



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6335

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CATEGORY: **Student, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **Winter Holiday Assistance Projects**

REVISED: **4-28-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing community-sponsored winter holiday projects and activities by and for students.
2. **Related Procedures:**

Holiday observances, nonpatriotic	4920
Release of student information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-7220.
2. Written consent of the parent/guardian, or student, if eighteen or over, is required prior to release of any student information to a nondistrict organization, agency, or individual. The receiving party must certify that information will not be used for any purpose other than authorized. (Procedure 6525)

C. GENERAL

1. **Originating Office.** Suggestions or questions regarding this procedure should be directed to the Wellness Unit, Health Services Department, Student Services Division, Institute for Learning.
2. **Holiday Referrals**
 - a. The Salvation Army conducts a clearinghouse for referrals and requests for assistance from all cooperating agencies.
 - b. Service families are referred to Navy Relief or American Red Cross.
3. **Authorized projects for school participation include:**
 - a. Winter holiday parties.
 - b. Winter holiday referrals to the Salvation Army, Navy Relief, or American Red Cross for food, clothing, and special needs.
 - c. Winter holiday collection of canned goods by the Salvation Army.

D. IMPLEMENTATION

1. Holiday Referrals

- a. **School nurse/school counselor** may refer families *who are not clients of any governmental relief program* but need assistance for food, clothing, toys, or other items in order to enjoy winter holidays to Salvation Army or refer service families to Navy Relief or American Red Cross.
- b. **Deadline for submitting referrals** is determined each year by the individual community organization. *Only extreme emergency cases are considered after deadline.*
- c. **Designated agencies** contact referred persons to make arrangements for delivery or pickup of items specified on need requests.

2. Collection of Canned Goods

- a. Principals wishing to participate should plan to hold meaningful programs related to the spirit of winter holidays during or prior to collection process.
- b. Contributions should be restricted to canned and nonperishable packaged food and *should not be wrapped*. Collection dates are published via administrative circular each year.

3. **Winter Holiday Parties.** Schools may arrange with community organizations for holiday parties for groups of children. Such children shall not be identified as underprivileged nor as of specific socioeconomic or racial-ethnic background.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education