"Aiming for Success, Believing... Together We Can!"

Columbine Hills Website

School Calendar

Jeffco Breakfast & Lunch Menus

Dear Columbine Hills Community,

I hope you are finding your summer break filled with adventure and joy! I am excited to begin the 2022-2023 school year and I know all of you are excited for your children to have a superb educational experience this year.

Our vision at Columbine Hills Elementary is to ensure that we are meeting the needs of each and every one of our students. We know that we must work together as staff, students, parents and the community in order to provide the very best education that the Columbine Hills students deserve. Our vision, Aiming for Success, Believing...Together We Can!, is carried out by each staff member to ensure the best for each and every student at Columbine Hills each day.

We look forward to seeing each of you at our Back to School Night on Friday, August 12th. This will be a great time to reconnect with friends and CHE staff. Teachers will then open their classroom from 5:30pm to 7:00pm. You will be able to drop off your child’s school supplies and meet your child’s teacher. PTA will be hosting an ice cream social starting at 6:00 pm. We look forward to seeing you at Back to School Night!

The beginning of the school year is a great time to get back to consistent routines and structures for students. There are some very simple, important steps you can take now, to ensure a smooth start to the year. These include: setting a REGULAR, EARLY bedtime each night, providing time for reading each evening, and talking with your child everyday about school. These small steps go a long way in preparing them for school, even beyond this year!

We look forward to a successful year at Columbine Hills Elementary, “Aiming for success, believing, together we can!” We know this year will be filled with hope and possibility for our students. As your principal, I strive for a successful experience for your child. Please know my door is always open for questions, concerns or comments. Please feel free to send me an email or contact me at (303)982-5540.

Sincerely,

Christa Wilson
Principal
**Thank You to Our Amazing Custodial Team!**

This summer, district and school staff worked hard to continue to improve our school and make it beautiful for students, staff and our community. Our custodial crew, led by our facility manager, John Labbat, worked to ensure that our building was cleaned top to bottom for our students and staff. We appreciate their hard work and dedication to making CHE a clean and safe environment for students. A HUGE thank you to John, Ron, & Milo!

**School Accountability Team**

The school-level accountability committee (SAC) serves in an advisory role to the school principal. The school’s principal is ultimately responsible for ensuring compliance with all Federal, State and District requirements and meeting the academic performance expectations defined by Jeffco Public Schools. This committee will typically meet on the second Tuesday of each month at 5:30pm prior to our school’s PTA meeting.

SAC Meeting Dates for 2022-2023

September 13th
October 11th
November 8th
January 17th
February 21st
March 14th
April 11th
Parking Lot Safety

Please help us keep our students safe by driving slowly through our parking lot and watching closely for students walking to cars. Please use the crosswalk so that we can ensure that students are getting to and from school safely. We are asking that families do not cross at the entrances of the parking lot. There are no crosswalks at these locations. Please do not park in the bus lane in the front of the school or in no parking areas in the parking lot. Thank you for your help and support!

Communication

Consistent communication is an important part of our home-school partnership. The Hoofprints is our monthly school-wide newsletter that will be filled with important reminders and information for your family. This communication will be sent out electronically through email at the beginning of each month and can also be found on our school website. If you would like to receive a hardcopy, you may request one from the office. Please take the time each month to read the information so that you are informed about what is happening at Columbine Hills. Communication between parents and the school is essential and we are always open to comments and suggestions. Feel free to contact your child’s teacher, myself or use the “Home School Connection” form at the back of the newsletter.

District Policy on Birthday Celebrations at School

Last school year we implemented the district policy for student birthday celebrations. Student birthdays should only be recognized with non-food celebrations. This means no student or family should bring any food item to share for their birthday. This standard is in place to limit exposure to life-threatening allergens, increase equity related to food sharing, and protect family decision-making around foods consumed. Columbine Hills will be recognizing each student on their birthday through the daily announcements and with a birthday bag. If you wish to celebrate your child’s birthday, only non-edible treats such as bookmarks, pencils or stickers to share with your child’s class are allowed.
CHE Website!

Check out the Columbine Hills website! This webpage is a great resource of information for everything taking place at CHE. You can also access the school calendar, the lunch menu, newsletters and much more at our website, [http://columbinehills.jeffcopublicschools.org/](http://columbinehills.jeffcopublicschools.org/).

Watch D.O.G.S

Our Watch D.O.G.S kick off will be on Wednesday, August 24th at 6:00-7:30pm. Join us for free pizza and a fun night hearing about how you can be a part of this great program at CHE. This national program is an innovative father involvement educational initiative of the National Center of Fathering.

