

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Professional Employee Gifts	
Procedure No. 3214-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3214-Professional Employee Gifts</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

<p>Describe relevant background to the implementation of the policy.</p> <p>The Board of Education considers the presentation of gifts to professional employees by students and their parents an undesirable practice.</p>

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:	

3. Action Steps

<p>Describe the action steps relevant to the implementation of the policy.</p> <p>Communication to all staff regarding this policy.</p>

4. Equity Considerations

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

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Auditor of State Bulletin		
2.		
3.		

6. Additional Information

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