Dear Families,

We are so excited to begin this school year with you! The staff at Newfield Central Schools has been working throughout the summer preparing policies, procedures and classrooms to make sure our children and families have the safest and best learning environment possible.

PLEASE CHECK THE WEBSITE FOR ALL BACK TO SCHOOL GUIDELINES AND INFORMATION.

***PLEASE RETURN THE ENCLOSED TEMPERATURE AGREEMENT BEFORE THE START OF SCHOOL TO YOUR CHILD’S BUILDING. IF YOU HAVE CHILDREN IN MULTIPLE SCHOOLS, OFFICE STAFF WILL SEND A COPY TO THE NEEDED OFFICE***

Please remember that guidelines developed by the district are fluid and may change as Covid-19 affects us in various ways. Please be patient concerning the changes that are required. I assure you there has been a lot of time and consideration involved in each and every decision and we are doing our best to do what is right for every child and family. Please keep the following in mind as we begin a wonderful new school year:

1) **It will not be perfect:** The reopening will take time and require a series of adjustments. As employees return to the district at differing levels and schedules, necessary COVID-19 preparation is ongoing. We will need to be patient with each other.

2) **We come back under a “new normal” and new guidelines:** The enclosed Daily Health Screening Affidavit is a pathway to help protect all of us. Wearing a mask, washing hands, monitoring symptoms, and keeping a social distance are basic ways to limit transmission of the virus. If you have not completed the *Parent’s Daily Health Screening Form* (enclosed with this packet) please do so prior to returning to campus. Please assist your student in self-monitoring symptoms daily using the daily checklist and guidelines enclosed.

3) **This is a resilient community:** The decisions being placed before you have been challenging! Time and time again, the Newfield community has rallied and overcome. While the economic and pandemic conditions create uncertainty, please know this: Our combined effort and willingness to work together is what separates this community from others—we are **NEWFIELD STRONG!!**

Thank you for your hard work, care, sacrifice, and dedication to Newfield Schools. Welcome back!

Eric Hartz, Acting Superintendent
IF YOUR CHILD IS TAKING THE BUS TO/FROM SCHOOL: THE TRANSPORTATION DEPARTMENT WILL BE IN CONTACT WITH YOU DIRECTLY TO EXPLAIN YOUR CHILD’S BUS NUMBER AND ROUTE

Enclosed in this packet:

1. Parent’s Daily Health Screening (to be returned to the school) Symptoms of Covid and 10 Things to Know (for you to keep for reference)
2. Drop Off Lane Map: You will see there is a lane change this year. Parents dropping off students will use the former bus lane. The Bus Lane will be along the sidewalk where the student drop off previously was.
3. ELEMENTARY BUILDING Entrance Map for Students: this explains where your student will enter and exit the building. Staff will be personally guiding students to their correct location the first week of school (please remain in your vehicle!). When picking up a student, parents/guardians will be required to show identification upon arrival.
4. Newfield Goes Google!
5. Free and Reduced Lunch information
6. Attendance Policy
7. Dress Code Policy: updated to include mask guidelines. This is currently under review by the Board of Education, however, masks must be worn at all times.

Quick Reminders:

Technology: If you need a device for your child(ren), please contact the main office of the building they are enrolled in. For families without connectivity, broadband is available in proximity to our schools, the Newfield Public Library, and the Newfield Town Hall. Students will also have access to our Elementary Computer Lab and Library if they need access to connectivity.

Food Pick Up/Plan: (For students who signed up to receive meals through the school):

Elementary Students: Morning session students will receive breakfast at the school and a “to go” lunch at the end of their school day. Afternoon students will receive lunch at school and will be sent home with breakfast for the next day.
High/Middle School Students: Group 1 Students will have breakfast and lunch at school on Monday and Tuesday, and will be sent home (on Tuesday) with meals for the rest of the week. Group 2 Students will have breakfast and lunch at the school and will be sent home with meals (on Friday) for the beginning of the next week.

Pick-Up for Virtual Students will be on Wednesdays from 12:30-1:30pm. The first pickup will be September 9, 2020.

