



Dear CCSD59 Parents and Families,

It is with great pride that I welcome parents, families, and students to the 2017 - 2018 school year. I'm looking forward to continuing our partnership to provide a meaningful learning experience for all students. As we consider the work ahead in the coming school year, we must always be thinking about how we can most effectively equip our students to be prepared for a future world that may look completely different when they graduate from CCSD59, high school, or college.

During the 2017 - 2018 year, we will continue to build on the foundational work we have been accomplishing over the past several years. Our focus includes:

- An ongoing emphasis on social-emotional learning and the impact it has on students' learning and development. Over the past three years, CCSD59 embedded social-emotional learning opportunities throughout the daily schedule to specifically work on building community, strengthening self-awareness, self-management, social awareness, and relationship skills, and developing responsible decision making capacities.
- Continuing to develop a modern curriculum and teaching strategies. We will continue building our new learning maps based on district outcomes, applied content outcomes, and subject area understandings to create powerful learning experiences for all students. This work is supported through our weekly staff and leadership training.
- A deep dive into literacy and math (reading and writing) with the goal of developing passionate readers, writers, and mathematicians. By incorporating powerful strategies like the reading, writing, and math workshops, staff will continue to develop and model the skills and dispositions needed to be literate in the modern world.
- This year, we will increase early intervention strategies and services for students and families, providing increased support for them prior to entering CCSD59 schools. In the fall, CCSD59 will launch our birth to age 8 plans for early interventions for literacy, math, and social-emotional learning, as we believe that intervening at an earlier age will increase readiness of students for entry into our schools.

Collectively, the district is called upon to create an effective educational experience designed to meet the needs of all learners - preparing each for the 21st century. School and parent partnerships play a vital role in this preparation. Your encouragement and support of your child's educational journey is paramount to achieving student success.

On behalf of the CCSD59 Board of Education, administration, and staff, I would like to welcome you to a new and exciting year, and best wishes for a successful school year.

Sincerely,  
Dr. Art Fessler, Superintendent of Schools



July 2017

Hello John Jay Families,

I hope you are enjoying the hot summer days with friends and family! I wanted to take this opportunity to introduce myself as the Co-Principal of John Jay Elementary School. I am very excited to be part of the John Jay Family and I look forward to co-leading with my esteemed colleague, MaryBeth Niles, for the 2017-2018 school year.

I have been a staff member in Community Consolidated School District 59 for 24 years. I began my career as a kindergarten and first grade bilingual teacher at Byrd Elementary School and then moved to Salt Creek Elementary School where I have served as a bilingual classroom teacher, bilingual reading resource teacher, building assistant, and principal.

My educational background and areas of expertise are early childhood education, reading and learning disabilities, and bilingual education. I was born and raised in the city of Chicago and now live in Aurora, Illinois with my husband and two adult children. I enjoy spending time with my family, cooking traditional Mexican recipes, and taking long walks on warm and sunny days.

In the last couple of months I have been working very closely with Mrs. Niles in order to ensure a smooth transition. I had the opportunity to meet the staff at John Jay as well as provide a professional learning experience to staff in May. Through my interactions with staff at John Jay, I was able to see a staff that is truly committed and dedicated to providing a safe and nurturing learning environment to our students. I am very fortunate to have the opportunity to work with Mrs. Niles and the entire John Jay staff.

I not only look forward to meeting all of you in the fall, but partnering with staff and parents as we work together to nurture a community of independent, productive, and active lifelong learners.

Sincerely,

Mrs. Laura Sandoval  
Co-Principal  
John Jay Elementary School



July 2017

Dear John Jay Families,

We are looking forward to the 2017-2018 School Year! At John Jay, our mission is to *Build a Community of Learners*. We set high expectations for student learning and academic growth, provide programs that enhance social skills and emotional well-being and engage our students in meaningful and purposeful learning experiences in order for them to develop into independent, productive, and active lifelong learners. We are excited to welcome our students back to school for another year of learning!

There are two important dates that we want to share with you as we begin the new school year. First, our **Welcome Back to School Night is Monday, August 14th from 5:00 – 7:00 p.m.** This is a great opportunity for your child to drop-off supplies and to meet his/her new teacher.

**HIGHLIGHTS OF WELCOME BACK TO SCHOOL NIGHT  
MONDAY, AUGUST 14TH  
5:00 - 7:00 p.m.**

- Meet your child's teacher and John Jay staff
- Drop off your child's school supplies in their classroom
- Meet other John Jay families and learn about our PTO
- Enjoy our ice cream social

The second date we want to share with you is the **first day of school, Wednesday, August 16<sup>th</sup>**. Please plan to join your child on the first day of school.