There are two primary goals of the WATCH D.O.G.S. program.

1. To provide positive male role models for the students, demonstrating by their presence that education is important.

2. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each school year. During the day, WatchDOGS may read and work with students, each lunch with students, watch school entrances and hallways, assist with traffic flow and other assigned activities where they will actively engage with not only their own child, but other students as well. Please visit the program website at [www.fathers.com/watchdogs](http://www.fathers.com/watchdogs).

Sponsorship space in this newsletter is extremely affordable! Reach parents in your local community & a significant portion of your investment goes back to the school! Want to sponsor this school? Please contact Rob Mangelson at Rob@tscacolorado.com or (720) 878-4107.
The Columbine Hills Elementary PTA is looking forward to the beginning of the school year. We are excited for another great year, which is only possible with your support.

To become a PTA member click here [2022 - 2023 PTA Membership Form](#) or if you know of a business who would like to sponsor the CHE PTA click here [2022-2023 PTA Business Sponsor](#).

Another easy way to support PTA is to link your King Soopers and Amazon accounts to Columbine Hills Elementary so we can earn rewards. Follow [Passive Fundraising Info](#) for easy step by step instructions.

The PTA sends out information in a variety of ways, including Hoofprints, Monday Folders, and in the Sunday call/email.

Our first meeting will be held on Tuesday, September 13th @ 6:30, look for further information. We encourage you to reach out with any ideas or questions at [columbinehillspta@gmail.com](mailto:columbinehillspta@gmail.com).

The PTA is super excited to announce a new Spirit Wear store. You can now shop at your convenience all year round and have your items shipped to you directly. We will share promos throughout the year, please check out the store at [https://columbinehillsspiritwear.com/](https://columbinehillsspiritwear.com/)
Columbine Hills Elementary

2022-2023 Family Calendar

**JULY 2022**

- First/Last Day of School
  - First day: Aug 16
  - Last day: May 26

**AUGUST 2022**

- No School for students
  - Non student days: Aug 15
  - Non Student day: Sept 23
  - Fall Break: Oct 20-21
  - Thanksgiving Break: Nov 21-25
  - Winter Break: Dec 21-3
  - Non student day: Jan 4
  - Non student day: Feb 17
  - Spring Break: Mar 20-24
  - Non student day: April 28
  - Non student day: May 30

*potential snow make up days

**SEPTEMBER 2022**

- Holidays (no school)
  - Labor day: Sep 5
  - Thanksgiving: Nov 24
  - Christmas: Dec 25
  - New Year’s: Jan 1
  - Martin Luther King: Jan 16
  - Presidents' Day: Feb 20
  - Memorial Day: May 29

**OCTOBER 2022**

- Tentative Non-Student contact days TBA
  - Dec 19-20
  - March 27

**NOVEMBER 2022**

**DECEMBER 2022**

**JANUARY 2023**

- Trimester 1: 8/16/22-11/11/22
- Trimester 2: 11/14/22-2/28/22
- Trimester 3: 3/1/23-5/26/23

*Dates and times subject to change
Important dates for Columbine Hills

- Registration (7:30-12:00 & 1:00-5:30) Aug 3
- Kindergarten Popsicles in the Park (4:00 -5:00) Aug 4
- Meet the Teacher (5:30 -7:00) Aug 12
- PTA Ice cream Social (6:00-7:00) Aug 12
- Columbine Block Party (6:00-8:00) Aug 19
- Fall assessment days Aug 26 & 29
- SAC & PTA meetings (5:30 & 6:30) Sep 13
- Field Day Sep 28
- Vision & Hearing Sep 29
- Make-up Field day Sep 30
- Individual pictures Oct 6
- SAC & PTA meetings (5:30 & 6:30) Oct 11
- Fall Conferences Oct 18 & 19
- Science Fair kick-off Oct 18
- Early Release @ 12:15 Oct 19
- Halloween Parties Oct 31
- Picture retakes Nov 8
- SAC & PTA meetings (5:30 & 6:30) Nov 8
- Veteran’s Day assembly Nov 11
- Science Fair/Family Night Nov 17
- Report cards go home Nov 18
- Sing-a-long assembly Dec 16
- Drive-thru Hot Cocoa night Dec 16
- SAC & PTA meetings (5:30 & 6:30) Jan 17
- Columbine Area SAC Jan 23
- Spelling Bee Feb 2
- Class pictures Feb 9
- Valentine’s Day Feb 14
- SAC & PTA meetings (5:30 & 6:30) Feb 21
- Fun Run Kick Off Mar 6
- Report cards go home Mar 6
- SAC & PTA meetings (5:30 & 6:30) Mar 14
- Fun Run Event Mar 15
- Spring Conferences Mar 8 & 9
- Kindergarten & 5th graduation pictures April 6
- SAC & PTA meetings (5:30 & 6:30) April 11
- End of year assessments May 5 & 8
- Award assembly May 19
- Kindergarten continuation May 25
- 5th Grade continuation May 26
- Last day of school & Early release @ 12:15 May 26
- Report cards go home May 26