Students Receiving Additional Educational Services: For the 2020-2021, Newfield has created three 12:1:1 special education classes. For this year, the students enrolled in these classes will attend Newfield full days. This practice aligns our students with the 12:1:1 services provided to students attending the TST and GST BOCES 12:1:1 programs. All other special education students will follow the schedules established by their building principal. Special education programs and related services will be provided either in person or virtually.
Elementary Schedule: **PLEASE SEE MAP REGARDING ENTRANCE BY GRADE LEVEL**

A. In-Person Instruction ½ days - 5 days per week with limited virtual instruction, in school.

- or -

B. Virtual - 5 days virtual instruction

<table>
<thead>
<tr>
<th>AM Group Schedule</th>
<th>PM Group Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40 - Students will login to their virtual classroom.</td>
<td>7:40-10:20 Students will participate in ENCORE classes (Art, Music, Library, PE) and Title I services, virtually.</td>
</tr>
<tr>
<td>8:00-8:50 English Language Arts Block</td>
<td>10:20 Break in between Core instruction and Encore instruction</td>
</tr>
<tr>
<td>8:50-9:40 Math Block</td>
<td>12:10 - Students will login to their virtual classroom</td>
</tr>
<tr>
<td>9:40-10:20 Science/Social Studies</td>
<td>12:30-1:20 English Language Arts Block</td>
</tr>
<tr>
<td>10:20 Break in between Core instruction and Encore instruction</td>
<td>1:20-2:10 Math Block</td>
</tr>
<tr>
<td>12:10-2:50 Students will participate in ENCORE classes (Art, Music, Library, PE) and Title I services, virtually.</td>
<td>2:10-2:50 Science/Social Studies</td>
</tr>
</tbody>
</table>
Middle/High School Schedule:

A. In-Person Instruction 2 days - 3 days per week with limited virtual instruction,

-or-

B. Virtual - 5 days virtual instruction

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00</td>
<td>8:51</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>ALL STUDENTS WILL BE VIRTUAL/INDEPENDENT LEARNERS</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:54</td>
<td>9:37</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:40</td>
<td>10:23</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>REACHERS WILL CONSULT VIRTUAL OFFICE HOURS</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:28</td>
<td>11:11</td>
<td>Group 1 - In Person</td>
<td>Group 2 - In Person</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11:14</td>
<td>11:57</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12:00</td>
<td>12:43</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>4. UPDATE VIRTUAL ATTENDANCE FOR ALL STUDENTS</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12:48</td>
<td>1:29</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>5. MAKE PHONE CALLS FOR CAROUSELS, NUMBER OF ATTENDANT OPPORTUNITIES AND FACULTY MEETINGS</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>1:32</td>
<td>2:15</td>
<td>Group 1 - In Person</td>
<td>Group 2 - In Person</td>
<td>6. ATTEND DEPARTMENT MEETINGS TO DISCUSS AND ASSESS OUR LEARNING MODEL</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td></td>
<td>Group 1 Independent/Check in with teacher virtually</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>2:18</td>
<td>3:00</td>
<td>Group 1 - In Person</td>
<td>Group 1 - In Person</td>
<td>Group 2 Independent/Check in with teacher virtually</td>
<td>Group 2 - In Person</td>
<td>Group 2 - In Person</td>
</tr>
</tbody>
</table>
As the parent/guardian of a student/s at the Newfield Central School District, I agree to the following daily procedures listed below for the school year 2020-21. By following the procedures below on a daily basis, I am assuring my student is safe to attend school.

☐ Take student/s temperature prior to attending school.

☐ Assess student/s overall health and condition, following the provided symptom sheet for COVID-19.

☐ Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.

☐ Tested positive through a diagnostic test for COVID-19 in the past 14 days.

☐ Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days.

☐ Has traveled internationally or visited a hot-spot state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Student/s Name/s: __________________________, __________________________

____________________________________, __________________________, __________________________.

____________________________________

Parents/Guardians Name (printed) __________________________ Date ____________

____________________________________

Parents/Guardians Signature __________________________
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
## Symptoms of COVID-19

<table>
<thead>
<tr>
<th>Symptoms of COVID-19</th>
<th>Strep Throat</th>
<th>Common Cold</th>
<th>Flu</th>
<th>Asthma</th>
<th>Seasonal Allergies</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEVER</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUGH</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SORE THROAT</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>SHORTNESS OF BREATH</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>FATIGUE</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>DIARRHEA OR VOMITING</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUNNY NOSE</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BODY/MUSCLE ACHES</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

👉 Symptom of illness

[cdc.gov/coronavirus]
10 things you can do to manage your COVID-19 symptoms at home


**If you have possible or confirmed COVID-19:**

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.

2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.

3. **Get rest and stay hydrated.**

4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.