**HIGHLIGHTS OF THE FIRST DAY FAMILY DAY PROGRAM  
WEDNESDAY, AUGUST 16TH  
8:45 - 11:00 a.m.**

- Go to class with your child and meet the teacher and other John Jay families
- Participate in engaging learning activities with your child and other families
- Learn more about the school day, our curriculum, and the use of technology in classrooms
- Learn about ways in which to stay connected and support our school throughout the year
- Learn about important activities and events throughout the year

We look forward to welcoming your child to John Jay this fall and to partnering with you throughout the school year as we *Prepare Students for Success in Life*.

**Mary Beth Niles, Co-Principal / Laura Sandoval, Co-Principal**  
1835 Pheasant Trail - Mount Prospect, IL 60056  
P: (847) 593-4385 | F: (847) 593-8656 | [jay.ccsd59.org](http://jay.ccsd59.org)



## VISIT OUR WEBSITE TO FIND MORE INFORMATION ON THE FOLLOWING:

VISITE NUESTRO SITIO WEB PARA ENCONTRAR MÁS INFORMACIÓN ACERCA DE:  
ODWIEDŹ NASZĄ STRONĘ INTERNETOWĄ, ABY ZNALEŹĆ WIĘCEJ INFORMACJI DOTYCZĄCYCH:

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# CCSD59.ORG/BACKTOSCHOOL

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### School Supply Lists

- Listas de útiles escolares
- Listy przyborów szkolnych

### Family Reference Guide

- Guía de Referencia Familiar
- Przewodnik dla rodziców

### Menus

- Menús
- Jadłospis

### Healthy Snacks

- Meriendas saludables
- Zdrowe przekąski

### Transportation Information

- Información sobre transporte
- Informacja dotycząca przewozów uczniów

### Application for Free and Reduced Price Meals

- Solicitud para comidas gratis y a precio reducido
- Podanie o darmowe lub częściowo odpłatne posiłki

### Ability to Pay School Fees and Make Deposits into Your Student's Meal Account

- Pago de cuotas escolares y depósitos a la cuenta de almuerzo
- Możliwość dokonania opłat szkolnych i wpłat na Student's Meal Account (konto opłat za wyżywienie ucznia)

**AUGUST  
2017***Wednesday Schedule: Students Dismissed One Hour Early - August 16, 23, 30*

- 14 Teacher Inservice Day - No School for Students
- 15 Teacher Inservice Day - No School for Students
- 16 First Day of Student Attendance - Grades 1 through 8
- 17 First Day of Student Attendance - Kindergarten

**SEPTEMBER  
2017***Wednesday Schedule: Students Dismissed One Hour Early - September 6, 13, 20, 27*

- 4 Labor Day - School Closed

**OCTOBER  
2017***Wednesday Schedule: Students Dismissed One Hour Early - October 4, 11, 18, 25*

- 4 Student Attendance Day with Evening Parent Conferences
- 5 No School for Students with Afternoon and Evening Parent Conferences
- 6 Non Attendance Day - School Closed
- 9 Columbus Day - School Closed

**NOVEMBER  
2017***Wednesday Schedule: Students Dismissed One Hour Early - November 1, 8, 15, 29*

- 21 One Hour Early Dismissal (Before Holiday)
- 22 Non Attendance Day - School Closed
- 23 Thanksgiving Holiday - School Closed
- 24 Non Attendance Day - School Closed

**DECEMBER  
2017***Wednesday Schedule: Students Dismissed One Hour Early - December 6, 13, 20*

- 20 One Hour Early Dismissal (Before Break)
- 21 - 29 Winter Break - School Closed

**JANUARY  
2018***Wednesday Schedule: Students Dismissed One Hour Early - January 10, 17, 24, 31*

- 1-5 Winter Break Continues - School Closed
- 8 Classes Resume
- 15 Martin Luther King Jr. Day - School Closed

**FEBRUARY  
2018***Wednesday Schedule: Students Dismissed One Hour Early - February 7, 14, 21, 28*

- 14 Student Attendance Day with Evening Parent Conferences
- 15 No School for Students with Afternoon and Evening Parent Conferences
- 16 Non Attendance Day - School Closed
- 19 Presidents' Day - School Closed

**MARCH  
2018***Wednesday Schedule: Students Dismissed One Hour Early - March 7, 14, 21*

- 20 Teacher Institute Day - No School for Students
- 23 One Hour Early Dismissal (Before Holiday)
- 26 - 30 Spring Break - School Closed

**APRIL  
2018***Wednesday Schedule: Students Dismissed One Hour Early - April 4, 11, 18, 25*

- 2 Classes Resume

**MAY  
2018***Wednesday Schedule: Students Dismissed One Hour Early - May 2, 9, 16, 23, 30*

- 28 Memorial Day - School Closed

**JUNE  
2018***Wednesday Schedule: Students Dismissed One Hour Early - June 6*

- 8 Last Day of Student Attendance (Tentative)

August 2017

Dear John Jay Parents:

In the unfortunate event that an emergency or crisis situation occurs in our area during the school day, we want you to know that John Jay School is prepared. With the help of the Mt. Prospect Fire and Police Departments, we have designed a Standardized School Crisis Plan that will assist us in effectively responding to these types of situations.

