

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6330

PAGE: 1 OF 2

CATEGORY: **Student, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **Shoes and Clothing**

REVISED: **4-28-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for securing, through PTA and community agencies, shoes and clothing for students in Grades K–12.
2. **Related Procedures:**

Release of student information	6525
Winter holiday assistance project	6335

B. LEGAL AND POLICY BASIS

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

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Wellness Unit, Health Services Department, Student Services Division, Institute for Learning.
2. **PTA and Community Agencies**
 - a. **Union-Tribune Shoe Fund**
 - (1) Shoe orders from this fund are considered to be for emergency cases rather than for cases of chronic need.
 - (2) Not more than *three (3) children per family* shall be issued shoes in a school year.
 - (3) Not more than *two pairs* of shoes per school year shall be issued *to a child*.
 - (4) Shoes for an elementary school child shall be of a sturdy type; those for junior and senior high school students shall be comparable to shoes worn by their peers.

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(5) Shoes must be obtained within two weeks of the request.

- b. **Operation School Bell (Assistance League of San Diego County)**. A good supply of clothing is usually available.

D. IMPLEMENTATION

1. Shoes

- a. **Nurse** verifies student's need for shoes; calls PTA office and gives following information:

Nurse's name
School's name
Child's name and age
Parents'/Guardians' names and address

- b. **PTA** mails shoe voucher to family and/or nurse, as requested, with directions for obtaining shoes.

2. Clothing

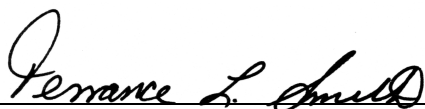
- a. **Nurse** verifies student's need for clothing; fills out and signs clothing request and gives to applicant.
- b. **Applicant** calls Assistance League for appointment.
- c. **Applicant** goes to location designated on clothing request at designated time to obtain clothing.

E. FORMS AND AUXILIARY REFERENCES

1. Operation School Bell Referral Slip, HE 504, available from the Wellness Unit, Health Services Department

F. REPORTS AND RECORDS

G. APPROVED BY



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