review and recommend cancellation of any agreements negotiated by the Resource Coordinator and approved by the LSDMC for cause either at the conclusion of the agreement or with sixty (60) days written notice served upon the partnering agency or organization.
18. Act on requests from groups and committees in the school community and report back to constituent groups.

19. Participate in district-sponsored LSDMC trainings regularly and attend District scheduled LSDMC meetings.
20. Ensure the school is Community Learning Center and functions as such.

Principal Selection

The LSDMC shall participate in the principal selection process as provided by Board Policy 1520 and make recommendation of a school principal candidate to the Superintendent.

Program Changes

The LSDMC shall approve any locally initiated changes in the school's program or focus.

Professional Learning Communities: Teams and Elected Team Leaders

The LSDMC's role with school teams is as follows: 1) to review the overall team plans; 2) to concur with the school community's request for exemption from the prevailing team organization.

Combined Meetings

One (1) of the LSDMC meetings shall be a combined meeting held annually with the ILT.

Training and Implementation

The Board's Student Achievement Committee will be responsible to ensure funding for training of LSDMCs. The Superintendent will provide a manual written by staff of the District.

Adopted: 11/23/1981

Revised: 06/21/2018
02/24/2014
06/24/2013
12/21/2009
08/13/2007
05/11/1998
04/12/1993
09/24/1984

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name LSDMCs	
Procedure No. 9142-00-01	Eff. Date: 6/21/2018
Implements Board Policy(ies) <u>9142</u>	Last Reviewed: 7/23/19

1. Background

The Local School Decision-Making Committee shall be recognized and shall function as the primary local school decision-making body to develop a school plan for how the school will pursue the board and district's vision and mission statement, set goals for the school, approve the local or district-initiated school budget, and recommend a school principal candidate when a vacancy exists in that position.

The LSDMC shall approve any locally initiated change in the school program or focus. The LSDMC may also make recommendations to the principal regarding other school issues.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The Board Policy outlines the:
 Composition/Selection of Members;
 Terms;
 Meetings;
 Accountability;
 Role/Scope of Work;
 Principal Selection;
 Program Changes;
 Professional Learning Communities;
 Combined Meetings;

Training and Implementation.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Updated information is available in the LSDMC manual, published annually.



Book	Cincinnati City School District Policies
Section	9000 Community Engagement
Title	Internal Communications and Engagement
Code	9145
Status	Active
Adopted	February 21, 2019

The Board of Education believes that the efficient operation of the District requires effective communication between the Board, the Superintendent and the District's employees.

Considering that the District's employees are the first line of communication with families and the community, the Board directs the Superintendent to ensure timely and regular internal communications to the District's employees. The Superintendent shall ensure that all District employees receive information from the Board of Education that is pertinent to their roles. Employees must have the knowledge of how to access information that relates to the parents and families that they serve. Internal communications shall include the following:

- New employees shall be trained and familiarized with all existing Board policies and administrative procedures that are relevant to their job duties. Current employees should receive a regular review of Board policies relevant to their job duties.
- Employees shall be made aware of any new, amended, or rescinded Board policies and where to find that information.
- Resolutions that are enacted by the Board shall be communicated to District employees.
- Employees shall be regularly informed of the Board's goals, initiatives, and priorities.
- Administrative procedures should be developed and made readily available to District's employees.
- School student and staff handbooks shall be written to adhere to CPS Board policies.
- Critical information should be disseminated to the District's employees through channels such as the Superintendent's Report and Treasurer's Report passed by the Board.

Internal communications may include professional development and staff training. The Superintendent may report to employees using print or electronic newsletters or memoranda and/or multimedia audio-visual presentations that are shared with District employees.

The Board, Superintendent, and senior management should utilize the engagement principles described in Board Policy 9141 to maintain authentic, ongoing, and strategic communications with the District's internal stakeholders.

