CINCINNATI PUBLIC SCHOOLS

STRATEGIC PLAN GOAL: OPTIMIZED CAPABILITIES
Policies and Procedures

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Lauren Worley, Chief Communications and Engagement Officer

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As of September 2019, there are approximately 330 CPS Board Policies organized in 10 categories:

- 0000 – Bylaws
- 1000 – Administration
- 2000 – Programs
- 3000 – Professional Staff
- 4000 – Classified Staff
- 5000 – Students
- 6000 – Finances
- 7000 – Property
- 8000 – Operations
- 9000 – Community Engagement
Review of Board Policies

In September 2017, the Superintendent assigned the Performance Leadership Team (PLT) to review all Board policies. Each PLT member was directed to review the policies relevant to their expertise.

Policies were reviewed according to these criteria:

1. Consistent with federal and state law
2. Reflective of current practice
3. Equity implications
4. Adequate direction from the Board
5. Needed flexibility for implementation
Development of Procedures

During the 2018-19 school year, PLT members developed an administrative procedure for each policy. A template was developed which included:

1. Background
2. Responsibilities
3. Action Steps
4. Equity Considerations
5. Related Documents / Forms
6. Additional Information

Approximately 250 procedures drafted in 2018-19.
Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

**Procedure Name – Facilities Rental**

<table>
<thead>
<tr>
<th>Procedure No.</th>
<th>Eff. Date</th>
<th>Last Reviewed</th>
</tr>
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<tbody>
<tr>
<td>7510-00-01</td>
<td>March 13, 2018</td>
<td>March 13, 2018</td>
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1. **Background**

This procedure describes the process for renting school facilities within the district. School buildings and grounds may be rented by the public for use outside of school hours. Facilities may be used by groups or organizations for any lawful purpose, as long as the use adheres to board policies.

2. **Responsibilities**

**Title:** Facilities Director  
**Address:** Education Center, 2651 Burnet Avenue, Cincinnati, Ohio 45219  
**Phone:** (513) 363-0711  
**Cell phone:** (513) 207-9200

The Facilities Director shall be responsible for maintaining an efficient process for receiving and approving facilities use permits, establishing a fee schedule, and approving waivers for insurance and fees.

3. **Action Steps**

1. Any person or group who desires to use CPS facilities for an event should be directed to the Facilities Rental Process and application available online.
2. Completed applications should be submitted to the building principal who shall review the application. If approved by the principal, the form should be forwarded to the Facilities Director.
3. The Facilities Director shall review building use permits and confirm that the application is approved by the principal. Any requests for waivers of fees or insurance should be directed to the Facilities Director. If approved, a confirmation email should be sent to the applicant.

4. **Equity Considerations**

On an annual basis, the Facilities Director should review all building permit applications (approved and denied) in the District.

A report shall be provided to the Policy Committee that summarizes the use of CPS facilities – and whether school facilities are being accessed and made available to the public in an equitable manner.

5. **Related Documents / Forms**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Description</th>
<th>Last Reviewed</th>
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<tbody>
<tr>
<td>1. Application for Use of School Buildings or Grounds</td>
<td>Application form that is used for renting school facilities</td>
<td>June 2017</td>
</tr>
<tr>
<td>2. CPS Building Use Rate Schedule</td>
<td>Fee schedule for renting CPS Facilities</td>
<td>January 27, 2015</td>
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</tbody>
</table>

6. **Additional Information**

None.
Publication of Procedures

Procedures are presently published on myCPS (Staffnet) as a part of Department Manuals.

All procedures will shortly be published on myCPS (Staffnet) in table format as well – linkable to the Board Policy the procedure implements.
Publication of Procedures

Office and Communications and Engagement
5111 - Eligibility of Resident / Nonresident Students
5112 – Entrance Requirements for Kindergarten
5113 – Inter-District Open Enrollment
5120 – Enrollment in Neighborhood Elementary Schools
9111 – Customer Service
9120 – Public Information Program
9125 – Social Media Policy for District Employees
9130 – Public Concerns and Complaints
9140 – Parent-Family Engagement
9141 – Community Engagement
9142 – Local School Decision Making Committee
9160 - Public Attendance at School Events
9800 High School Diplomas for Veterans
Development of Procedures

First 30 Days
- Board Office notifies PLT
- PLT reviews all approved policies monthly.
- Upon review, PLT assigns policies to appropriate staff to develop or update procedures

Within 90 days
- New procedure developed and presented to PLT within 90 days.
- New procedures reviewed by OGC and OCE prior to publication. Open issues or questions directed to PLT.
- Once approved, new procedures published to myCPS (Staffnet) and communicated to staff.

Once per year
- PLT members direct the creation of department manuals that include all relevant policies and procedures.
- Once per year, PLT members review manual to determine whether any updates are needed to procedures.

Performance Leadership Team
General Counsel and Community Engagement
Principals and Department Heads
Strategic Plan – Measure 4(B):

“Create and publish documented procedures that are centrally available for every department, and ensure that every new or amended Board policy has an associated procedure.”