While your natural instinct as a parent in an emergency is to go to your child's school to safeguard him/her, please understand that doing so may significantly impede our response capabilities as well as those of our local emergency responders. It is vital that school officials and the Police and Fire Departments have access to our buildings to manage the situation and give care to students. In addition, it may be necessary to evacuate students to another location if there is immediate danger.

In an emergency or crisis situation, we need your cooperation and assistance and ask that you please follow the guidelines below:

- In the event of a crisis that requires an evacuation/relocation of students, please await information sent to you from the school via the School Messenger system. While it is important to keep our phone lines open during an emergency, please be aware of the following important numbers:
  - **CCSD59 Administrative Building: (847) 593-4300**
  - **John Jay School Main Office: (847) 593-4385**
- Check the CCSD59 website at [www.ccsd59.org](http://www.ccsd59.org) for information on the situation. In some emergency or crisis situations, it may be necessary to relocate to another facility for safety reasons. Please note your school's relocation site:
  - **Forest View Educational Center 2121 S. Goebbert Rd. - Arlington Heights**
- When you travel to the reunification site, please be sure to bring **picture identification**. We will only release students to their legal guardians, or the authorized individuals as listed on your child's emergency forms.

Enclosed you will find quick reference wallet cards with the above information for your use. We thank you for your cooperation in this matter. Our ultimate goal is to keep your children safe while they are under our care.

Thank you.



Dr. Art Fessler, Superintendent of Schools



**AN IMPORTANT REMINDER FOR ALL PARENTS/GUARDIANS OF  
RETURNING 3RD & RETURNING 6TH GRADE STUDENTS ONLY \***

Effective beginning in the 2017 - 2018 school year, parents and guardians of all students of returning 3rd and returning 6th grades must prove CCSD59 residency **at the student's school of attendance** in the following time frame:

- For balanced calendar students (Ridge): Between July 10 - 19 at Ridge Family Center for Learning
- For traditional calendar students (all other schools): Between August 1 - August 10 at the student's school

Proof of residency at the school is only required for students returning to 3rd and returning to 6th grades. Students in these grades will not be allowed to begin school until residency is proven.

\*If any student is new to the district for the 17-18 school year, parents/guardians will be required to provide evidence of residency at the time of the new registration. Therefore, if a child is entering school as a **new** kindergarten student, 3rd, or 6th grader, proof of residency is required at the time of the new registration. Proof of residency therefore does NOT need to re-proven at the school during the 7/10 - 7/19 and 8/1 - 8/10 requirement at the school.

**Acceptable Documents for Proving Residency:**

**Category A: One (1) Document Required**

Most recent Real Estate Tax Bill for my Residence  
Mortgage Papers  
Signed and Dated Lease

**Category B: Two (2) Documents Required**

Driver's License  
Vehicle Registration  
Voter Registration  
Current Public Aid Card  
Current Homeowners/Renters Insurance  
Policy and Premium Payment Receipt  
Most Recent Gas, Electric and/or Water Bill  
Most Recent Cable or Credit Card Bill  
Receipt for Moving Company Services  
Showing Current Address

Please note, CCSD59 reserves the right to evaluate the evidence present and merely presenting the items listed below does not guarantee admission. Thank you for your cooperation.

**Community Consolidated School District 59  
School Lunch and Breakfast Program**



CCSD59 participates in the National School Lunch and Breakfast Program and is committed to providing quality, nutritious and satisfying meals to all children each school day. Meal components include protein, fruit, vegetables, grains, and milk. All children participating in the Lunch and Breakfast Program must select at least three items including a fruit or a vegetable in order for a meal to be considered complete.

Under the National School Lunch and Breakfast Program, free and reduced-price meals are available for children whose family qualifies based on size of household and income level. Applications for this program are available each August. Completed applications can be submitted to your school office or to the Administration Building. If you qualify for this benefit you will be notified by letter and confidentiality will be maintained.