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Internal Communications Procedure	
Procedure No. 9145-00-01	Eff. Date: 2/21/2019
Implements Board Policy(ies) <u>9145</u>	Last Reviewed: 7/23/19

1. Background

In 2019, the CPS Board of Education made updates to Policy 9145 to strengthen internal communications among CPS district and schools, and among staff and stakeholders.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:
Describe responsibilities: Strategy, Vision, and Leadership <ul style="list-style-type: none"> • Provides overall leadership and direction for strategy, design, and operation of the District's internal and external marketing and marketing, communications, and engagement activities and outcomes. • Strategically integrates information and content to build a compelling digital platform that brings together strategy, research, creativity, and data analytics to transform the business of educating children and foster broader interactivity between the District and its many stakeholders. • Oversees the District's communications transformation using analytics to create a world-class communications environment to enhance digital experiences that build relationships with key audiences - students, teachers, parents, and the community. • Provides counsel to the Superintendent, senior management and the Board on marketing, communications, and parental and community involvement. • Serves as chief spokesperson, chief marketer and chief liaison with all audiences to promote the District's mission and as an intermediary between school administrators/officials and the media in order to provide information on a varied number of educational policies, programs, and administrative operations. 	

Media, Community/Public Relations

- Provides leadership and manages proactive and reactive media relations to obtain and shape news and information relating to the District.
- Responds to media inquiries in a timely manner; provides information to reporters; arranges interviews with Board members, administrators, or staff.
- Collects, analyzes, and effectively disseminates factual information to the public through the news media and applicable direct channels including social media.
- Establishes and maintains a close working relationship with print media, radio and television news media groups to ensure balanced, accurate and positive coverage of the District.

Internal and External Communications

- Develops communications strategy, including consistent messaging and brand management to both internal and external audiences.
- Develops and launches District-wide public relations campaign to increase public support and retain and recruit students and families.
- Establishes and oversees a system to regularly collect and publish stories to showcase programs, partnerships, schools, student and staff achievements through diverse and appropriate channels.
- Leads the creation, planning, content development, layout and production of District level information, including strategic plans, District website, Employee/Human Resource directed communications.

Marketing

- Supervises development of the annual marketing plan and the strategies, tactics and resources necessary to achieve goals.
- Leverages the District's network of schools, community partners, and understanding of the community to create plans and guidelines for establishing marketing priorities, initiatives, and metrics at both a school and system level.
- Develops and launches District-wide and school-specific marketing and public relations campaigns to increase public support and retain and recruit students and families.

3. Action Steps

Board Policy 9145 states *“New employees shall be trained and familiarized with all existing Board policies and administrative procedures that are relevant to their job duties. Current employees should receive a regular review of Board policies relevant to their job duties.”*

To conform to this Board Policy, each Department and School will be responsible for creating and maintaining an Operational Manual that is reviewed with every new employee and every employee acknowledges upon receipt. This manual should be updated on a yearly basis, and principals and directors are responsible for reviewing any new policies and procedures with their staffs as needed.

Board Policy 9145 states *“Employees shall be made aware of any new, amended, or rescinded Board policies and where to find that information. Resolutions that are enacted by the Board shall be communicated to District employees. Administrative procedures should be developed and made readily available to District’s employees.”*

The Board of Education staff will circulate approved policies and resolutions within 24 hours of approval to the Performance Leadership Team and the Office of Communications and Engagement (OCE).

Approved resolutions will be summarized and posted on the MyCPS site within 96 hours of passage, available to all CPS staff. Where appropriate, a copy of the resolution will be transmitted to other elected bodies, community partners or other relevant interested parties.

The Performance Leadership Team will review all approved policies monthly.

Upon review of the Performance Leadership Team, the respective PLT members will distribute the policies to appropriate staff to create procedures to implement each policy.

Departments will have no more than 90 days to develop and publish procedures for each approved policy.

Procedures are reviewed and approved by the Office of Communications and Engagement and the Office of General Counsel before publication.

Procedures shall be published monthly in a digest form by the Office of Communications and Engagement to all employees and recorded on the MyCPS intranet.