5. For medical emergencies, **call 911 and notify the dispatch personnel** that you have or may have COVID-19.

6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.

7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

8. As much as possible, **stay in a specific room and away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.

9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.

10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

[cdc.gov/coronavirus]
Newfield Goes Google!!!

**What does this mean?**

Your students will be using GSuite for Education this year. Primarily, students will be using Google Classroom (Learning Management System), Google Meet (Teleconferencing), Docs (Word Processing), and Forms (Surveys). Students will also have the opportunity to use a variety of other components that their classroom teacher will integrate into their in person and virtual instruction.

**Why?**

COVID-19 has presented schools with a wide variety of challenges including the need to make learning materials and instruction available in digital forms. Making the materials available virtually provides access to all students and will be critical as we navigate the changes in teaching and learning.

**How?**

The Tech Team has been working very hard to make the transition as smooth as possible. You and your student(s) will receive an email shortly that will provide login information and directions to access your students NCSD Google account. The email will be sent from Bob Fisher ([rfisher@newfieldschools.org](mailto:rfisher@newfieldschools.org)). Please keep an eye out for it.

**When?**

Your student will have access to many parts of their Google account as outlined above. Your student’s teacher will send details about how they will be engaging digitally including adding guardians to Google Classroom (this means you will receive regular communication about what is happening with your student for each class). Your student’s teacher may also use Google Calendar to communicate with you, Forms to
collect information, and a wide array of other tools that should make teaching and learning easier whether your student is learning in person or from home.

Migrating to a new digital platform is time consuming and whereas the Tech Team has moved at lightning speed, we are not yet ready to launch GMail. For this reason, students will need to continue to access their school email through their Outlook accounts (the way they always have). We will let you and your students know when GMail is ready to go and will again provide resources for logging on and utilizing this part of NCSD’s Google components.

**Where?**

Going Google means your students can literally learn from anywhere! Part of the amazing tools that our new platform provides is the ability to work offline. This means that students without internet can access learning materials without needing to be connected to the internet. When the student and the device come into one of our hot spots (the school parking lot, the public library, etc) then their work will upload and they will be able to access updates from their teacher.

The offline option will require some set up, but we are ready and committed to provide resources and support to ensure that all of our students can continue to learn as we move through the coming months.

**How do I find out more?**

You can find many resources at this website: [ncsdgoesgoogle.com](http://ncsdgoesgoogle.com)

We will be sending resources to you throughout the coming weeks as well and hope that you will enjoy the new tools that will be available to our Newfield family.

Feel free to contact me at smiller@newfieldschools.org
Dear Parent/Guardian:

Children need healthy meals to learn. Newfield CSD offers healthy meals every school day. Breakfast is at NO COST to ALL STUDENTS. Our lunches are at NO COST IN THE ELEMENTARY & $2.75 in the middle & high school. Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. 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. Return the completed application to: Robin Wood, 247 Main St, Newfield, NY 14867.

2. WHO CAN GET FREE MEALS? All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program’s case number for any household member. Also, your children can get free meals if your household’s gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SPA for assistance in receiving benefits.

3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.

4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven’t been told your children will get free meals, please call or e-mail Cheryl Jackson @ 564-9555 ex 1024 or email cjackson@newfieldschools.com to see if they qualify.

5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meal benefits will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.

6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at 564-9555 ex 4024 if you have questions.

7. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child’s application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL APPLICATION.

9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.

10. 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 reduced price meals if the household income drops below the income limit.

11. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or email for: Dave Shaw @ 564-9555 ex 4021 or email dshaw@newfieldschools.org.

12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. Your or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? 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 $500, 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.

15. ARE WE IN THE MILITARY? DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn’t received before she was deployed, combat pay is not counted as income. Contact your school for more information.

17. 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, contact your local assistance office or call 1-800-342-3009.