*Dates and times subject to change
Attention: Parents, Guardians, and Students

Student fees can be paid online!

Fee payments may be made using the Jeffco Student Fee Payment processing system accessed through Infinite Campus Parent Portal. You may make payments* for the current school year with your debit or credit card (Visa, MasterCard, American Express, and Discover are accepted).

What you need to know:

1. You will need your student’s ID number and last name as it appears in Infinite Campus Parent Portal.
2. Go to your school’s homepage, or the Jeffco Public Schools Family Portal Page.
3. Log into Infinite Campus Portal, click on the more link on the left hand navigation, and click on the Jeffco Student Fee Payment link to pay fees.
4. Online help may be accessed once you have clicked the Jeffco Student Fee Payment link.
5. Jeffco Student Fee Payment is unavailable for payment transactions Mid-June to beginning of August.

Benefits for Parents

✓ Convenient: Parents can make payments 24 hours a day, 7 days a week
✓ Efficient: Pay fees for all of your children in one payment.
✓ Control: Eliminate the need to send money to school with your children.
✓ Timely: Payments are reflected immediately online and at the schools. An email confirmation and receipt will be sent to you.
✓ User-friendly: You may use your debit or credit card.
✓ Secure: Ensures private and secure transmissions by requiring passwords and not storing personal bank or credit card information.
✓ Accessible: View statement for historical payments online.

* Note: This site does not support online School Café. For lunch payments go to www.SchoolCafe.com/JeffcoSD.
2022 SCHOOL SUPPLY DISTRIBUTION

August 3rd-6th & 8th-9th | Everitt Middle School | 3900 Kipling St | Wheat Ridge

Receiving school supplies for Jeffco Students Pre-K through 12th grade is as easy as 1, 2, 3!

1. ARE YOU A JEFFCO RESIDENT WHO IS EXPERIENCING FINANCIAL HARDSHIP OR HOMELESSNESS?
OR Do you have a Jeffco Student and have financial hardship? If yes, move on to step 2

If you are NOT a Jeffco resident or do NOT have a Jeffco student - please call 211 for a list of additional resources.

2. STARTING JULY 13TH REGISTER FOR AN APPOINTMENT
APPOINTMENTS ARE REQUIRED!

- The fastest and most convenient way to register is online at theactioncenter.org/events.
- If you don’t have access to the internet, please call 720.407.6680 and leave a message with your name and number, and we’ll call you back to help register your students. (Please do not call before July 13th.)

3. COME TO YOUR APPOINTMENT
at a NEW location - masks required

NEW LOCATION FOR 2022
Everitt Middle School | 3900 Kipling St | Wheat Ridge

DOES YOUR FAMILY HAVE OTHER NEEDS?
The Action Center can help! Our services include free grocery boxes, free clothing, hygiene items, permanent address services, rent and utility assistance.
Call 303.237.7704 or visit theactioncenter.org for more details.
DISTRIBUCION DE UTILES DE ESCOLARES 2022

Los días 3 al 6 de agosto y 8 al 9 de agosto | Everitt Middle School | 3900 Kipling St | Wheat Ridge

¡Reciba útiles escolares para estudiantes de Pre-K a grado 12 es tan fácil como 1, 2, 3!

1. ¿ES USTED UN RESIDENTE DE JEFFCO Y TIENE DIFICULTADES FINANCIERAS O FALTA DE VIVIENDA? ¿O TIENE UN ESTUDIANTE EN JEFFCO?
   Si su respuesta es afirmativa, continúe con el paso 2.

   Si NO es residente de Jeffco o no tiene un estudiante de Jeffco, llame al 211 para obtener una lista de otros recursos disponibles.

