



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

Dr. Michele Spurgeon Hartzell, Superintendent
Mr. Brian E. Emick, Assistant to the Superintendent

Mr. Jeffrey Fox, Business Manager
Mrs. Shelley Allen, Administrative

July 26, 2024

Dear North East Families,

Welcome back to the 2024-2025 school year! We have had several projects completed on our campus which included a new Pre-K playground, new ceiling tiles and carpet throughout the North East Elementary School, beautification with plants and flowers, and our stadium project for which we will host a separate Ribbon Cutting Ceremony on October 4th. We would like to take a moment to thank our staff that has been working very hard over the summer to ensure our buildings are ready for our students.

We have had a lot of exciting events happening in our schools to include our newly reconfigured K-5 North East Elementary School led by Mrs. Dina Hathaway as the Principal and welcoming our new elementary school Assistant Principal, Mrs. Katelynn Bailey. We would like to welcome our new Assistant Principal, Mr. Asa McCullum to the high school family. Likewise, we are in the process of welcoming a few new teachers and support staff to our Grape Picker family.

We have a few enclosures including a flyer for Meet the Teacher Nights and Ribbon Cutting Ceremony, instructions for free/reduced lunch, annual safety letter, and a letter for our new Raptor visitor information safety system.

The required Chromebook agreement is electronic. Families will need to log into the Parent Sapphire Community Portal account and click on their student. Once logged in, families will see a "24-25 Chromebook Agreement Form." The electronic form will present several questions and links to the agreements and damage protection information that you will need to accept. Once complete, you will simply click on the submit button at the bottom. If you have more than one student in your household, please select your other student(s) from the student list in the upper left corner and complete another form for them. If you are opting for damage protection for the Chromebook(s), you will be provided a link to purchase this through the MySchoolBucks platform online using a credit/debit card or an e-check. Please email helpdesk@nesd1.org with any questions regarding the Chromebook form.

We strongly encourage you to ensure your Sapphire parent portal is up to date with current information and contacts. The school district cannot release a student to any adult not listed as a contact in the Sapphire portal. For changes of address, please provide a new proof of North East residency. Register at nesd1.org, select the Sapphire Portal link (enter keyword – pickers). Please make sure that you continue to review and check your child's assignments in the parent portal as Middle and High School report cards will be electronic only during the 24-25 school year and are located in the Sapphire parent portal. For assistance with the Sapphire portal, please contact your child's building office at (814) 725-8671: Elementary School Ext. 3000; Middle School Ext. 2000, or High School Ext. 1003.

Breakfast is free to All students in grades K-12. Additionally, students in grades K-5 only will also receive free lunch.

continued next page

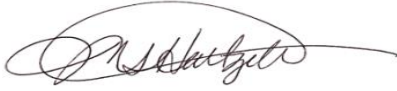
"The Mission of the North East School District is to Nurture and Empower lifelong learning and responsible citizenship"

"The Vision of the North East School District is to be an exemplary educational community by developing knowledge and skills to positively influence a changing world"

On behalf of the North East Board of Directors, the administration, teachers, and staff, we invite you to show your school spirit and Picker Pride by attending student activities and events that are planned throughout the year which can be found on our newly refreshed website at www.nesd1.org.

We look forward to seeing all of your children on Tuesday, August 27, 2024, and look forward to an amazing 2024-2025 school year!

Sincerely,



Dr. Michele S. Hartzell, Superintendent

cc: Mr. Brian Emick, Assistant to the Superintendent
Principals
Assistant Principals
Directors and Supervisors
Board of Directors

Encl. Meet the Teacher Flyer
Raptor Letter
Safe Schools Letter
Free and Reduced Lunch Letter & Instructions to Apply
ES/MS/HS Building Level Enclosures

Upcoming Events

We have several upcoming events as we begin the new school year listed below including:

