

**Cincinnati Public Schools**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Parent and Family Engagement</b>	
Procedure No. 9140-00-01	Eff. Date: 4/19/2018
Implements Board Policy(ies) 9140	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.*