2. COMIENZA EL REGISTRO DE CITAS EL 13 DE JULIO
   ¡SE REQUIEREN CITAS!
   • La forma más fácil, rápido y conveniente es hacer cita EN LÍNEA en theactioncenter.org/events
   • Si no tiene acceso a internet, llame al 720.407.6680 y déjelos un mensaje con su nombre y número de teléfono, y le devolveremos su llamada para registrar a sus estudiantes. (Por favor, no llame antes del 13 de julio.)

3. VENGA A SU CITTA
   a nuestra NUEVA ubicación - máscaras requeridas

NUEVA UBICACIÓN PARA 2022
Everitt Middle School | 3900 Kipling St | Wheat Ridge

DOES YOUR FAMILY HAVE OTHER NEEDS?
The Action Center can help! Our services include free grocery boxes, free clothing, hygiene items, permanent address services, rent and utility assistance. Call 303.237.7704 or visit theactioncenter.org for more details.
COLUMBINE HILLS ELEMENTARY
SCHOOL SUPPLY LIST 2022-2023

KINDERGARTEN
Backpack large enough to carry folders and library books. NAME ON FRONT
1. Bottom pocket folder – NAME ON FRONT
2. 1.5 inch ringed white binder NAME ON FRONT
3. Spiral notebook (wide-lined) NAME ON FRONT
4. Black EXPO dry erase markers/low odor/thin tip
5. 10-Pack broad line (non toxic/washable) Crayola markers, classic or bold colors
6. Pkg fine-tip Crayola washable markers (basic colors)
7. Large Glue sticks
8. 24 #2 pencils (traditional yellow color, sharpened)
9. Boxes 8 pack crayons
10. Box colored pencils
11. Box of Band-Aids
12. Pair of headphones (no earbuds)
13. Pair of fiskars scissors
14. Box facial tissues
15. Clorox Disinfecting Wipes
16. Supply box

Students will need an extra glue stick, scissors pencils and crayons at home for homework assignments.

ART SUPPLIES FOR KINDERGARTEN
1. Pkg glue sticks (3-4)
2. Pkg 24 crayola crayons

FIRST GRADE
1. Backpack (labeled)
2. Packages of #2 yellow pencils (sharpened) no mechanicals
3. Pair pointed Fiskars scissors
4. Boxes 24 crayons
5. Boxes Crayola markers – classic colors - 1 skinny, 1reg
6. Large boxes facial tissues
7. Plastic folders with 2 bottom pockets & prongs (one of each: blue, green and yellow)
8. Glue Sticks (Elmer's Small School Glue)
9. Clorox wipes
10. Plastic supply box, (must fit inside desk)
11. Quart size Ziploc bags (girls only)
12. Gallon size Ziploc bags (boys only)
13. 4-pack dry erase markers (black)
14. 1” ringed white binder (hard cover)
15. Package of dividers
16. Ream printer paper
17. Pair of headphones (no earbuds)

ART SUPPLIES FOR FIRST GRADE
1. Pkg Glue sticks (3-4)
2. Pkg Crayola markers (not fine line)

SECOND GRADE
1. Backpack (labeled)
2. Pair of headphones (no earbuds)
3. Packages of #2 pencils (sharpened, no mechanicals)
4. Pair pointed Fiskars scissors
5. Glue sticks - small
6. Boxes of 24 Crayola crayons
7. Boxes Crayola washable markers (basic colors)
8. Set colored pencils
9. Small plastic supply box (no oversized boxes)
10. Boxes facial tissue
11. Plastic Folders with 2 bottom pockets & 3-hole metal brad inserts (one of each: yellow, blue and green)
12. Spiral notebook (wide-lined)
13. 1” inch white 3 ring binder
14. Pack of 5 page dividers
15. Lysol wipe containers
16. Black and white composition notebook - wide ruled
17. Pack of dry-erase markers (black)
18. Box of Band-Aids (girls only)
19. Bottle of hand sanitizer (boys only)
20. Box of quart sized baggies (girls only)
21. Box of gallon size bags (boys)

ART SUPPLIES FOR SECOND GRADE
1. Bottle Elmers glue
2. Pkg Crayola markers (no fine lines)