- Chromebook Distribution for Grades 9-12 only at NE High School café
 - Wednesday, August 14th - 8:00 a.m. to 3:00 p.m.
- Middle School Parent Picker Orientation – 6th Grade and new students to Middle School
 - Wednesday, August 14th – 6:00 p.m.
- Kindergarten Bus Orientation – Friday, August 16th - 9:00 a.m. in the NEES LGI
- Freshman (9th grade) & New High School Students - Orientation at NE High School
 - Wednesday, August 21st – 8:00 a.m.
- Ribbon Cutting Ceremony for K-5 North East Elementary School - Pool Entrance
 - Monday, August 26th - 4:00 p.m.
- Open House/Meet the Teacher Nights:
 - Wednesday, August 21st for Grades 6-8 and 9-12: 4:30 p.m. to 6:00 p.m.
 - Monday, August 26th for grades K-5: 4:30 p.m. to 6:00 p.m.
- First Day of School for Students – Tuesday, August 27th
- Homecoming and Ribbon Cutting Ceremony for Stadium and Tailgate – Friday, October 4th
- School Picture Dates:
 - North East Middle and North East High School – Tuesday, September 17th
 - North East Elementary School – Thursday, September 19th
 - ALL Makeups and Retakes – Wednesday, October 30th

NORTH EAST SCHOOL DISTRICT

Meet the Teacher / Ribbon Cutting 2024-2025

We look forward to welcoming everyone back to campus!

High School & Middle School Meet the Teacher

Wednesday
August 21, 2024

4:30 PM – 6:00 PM

TECHNOLOGY

Technology staff will be available at each session to help families set up parental Sapphire accounts and/or receive login information.



Join us at the North East Elementary School Ribbon Cutting

Monday
August 26, 2024
Pool Entrance
4:00 PM

SCHOOL MEALS

- Go to www.NESD1.org
- Click the Departments link.
- Click the Cafeteria link.
- Click the SchoolCafe link.
- Sign into your existing SchoolCafe account or create a new account by following the prompts.
- After logging into your account, click the Apply link.
- Breakfast and lunch is free to students in grades K-5.
- Breakfast is free to ALL students K-12.



North East Elementary School Meet the Teacher

Monday
August 26, 2024

4:30 PM – 6:00 PM

**'NURTURE
MINDS,
EMPOWER
FUTURES'**

Bus schedules will be available via the parent portal in Sapphire on August 12th. If you need to update your information, please contact your child's school. Only kindergarten and new students to North East SD will receive a paper bus schedule in the mail.

CONTACT US:  814-725-8671  WWW.NESD1.ORG

 50 EAST DIVISION STREET
NORTH EAST, PA 16428



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

Dr. Michele Spurgeon Hartzell, Superintendent
Mr. Brian E. Emick, Assistant to the Superintendent

Mr. Jeffrey A. Fox, Business Manager
Mrs. Shelley Allen, Administrative Assistant

July 26, 2024

RE: Raptor Visitor Management System

Dear Parent/Guardian:

North East School District is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will enable us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building during instructional hours, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a U.S. government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that clearly identifies the visitor, the date, and the purpose of his/her visit. **A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.**

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

Sincerely,

Dr. Michele S. Hartzell
Superintendent

Mr. Brian E. Emick
Assistant to the Superintendent

NORTH EAST SCHOOL DISTRICT EMERGENCY PLAN INFORMATION



The District's emergency plan provides for response actions in all types of emergencies. The chart below outlines several types of protective responses:

Response	Condition
Building Evacuation	Evacuation to a safe area on school grounds in case of fire.
Delayed Opening, Cancellation of Classes, Early or Delayed Release of Students	These actions are normally taken in case of a winter storm. Cancellation of classes may be necessary in case of a disruption of public utility services
In-Place Sheltering	Sudden occurrences such as tornadoes or hazardous material accidents may dictate taking cover in place (your child's school) as the best immediate response
District Evacuation	Total evacuation may become necessary if the school is in an endangered area. Hazardous material accidents and major floods are examples.
Reunification Sites	Current off campus reunification site is Harborcreek High School. (Site may change as needed.) You will receive specific instructions in the event that this becomes necessary.

Additionally, if your residence is in an endangered area and the school is not, we will care for your children at school until the danger has passed, unless you or a person you authorize comes to the school to regain custody. If a total evacuation becomes necessary, your children will be bused to an alternate location. Through the Sapphire system and local radio and television announcements, you will be kept informed of this alternate location where you may regain custody of your children.

Parents or others authorized to pick up a student will be required to provide identification at the pick-up point and sign a permission form before the school will release a student into their custody. Identification must be either a driver's license or some other form of picture identification.

For High School age students: In the event your child has a personal means of transportation (such as a car or motorcycle) at school during a declared emergency requiring evacuation, your consent would be necessary before the student would be permitted to evacuate by his/her own means of transportation.

