

**CINCINNATI CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b><i>Procedure Name: Relations with Organizations</i></b>	
Procedure No. 9700-00-01	Eff. Date: _____
Implements Board Policy(ies) 9700	Last Reviewed: September 9, 2013

**1. Background**

*Guidelines regarding use of school and district facilities and grounds regarding commercial and political use.*

**2. Responsibilities**

Title: Principal, Facilities, Communications and Engagement, Performance & Accountability	
Address:	
Phone:	Cell phone:
<p><i>Shall review and approve or deny all requests for use of grounds or buildings for commercial and political purposes meet guidelines. Seek additional assistance from Communications and Engagement to ensure that this meets appropriate communication guidelines set forth by this department.</i></p> <p><i>Communicate to requestor that this is not an endorsement of the district.</i></p> <p><i>Provides all entities with the information provided by Performance and Accountability to request advance approval for surveying students and staff.</i></p>	

**3. Action Steps**

*Same as above.*

*Complete survey request:* The Office of Research and Evaluation develops student, teacher, and parent surveys at the request of leadership or individual schools. In addition, the department reviews all surveys distributed to students to ensure they comply with CPS Board policy and Federal student rights legislation. Follow this link for the survey request form: [Form](#)

#### **4. Equity Considerations**

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

#### **5. Related Documents / Forms**

Document Title	Description	Last Reviewed
1.		
2.		
3.		

#### **6. Additional Information**

*Describe any additional information relevant to the implementation of the policy.*