

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Dress and Grooming</b>	
Procedure No. 3216-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u><b>3216-Professional Employee Dress &amp; Grooming</b></u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board retains the authority to specify a dress and grooming guidelines for employees that will prevent such matters from having an adverse impact on the educational process.

**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**

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

Communicated via the individual school procedure manual.

#### 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.