**MealTime Computerized Meal Accounts**

CCSD59 uses MealTime, a software program that permits each child to have a personal meal account. Parents simply deposit money into the child's account and, as the child goes through the service line, the cost of the meal is deducted from their personal account using an ID card. **Low Balance Statements will be emailed when accounts are running low.**

To make a deposit using a credit card, you can use MealTime Online. MealTime Online also permits parents to view their child's purchase history and their current balance. Directions for setting up a MealTime Online account are available on the District's website at [www.ccsd59.org](http://www.ccsd59.org).

If you prefer, you can simply send cash or check to school in an envelope marked "LUNCH DEPOSIT" with your child's name, ID number, and amount of deposit. Checks should be made payable to Community Consolidated School District 59.

If you have any questions regarding MealTime or the Lunch and Breakfast Program, please call Stacey Manwell at 847-593-4341 or Jan Fisher at 847-593-4338.

Information is also available on the CCSD59 website at [www.ccsd59.org](http://www.ccsd59.org)

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**MEAL DEPOSIT FORM**

STUDENT NAME(S) (Please print)	GRADE	STUDENT ID
_____		_____
_____		_____
_____		_____

DEPOSIT AMOUNT \$ \_\_\_\_\_

CASH  CHECK  CHECK NUMBER \_\_\_\_\_

- LUNCH PRICES:                    \$2.75
- BREAKFAST PRICES:            \$1.30
- A LA CARTE MILK PRICE:       \$0.40



**IMPORTANT!  
ALTERNATE LUNCH POLICY**

Dear Parent/Guardian,

The United States Department of Agriculture (USDA) requires every school district that participates in the National School Lunch Program (NSLP) to have a written policy for unpaid meal charges.

The policy pertains to families who have children participating in the lunch program at the paid or reduced rate, but do not have money in their account, or in hand, to cover the cost of the meal at the time of service. CCSD59's procedures outline how these situations will be handled and are intended to provide a consistent practice to reduce confusion for families and students.

**Please find School District 59's procedures related to unpaid meal charges for both elementary and junior high students included with this letter.**

Parents are responsible for ensuring that children have an adequate lunch from home or sufficient funds to purchase school meals. It is strongly suggested that parents/guardians use MealTime Online ([www.mymealtime.com](http://www.mymealtime.com)) to monitor their student's meal account. MealTime Online can also be used to conveniently make deposits to ensure your child has consistent access to nutritious and healthy meals without accruing unpaid meal balances. There are no fees related to this convenience.

If you have questions regarding this change in alternate meal procedures, please contact the School Nutrition Office at 847-593-4341 or 847-593-4338.

Sincerely,  
Janet L. Fisher  
Purchasing and School Nutrition Coordinator



**ALTERNATE LUNCH PROCEDURES 2017-2018**  
**ELEMENTARY AND JUNIOR HIGH**

**Alternate Lunch Procedures**

An Alternate Lunch is different than the daily advertised meal and is provided to students who have exceeded the established maximum negative balance and do not bring a lunch from home or money to purchase lunch. Students will be allowed to charge meals however, when the negative balance reaches (-\$8.00) for a Paid student and (-\$1.50) for a Reduced student an Alternate Lunch will be provided.

In these situations, the student will be provided an **Alternate Lunch Ticket**. The Alternate Lunch Ticket allows the student the option of a cheese or sunbutter sandwich in place of the daily entree. In addition, they may select the offered side items and a milk. The alternate lunch is a federally determined complete meal and will be charged to the student's account at the appropriate paid or reduced price.

**Low Balance Statements**

Low Balance Statements are emailed to families once a week to keep them informed regarding their student's meal account balance and to encourage deposits to avoid going into the negative. Parents can also keep track of their student's balance by using MealTime Online ([www.mymealtime.com](http://www.mymealtime.com)).

**Negative Balance Statements**

Negative Balance Statements are emailed to families daily after lunch if accounts remain in the Negative. At the end of the school year, any unpaid meal charges will be carried over into the next school year.

**All negative balances that exceed \$25.00 will be added to Skyward student fees and will be processed for collections.**

Holmes Junior High School

**SAT, AUGUST 26**

11AM TO 2PM



# BACK TO SCHOOL CELEBRATION

**Where is the event?** Holmes Junior High School

**Who's invited?** All students and families in District 59

**Who's sponsoring this?** District 59 Education Foundation

**What kind of fun and games will be there?**

- Rope Warrior
- Martial Arts Demonstration
- Mount Prospect Dance Program
- Giant Inflatable Obstacle Course
- DJ with Music
- Dunk Tank
- More New Games!

**Will there be food?** Yes. Free Hotdogs and Chips while supplies last!

**FREE  
HOTDOGS  
& CHIPS**

WHILE SUPPLIES LAST

