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


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

[Signature]

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