THIRD GRADE
2. Packages of #2 yellow pencils (sharpened) no mechanicals
3. Highlighters (one each, pink, green, yellow)
4. Boxes of 24 crayons
5. Boxes Crayola markers – classic colors - 1 skinny, 1reg
6. Large boxes facial tissues
7. Plastic folders with 2 bottom pockets & prongs (red/blue/green)
8. Glue Sticks (Elmer’s Small School Glue)
9. Clorox wipes
10. Plastic supply box, (must fit inside desk)
11. Quart size Ziploc bags (girls only)
12. Gallon size Ziploc bags (boys only)
13. 4-pack dry erase markers (black)
14. 1” ringed white binder (hard cover)
15. Package of dividers
16. Ream printer paper
17. Pair of headphones (no earbuds)
18. Pkg post-it-notes
19. Pkg printer paper
20. Dry erase markers - 2 fat tip, 2 fine tip
21. Large zippered pencil bag (no boxes)
22. Pair small headphones or earbuds
23. Pkg Clorox/Lysol wipes
24. Box of Band-Aids
25. Box gallon size baggies (girls only)
26. Box quart size baggies (boys only)

ART SUPPLIES FOR THIRD GRADE
1. Vis-a-Vis fine tip black markers
2. 1 bottle Aleens tacky glue 8oz or smaller

Art Supplies are listed at the bottom of each list. Please separate art supplies in a Ziploc bag with your child's name. Thank you!
COLUMBINE HILLS ELEMENTARY
SCHOOL SUPPLY LIST 2022-2023

FOURTH GRADE
4  Pkgs of 12 #2 pencils
1  Pencil sharpener
1  Pkg pink erasers
1  Large zippered pencil bag (no boxes)
1  Pkg fine line markers
1  Set colored pencils
1  Set highlighters (yellow, green, pink)
1  Boxes facial tissues
7  Folders with 2 bottom pockets (red, blue, green, purple, and 3 yellow)
1  1-inch binder
1  Glue stick
1  Pkg wide-lined notebook paper
1  Clipboard
4  Dry erase marker (wide-tip/any color)
1  Box Band-Aids (girls only)
1  Box quart sized Ziploc Bags (boys only)
2  3 subject Spiral bound notebooks
1  Container disinfecting wipes
1  Ream of copy paper
1  Package page protectors
1  Pair of headphones or earbuds (labeled)

ART SUPPLIES FOR FOURTH GRADE
2  bottles elmers glue
2  Chisel point black permanent markers

FIFTH GRADE
2  Pkgs of 12 #2 pencils (sharpened)
1  Pencil sharpener (not battery operated)
2  Erasers (not art gum, Pink Pearl recommended)
1  Zippered pencil bag (not plastic)
1  Set colored pencils
1  Pkg Dry erase markers
4  Highlighters (1 each, yellow, green, pink & blue)
1  1 inch three ring binder
5  Spiral notebooks (1 of each red, yellow, blue, green, purple)
2  Glue sticks
1  Black and white composition notebook
1  Pair scissors
1  Pkg markers
1  Large boxes facial tissue
1  Pkg 3 pad sticky notes, any color
1  Disinfectant Wipes
1  Box quart size Ziploc bags
1  Ream of printer paper
7  2 pocket folders (1 red, 3 yellow, 1 blue, 1 green, 1 purple)
1  Pkg lined paper - wide ruled
1  Pair headphones or earbuds (labeled – no bluetooth)

ART SUPPLIES FOR FIFTH GRADE
2  pkg Pencils, sharpened (Ticonderoga works best)
1  pkg Crayola multicultural crayons

Art Supplies are listed at the bottom of each list. Please separate art supplies in a Ziploc bag with your child’s name. Thank you!
For Parents: Create an Account and Add Students

Create Your Account

Step 1—Get started
- Go to www.schoolcafe.com
- Under Need to create an account or contact us? select CO—Colorado
- Enter “Jeffco Public Schools”
- Click Go to My District
- On the next screen, select Create a new account

Step 2—Confirm your district
- Select CO—Colorado and enter “Jeffco Public Schools” and click Next

Step 3—Enter your information
- Enter parent/guardian name and parent/guardian contact information and click Next

Step 4—Setup your login
- Create a username and password
- Select a Security Question and enter a Security Answer and click Next

Step 5—Accept Terms & Conditions
- Check I accept the Terms & Conditions and click Create My Account
- Click I’m not a robot and follow the reCAPTCHA prompts

Step 6—Verify your account
- You will receive two emails from SchoolCafe:
  - One with your login
  - One with a verification code
- This is how you will receive alerts and emails

Add Your Students

Step 1—Add your students
- From your new account, Click Add a Student
- Click Add a Student

Step 2—Enter student information
- Enter your Student’s ID* and select your student’s School
- Click Search & Verify Student
- Click Add this Student

*If you do not know your student’s ID, it can be found in JeffcoConnect. Please log in to JeffcoConnect to obtain student ID numbers. If you have login issues with JeffcoConnect, please contact your child’s school.
Jeffco FNS A la Carte Offerings 2022-23

Jeffco Food and Nutrition Services (FNS) offers a la carte offerings daily to our students. A la Carte include single items offered in addition to or separate from the reimbursable meal such as: bottled beverages, milk, extra entrees, snack items, etc.