Directors and Managers are responsible to regularly update their staff on new or updated policies and procedures verbally.

Board Policy 9145 states *“Employees shall be regularly informed of the Board’s goals, initiatives, and priorities.”* At the beginning of each school year, CPS holds a “back to school” event to inform staff about the Board’s goals, initiatives and priorities, and how each employee’s role and responsibilities align.

Board Policy 9145 states, *“School student and staff handbooks shall be written to adhere to CPS Board policies.”*

Board Policy 9145 states, *“Critical information should be disseminated to the District’s employees through channels such as the Superintendent’s Report and Treasurer’s Report passed by the Board.”*

4. Equity Considerations

No equity considerations.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

Policy Public Attendance At School Events

Code

9160

Legal

R.C. 955.43

R.C. 1716.02

R.C. 1716.03

Last Revised

July 8, 2013

Cincinnati City School District Policies

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function occurring on District premises, except by special waiver granted by the Board.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Guide dogs used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person may be asked to provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance is to be provided.

The Superintendent shall establish rules and procedures governing the use of non-district audio-visual devices and equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules and are able to make proper arrangements without causing delay or disruption to the activity.

Any organization seeking to film for noncommercial use any school activity shall obtain permission of both the Public Affairs Department and the principal.

The Superintendent shall ensure that upon request to Department of Student Services a reasonable accommodation shall be made for a disabled person to be able to participate in district events and activities.

Rev: 7-8-13
12-21-09

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name Public Attendance at School Events	
Procedure No. 9160-00-01	Eff. Date: 7/8/2013
Implements Board Policy(ies) __9160__	Last Reviewed:7/23/19

1. Background

This policy governs the Board's responsibility and authority over the attendance of students and guests at school events.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The District will communicate procedures governing the use of non-district audio-visual devices and equipment at District-sponsored events.

Any organization seeking to film for noncommercial use must receive permission from the Office of Communications and Engagement and the school principal.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

The Department of Student Services shall ensure that reasonable accommodations are made to students or persons with disabilities to participate.

Guide dogs and support animals are permitted but users may be asked to provide evidence of the animal's certification for that purpose.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.

Cincinnati City School District Policies

Section

9000 Community Engagement

Title

High School Diplomas To World War II, Korean Conflict And Vietnam Conflict Veterans

Code

9800

Legal

R.C. 3313.616

A.C. 5902-3-01

Last Revised

December 21, 2009

Cincinnati City School District Policies

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, Korean Conflict and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The veteran is a current resident of the State of Ohio or was previously enrolled in any high school in this state.
- B. The veteran either left a public or nonpublic school located in any state prior to graduation:
 1. in order to serve in the armed forces of the United States;
 2. due to family circumstances and subsequently entered the armed forces of the United States.
- C. The veteran received an honorable discharge from the armed forces of the United States.
- D. The veteran has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

If the veteran is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Governor's Office of Veterans' Affairs. The application is available through and the eligibility verification is handled by the County Veterans Services Office.

2006 - Revised date

Cincinnati Public Schools
ADMINISTRATIVE PROCEDURES

Procedure Name High School Diplomas for Military Veterans	
Procedure No. 9800-00-01	Eff. Date: 12/21/09
Implements Board Policy(ies) <u> 9800 </u>	Last Reviewed: 7/23/19

1. Background

This policy governs the Board's policy to recognize those who have served our country by awarding veterans of World War II, Korean Conflict and Vietnam with a high school diploma.

2. Responsibilities

Title: Chief Communications and Engagement Officer	
Address: Office of Communications and Engagement	
Phone: (513) 363-0020	Cell phone:

3. Action Steps

The Board's policy outlines who is eligible to receive a diploma, based on criteria set by the State of Ohio.

Applications for high school diplomas should be submitted through the Customer Care Center.

4. Equity Considerations

Accommodations shall be made for those with language needs or people with disabilities.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

None required.