During an emergency we urge that you do not telephone the schools or attempt to make different arrangements. Such actions only create confusion and divert staff members from their assigned emergency duties.

Emergency conditions may also require that an individual school, or even the entire school district, will have to close for a period of time. In that event, information for students and parents will be provided through the Sapphire system as well as via newspaper, radio and television announcements.

Dealing with emergencies requires all of us to cooperate in order to ensure everyone's safety. Your help will be greatly appreciated as we work to ensure the safety of our students and staff.

Should an evacuation become necessary, the information that you provide on emergency forms will help us to quickly move students to a safe location. Please make sure your Sapphire parent portal information is up to date.

North East School District

Children need healthy meals to learn. **North East School District** offers healthy meals every school day. Breakfast is available at no charge to all students. Lunch will be free to all students in Elementary School, grades K-5. Lunch costs \$2.15 for Middle School and High School students, grades 6-12. **Your Middle School and/or High School child(ren) may also qualify for free or for reduced price meals.**

During the 2024-2025 School Year, all schools participating in the School Breakfast Program (SBP) are to provide free breakfasts for all enrolled students. Additionally, students identified as eligible for free or reduced-price lunches through the National School Lunch Program (NSLP) will not be charged for their lunch. Snacks and a la carte purchases are not free.

This packet includes the instructions to apply for free and reduced-price meal benefits. Although Elementary School students will receive free lunch, all households who do not receive SNAP or TANF benefits and feel your income falls within the income eligibility chart below are encouraged to submit an income application to qualify for other district program benefits, regardless of your child's grade level. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **NOTICE OF DIRECT CERTIFICATION** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- 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 this chart.

INCOME ELIGIBILITY REDUCED PRICE GUIDELINES JULY 1, 2024-JUNE 30, 2025

Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
Each additional family member add:	+\$9,953	+\$830	+\$415	+\$383	+\$192

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? 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 been told your children will get free meals, call or email NESD Administration Office at 814-725-8671, ext. 3910 or lboltz@nesd1.org.
3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* An incomplete application cannot be approved so be sure to enter all required information. You may request a paper application from the school at any time. If a paper application is used, return it to: NESD Administration Office, 50 E. Division St., North East, PA 16428.
4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact NESD Administration Office at 814-725-8671, ext. 3910 or lboltz@nesd1.org immediately.
5. CAN I APPLY ONLINE? 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. Visit <https://www.nesd1.org/departments/food-service> or visit the PA Department of Human Services website at www.compass.state.pa.us.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first 30 operating school days of this school year. You must complete a new application unless the school told you that your child is eligible for the new school year.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Submit an application to confirm.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? 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/or reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? You should speak with school officials. You may also request a hearing by calling or writing to: NESD Administration Office, 50 E. Division St., North East, PA 16428, 814-725-8671, ext. 3910 or, lboltz@nesd1.org.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? Enter 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, enter \$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.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income that you are asked to report on the application or may not receive income at all. Whenever this happens, enter a 0 in the field. If any income fields are left blank, those will also be counted as zeroes. Be careful when leaving income fields blank, as it will be assumed you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? 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 ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? There is no limit when applying online. For paper applications, list any additional household members on a separate piece of paper and attach it to your application or contact NESD Administration Office at 814-725-8671, ext. 3910 or lboltz@nesd1.org to request a second paper application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, visit www.compass.state.pa.us, contact your local county assistance office, or call 1-800-692-7462.

If you have other questions or require assistance, please call 814-725-8671, ext. 3910.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

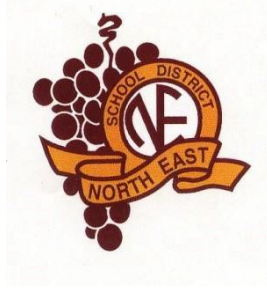
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.



NORTH EAST SCHOOL DISTRICT

Instructions to apply online for Free or Reduced Meal Benefits

- Go to the North East School District website at www.NESD1.org.
- Click ***Departments***
- Click ***Cafeteria***
- Click ***SchoolCafe***
- Sign into your existing *SchoolCafe* account or create a new account by following the prompts.
- After logging into your account, click ***Apply*** under the Dashboard / Benefits section and follow the prompts.

After your application is submitted, your eligibility will be determined and you will receive confirmation of approval or denial.