We support each family’s decision to allow or not allow their child(ren) to purchase additional a la carte items. If you choose to limit your child’s purchase of a la carte, these choices can be made online using your School Café account at www.schoollcafe.com/jeffcosd or by using this form.

All items sold a la carte must meet all Federal regulations regarding nutritional standards. Snack items must be whole grain or the 1st ingredient must be a fruit, vegetable, dairy or protein food and must meet the standards below:

<table>
<thead>
<tr>
<th>Calories</th>
<th>• Snacks: less than or equal to 200 calories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Entrées: less than or equal to 350 calories</td>
</tr>
<tr>
<td>Sodium</td>
<td>• Snack Items: less than or equal to 200 mg</td>
</tr>
<tr>
<td></td>
<td>• Entrée Items: less than or equal to 480 mg</td>
</tr>
<tr>
<td>Total Fat</td>
<td>• &lt;35% Calories from Fat</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>• &lt;10% Calories from Saturated Fat</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>• Zero grams per serving</td>
</tr>
<tr>
<td>Sugar</td>
<td>• &lt;35% Sugar (by weight)</td>
</tr>
</tbody>
</table>

Do not complete if no a la carte limitations are needed.

Student name (please print) __________________________________________
Student ID Number ___________________________ Student School _______________________

May use his/her student meal account for a la carte purchases with the following limits:

Limit to ________ (#) a la carte items per day or

Do NOT allow CASH purchases on the following days:

☐ Monday  ☐ Tuesday  ☐ Wednesday  ☐ Thursday  ☐ Friday

Do NOT allow DEBIT purchases (from lunch account) on the following days:

☐ Monday  ☐ Tuesday  ☐ Wednesday  ☐ Thursday  ☐ Friday

Special Instructions (different from the list above, please list below):

______________________________________________________________________________

______________________________________________________________________________

Parent or Guardian Signature ___________________________ Date _______________________

Please return to your Cafeteria manager.
Free and Reduced-Price Meal Application Information & Instructions
School Year 2022-2023

Dear Jeffco Family:

Children need healthy meals to learn. Jeffco Public Schools offers healthy meals every school day. Breakfast costs **2.00-2.25** and lunch costs **3.25-3.50**. Your children may qualify for free or reduced-price school meals. Students in all grades that qualify for free or reduced-price meals will receive breakfast and lunch at no charge.

Families are encouraged to submit applications online at www.SchoolCafe.com, as this allows for the fastest processing and notification to families. Paper applications are available upon request from the Free & Reduced Specialist.

For assistance with the application process, please contact:

**Jeffco Food & Nutrition Services**

**Free & Reduced Specialist**
303-982-6916
FreeandReduced@jeffco.k12.co.us

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$25,142</td>
<td>$2,096</td>
<td>$484</td>
</tr>
<tr>
<td>2</td>
<td>$33,874</td>
<td>$2,823</td>
<td>$652</td>
</tr>
<tr>
<td>3</td>
<td>$42,606</td>
<td>$3,551</td>
<td>$820</td>
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<tr>
<td>4</td>
<td>$51,338</td>
<td>$4,279</td>
<td>$988</td>
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<tr>
<td>5</td>
<td>$60,070</td>
<td>$5,006</td>
<td>$1,156</td>
</tr>
<tr>
<td>6</td>
<td>$68,802</td>
<td>$5,734</td>
<td>$1,324</td>
</tr>
<tr>
<td>7</td>
<td>$77,534</td>
<td>$6,462</td>
<td>$1,492</td>
</tr>
<tr>
<td>8</td>
<td>$86,266</td>
<td>$7,189</td>
<td>$1,659</td>
</tr>
<tr>
<td>Each additional person:</td>
<td>$8,732</td>
<td>$728</td>
<td>$168</td>
</tr>
</tbody>
</table>

**FEDERAL ELIGIBILITY INCOME CHART For School Year 2022 – 2023**

**Free & Reduced Price Meal Application Instructions**

1. On your computer or smart phone, log in or create an account at [www.schoolcafe.com](http://www.schoolcafe.com)
   a. You can also download the SchoolCafé app from the Apple App Store or Google Play Store.
   b. You will need an email address to create an account.
2. If you already have an account but do not remember your password, follow the “forgot password” prompts in SchoolCafé
3. Make sure all student information in the dashboard is current and accurate; if necessary, add any additional students in your household to your account.
4. Under **Benefits** on left hand side, select **Apply**.

