

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Professional Employee Ethics</b>	
Procedure No. 3210-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u><b>3210-Professional Employee Ethics</b></u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board of Education expects all professional employees to maintain high standards in their working relationships.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	
Keep in confidence legally-confidential information and follow all federal and state laws regarding confidential information	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

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

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

#### **5. Additional Information**

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

Comply with Ohio Department of Education Licensure Code of Professional Conduct