2020-2021 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK
REDUCED PRICE ELIGIBILITY INCOME CHART

<table>
<thead>
<tr>
<th>Total</th>
<th>Family Size</th>
<th>Annual</th>
<th>Monthly</th>
<th>Twice per Month</th>
<th>Every Two Weeks</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>$23,606</td>
<td>$1,968</td>
<td>$984</td>
<td>$908</td>
<td>$454</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>$31,694</td>
<td>$2,658</td>
<td>$1,329</td>
<td>$1,227</td>
<td>$614</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>$40,182</td>
<td>$3,349</td>
<td>$1,675</td>
<td>$1,546</td>
<td>$773</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>$48,470</td>
<td>$4,040</td>
<td>$2,020</td>
<td>$1,865</td>
<td>$933</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>$56,758</td>
<td>$4,730</td>
<td>$2,365</td>
<td>$2,183</td>
<td>$1,092</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>$65,046</td>
<td>$5,421</td>
<td>$2,711</td>
<td>$2,502</td>
<td>$1,251</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>$73,334</td>
<td>$6,112</td>
<td>$3,056</td>
<td>$2,821</td>
<td>$1,411</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>$81,622</td>
<td>$6,802</td>
<td>$3,401</td>
<td>$3,140</td>
<td>$1,570</td>
</tr>
</tbody>
</table>

*Each Add'l person add $8,268

$691

$346

$319

$160

1
How to Apply: To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children’s names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult’s social security number or check the box if the adult does not have a social security number. An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If your household is not sure if their children have been directly certified, the household should contact the school.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the After School Snack Program at no charge.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school’s attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA), including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

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.

Sincerely,

Ms. Robin Wood
Cafeteria Manager
2020-2021 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete only one form for your household, sign your name and return it to the address listed below. Call 607-564-9955 ex 4024, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: Newfield Middle/High School
247 Main St.
Newfield, NY 14867

1. List all children in your household who attend school:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School</th>
<th>Grade/Teacher</th>
<th>Foster Child</th>
<th>Homeless Migrant, Runaway</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. SNAP/TANF/FDPIR Benefits:
If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

Name:  
CASE #:  

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).
List all Household members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of household member</th>
<th>Earnings from work before deductions Amount / How Often</th>
<th>Child Support, Alimony Amount / How Often</th>
<th>Pensions, Retirement Payments Amount / How Often</th>
<th>Other Income, Social Security Amount / How Often</th>
<th>No Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>$________ / ________</td>
<td>________</td>
</tr>
</tbody>
</table>

Total Household Members (Children and Adults)  

*Last Four Digits of Social Security Number: XXXX-

*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.
I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature:  
Date:  
Email Address:  
Home Phone:  
Work Phone:  
Home Address:  

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity:  
- Hispanic or Latino
- Not Hispanic or Latino

Race (Check one or more):  
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Island
- White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

- SNAP/TANF/Foster
- Income Household: Total Household Income/How Often: /  
- Household Size:  
- Free Meals
- Reduced Price Meals
- Denied/Paid

Signature of Reviewing Official  
Date Notice Sent:  
To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to Robin Wood.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: 607-564-9855 ext 4024. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

**PART 1** ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.
(1) Print the names of the children, including foster children, for whom you are applying on one application.
(2) List their grade and school.
(3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

**PART 2** HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.
(1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
(2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

**PART 3** ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.
(1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
(2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box. The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should not be considered as income for this program.**
(3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
(4) The application must include the last four digits of the social security number of the adult who signs PART 4 if Part 3 is completed. If the adult does not have a social security number, check the box. If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.
(5) An adult household member must sign the application in PART 4.

**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

**USE OF INFORMATION STATEMENT**
Use of Information Statement: The Richard B. Russell National School Lunch  Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.
We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**DISCRIMINATION COMPLAINTS**
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](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;

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Statement of Local Objectives

The Board of Education recognizes that regular school attendance is a major component of academic and career success. Through implementation of this policy, the Board expects to encourage full attendance by all students, maintain an adequate attendance and record keeping systems, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

Strategies to Meet Objectives

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purposes, procedures and the consequences of non-compliance. The following procedures shall be implemented:

- The district will provide a copy of the attendance policy and any amendments to faculty and staff. New staff will receive a copy upon their employment. The policy will be reviewed with faculty and staff at the beginning of each school year.
- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a copy of this policy at the start of the school year.
- Copies of this policy will also be made available to any community member upon request.
- Attendance will be taken at the beginning of each day in all schools.
- Attendance will be taken during each class period in classes from grades 6 to 12.
- Attendance will be maintained on the district's student information system.

Excused and Unexcused Absences

The Board of Education recognizes the following reasons for student absences from school as excused:

- illness
- illness or death in the family
- impassable roads
- religious observance
- doctor appointment
- dental appointment
- attendance at health clinics
- quarantine
- required court appearance
- approved college visits
- military obligations
- approved cooperative work programs
- approved field trips
• in-school sanctioned activities
• drivers road test
• other reasons approved by the Commissioner of Education

Any reason not listed as excused shall be deemed unexcused unless the principal determines otherwise. Examples of unexcused absences include:

• shopping
• traveling
• oversleeping
• missing the bus
• skipping class
• babysitting
• needed at home to help

For the purposes of this policy, suspension from school or assignment to In School Suspension does not constitute an absence.