**Option 1: Assistance Program-Based Applications**
If you, or someone in your household, receives SNAP (food stamps), TANF/CO Works or FDPIR benefits, your students may already be directly approved for free meal benefits. You will be notified of their approval; however, you may contact the FNS Office with any questions.

*Note: Medicaid and CHP+ are not automatic qualifiers for free or reduced meals.*

<table>
<thead>
<tr>
<th><strong>STEP 1:</strong></th>
<th>List all students first and last names. Optional: Provide date of birth and grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 2:</strong></td>
<td>List a case number if you or someone in your household participates in SNAP, TANF or FDPIR</td>
</tr>
<tr>
<td><strong>STEP 3:</strong></td>
<td>Skip the income reporting fields.</td>
</tr>
<tr>
<td><strong>STEP 4:</strong></td>
<td>Check the box if you would like your information shared with school/district programs in order to have fees waived.</td>
</tr>
<tr>
<td><strong>STEP 5:</strong></td>
<td>Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.</td>
</tr>
</tbody>
</table>

**Option 2: Categorically Eligible-Based Applications**

If you are applying for a Foster Child, Runaway, Homeless or Migrant student, follow the instructions listed below:

<table>
<thead>
<tr>
<th><strong>STEP 1:</strong></th>
<th>List all students first and last names. Optional: Provide date of birth and grade. Check the appropriate box if the student is a Foster Child, Runaway, Homeless or Migrant.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 2:</strong></td>
<td>Skip the assistance program (SNAP, TANF, etc.) fields.</td>
</tr>
<tr>
<td><strong>STEP 3:</strong></td>
<td>Skip the income reporting fields.</td>
</tr>
<tr>
<td><strong>STEP 4:</strong></td>
<td>Check the box if you would like your information shared with school/district programs in order to have fees waived.</td>
</tr>
<tr>
<td><strong>STEP 5:</strong></td>
<td>Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.</td>
</tr>
</tbody>
</table>

**Optional:** Complete the Children’s Racial and Ethnic Survey on the back of the application.
Option 3: Income-Based Applications

If you are applying based on income eligibility, follow the instructions listed below:

**STEP 1:** List all students first and last names. Optional: Provide date of birth and grade.

**STEP 2:** Skip the assistance program (SNAP, TANF, etc.) fields.

**STEP 3: Income Reporting**
- **Report Gross Income** (total income before taxes and deductions) for each Household Member. For each category and household member, please refer to the “Sources of Income” guidelines listed below.
  - **Student Income:** Report the combined gross income (before taxes and other deductions) for ALL students’ listed in Step 1 in your household in the box marked “Student Income.” Only count foster children’s income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.
  - **All Other Household Members (including yourself):** Print the name of each household member in the boxes marked “Names of Other Household Members.” Do not include people who live with you but are not supported by your household’s income and do not contribute income to your household. Do not list any household members you listed in STEP 1.

- **Report total number of household members.** The total must equal all names listed within the student and household member’s fields.

- **Provide the last four of the Social Security Number (SSN), or “Check if no SSN.”** This information is not reported to anyone.

**STEP 4:** Check the information-sharing box if you would like your information shared with school/district programs in order to have fees waived.

**STEP 5:** Sign the application. Optional: Provide contact information for purposes of receiving eligibility notification.

Optional: Complete the Children’s Racial and Ethnic Survey on the back of the application.

### Sources of Income to Report:

#### Sources of Income for Students:
- Earnings from work
- Social Security – Disability or Survivor’s payments
- Any other type of regularly received income

#### Public Assistance/Child Support/Alimony:
- Public assistance payments
- Welfare payments
- Alimony payments
- Child support payments
- Social Security Benefits

#### Earnings from Work:
- Wages/salaries/tips
- Strike benefits
- Unemployment Compensation
- Worker’s Compensation
- Net income from self-owned business or farm

Sources continued on next page
Sources of Income to Report (Continued):

**Pensions/Retirement/All Other Income:**
- Pensions
- Supplemental Security Income
- Retirement income
- Veteran’s benefits
- Social Security
- Disability benefits
- Cash regularly withdrawn from savings
- Interest/Dividends
- Income from Estates/Trusts/Investments
- Regular contributions from people not living in the household
- Net royalties/annuities/rental income
- Any other regularly received income, whether federally recognized or not, must be reported

**Free & Reduced Meals Frequently Asked Questions:**

1. **Who can receive free or reduced-price meals?**
   a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), are eligible for free meals.
   b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.
   c. Children who qualify for their districts Head Start program are eligible for free meals.
   d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   e. Children may receive free or reduced-price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on the income guidelines on page one of this letter.

