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


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.
(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

[Signature]

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