2. **How do I know if my children qualify as Homeless, Migrant, or Runaway?**
   a. Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not already been notified that your children will receive free meals, please call Community and Family Connections at 303-982-1144 or Office of Migrant Education Program at 303-365-5817

3. **Do I need to fill out an application for each child?**
   a. No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.
4. Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?
   a. No, but please read the letter you received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact the FNS Free & Reduced Specialist.

5. Can I apply online?
   a. Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application but may be received and processed more quickly. Please allow up to 10 business days for application processing. Visit www.schoolcafe.com to begin or to learn more about the online application process. Contact the FNS Free & Reduced Specialist with any questions.

6. My child’s application was approved last year – do I need to fill out a new one?
   a. Yes. Your child’s application is only valid for that school year and for the first 30 days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.

7. I receive WIC. Can my children receive free meals?
   a. Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in a completed free and reduced-price school meal application.

8. Will the information I give be checked?
   a. You may be selected to provide written proof of the household income you report on the application.

9. If I don’t qualify now, may I apply later?
   a. Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

10. What if I disagree with the school’s decision about my application?
    a. You should talk to school officials. You also may ask for a hearing by calling or writing to: Beth Wallace, Jeffco Public Schools Food and Nutrition Services. 809 Quail Street, Building 1, Lakewood CO 80215. 303-982-6748. Beth.wallace@jeffco.k12.co.us

11. May I apply if someone in my household is not a U.S. citizen?
    a. Yes. You, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price meals. Immigration, migrant, citizenship or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced-price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of Jeffco Public Schools.

12. What if my income is not always the same?
    a. List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income. The last four digits of the Social Security Number of an adult household member (or an indication of “none”) is required to process a complete income application.
13. What if some household members have no income to report?
   a. Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so. The last four digits of the Social Security Number of an adult household member (or an indication of “none”) is required to process a complete income application.

14. We are in the military – do we report our income differently?
   a. Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. What if there is not enough space on the paper application for my family?
   a. List any additional household members on a separate piece of paper, and attach it to your application. Contact the FNS Free & Reduced Specialist for assistance.

16. My family needs more help. Are there other programs we might apply for?
   a. To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at http://coloradopeak.force.com/.

If you have other questions or need assistance, please contact the FNS Free & Reduced Specialist.

Sincerely,

Free and Reduced Program Specialist

Non-discrimination Statement:
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
   (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
   (2) fax: (202) 690-7442; or
   (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Columbine Hills Elementary School “Home School Connection”

Please return to Christa Wilson, Principal

I have a question, a concern or something positive to share:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

This information is optional:

Name:________________________________
Daytime Phone:_________________________

_________________________________________________________________________________________

We would like to give you an opportunity to share your appreciation of our staff by using this form below. Simply return the form to the office.

Staff Appreciation

Dear _________________________,

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________
Food For Thought BakPak Program

Each Thursday, the **Food For Thought BakPak Program** will distribute sacks filled with food to students **who need food during the weekends**. The **Food For Thought BakPak Program** is a partnership of businesses, faith-based ministries, and the communities of SW Jefferson County who care about hunger needs of students in our schools. This program is designed for families who are struggling financially and may need support to provide adequate food for their children on weekends. The weekend bags consist of food for meals for each participating student. The food will be packed in a plastic grocery bag. It will fit in the child’s own backpack or will be easy to carry.

**If you wish for your student(s) to participate in this program, please complete the information below and return to the school office as soon as possible.** If participating in this program, your student’s name will be shared with the BakPak program coordinator for the purpose of labeling the bags.

If you do not need assistance, but may be interested in making a monetary or food item donation toward this program, please let the office know.

If you have any other questions, please contact the office.

- - - - - - - - - - - - - - -

_____ Yes, I would like my child (children) to participate in this program.

Parent Name: ____________________________________________________________

Student: ___________________________________ Classroom Teacher: ____________

Student: ___________________________________ Classroom Teacher: ____________

Student: ___________________________________ Classroom Teacher: ____________