For the purposes of this policy, the following definitions also apply:

Scheduled Instruction: Every period that a student is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.

Absent: The student is not present for one-third or more of the student’s scheduled instruction.

Tardy: The student arrives later than the starting time of the student’s scheduled instruction.

Early Departure: The student leaves prior to the end of the student’s scheduled instruction.

Classroom Attendance Policy

The Newfield School District requires students to attend 85% of the scheduled classes of a course of study in order to be eligible for course credit.

• 85% of the regularly scheduled class periods is defined as no more than 28 absences for a full year course; no more than 14 absences for a half-year course or one that meets all year every other day; and no more than 7 absences for a course that meets for one semester every other day.
• Three tardies per class is equivalent to one absence for that specific class.
• This policy will be reviewed as needed.
• Extenuating circumstances may be reviewed by the Principal on a case-by-case basis. His or her decision may be appealed to the Superintendent, whose decision will be final.

Classroom Attendance Notification/Intervention Strategies

Guidelines for Elementary/Middle School Students with Attendance Problems

1. Develop list of students with 15% absenteeism at first marking period.
2. Letter is sent to parent and includes copy of absence record.
3. Review list at end of first marking period. If attendance problem continues, social worker and/or nurse will make a home visit or invite parent for school meeting (if there is a caseworker or probation officer involved with the family they will be invited to the meeting).
4. Review list at second marking period of school year. If absenteeism continues, letter is sent to parents and Social Service or Probation worker is asked to contact the family.
5. If no improvement is noted despite above steps, a Child Protective Service referral is made.

Guidelines for High School Students with Attendance Problems

A. Steps for a full-year course under the traditional 9 period schedule

1. After seven (7) absences, the classroom teacher notifies the student, a counselor and the administrator of the problem.
2. An administrator/teacher calls the home after seven (7) missed days. This phone call is documented by correspondence to the parent/guardian.
3. At twelve (12) absences, a planning conference occurs involving the student, parents, teachers and administrators; a specific plan is devised to address the student’s absenteeism; a certified letter outlining the understandings and outcomes of this meeting is sent home to the parent/guardian.
4. At twenty (20) absences, a parent/student/school conference is required notifying the parents that the continued absences beyond twenty-eight (28) days will result in the student being removed from class(es). A follow up letter confirming this information will be sent home.
5. At twenty-eight (28) days of absence, the student will meet with the building principal or her/his designee to be notified of ineligibility for credit. Parents will also be notified by letter.
6. At twenty-eight (28) days of absence, the student will be removed from each (or all) class/subject in which absences have occurred and credit will be denied.

Understandings associated with this policy:

- School sponsored events are equivalent to a class: field trips, school sponsored competitions, music lessons, study center, school sponsored college visits, home tutoring, etc.
- Upon medical notation, home tutoring is set up as soon as possible, but no later than the end of five (5) consecutive days of absence.
- Home tutoring for students 16 and under pursuant to the Compulsory Education Law may also be established for other reasons such as suspensions.
- Teachers will be available to respond to questions from students about work missed during a student’s absence regardless of the reason for the absence. However, the district is not obligated to extend to every student who misses a class, test, etc., a make up opportunity. Such opportunities do not have to be extended for unexcused absences or truancy.
- If make-up work is given, it is done in lieu of that which was done in class: it may not necessarily have the same format, but will include the same content.
- Some work is impossible to make up, i.e. class participation, oral class work that was graded, work that was scored and then reviewed in class.
- Teachers may require that some class work (labs, etc) be made up during school time, for example, when the teacher is available to help the student; all make-up work may not be able to be done at home.

Annual Review

The Board shall periodically review building-level student attendance records and, if such records show a decline in student attendance, the Board shall make any revisions to the plan it deems necessary to improve student attendance.
Code of Conduct - Student Dress Code

Code 5300.20

Status Active

Adopted June 21, 2001

Last Revised November 2, 2017/ draft update 8/28/20

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall comply with the following guidelines:

Be safe, appropriate and not disrupt or interfere with the educational process.

Not include extremely brief garments such as strapless, spaghetti straps less than 1” wide, short skirts or shorts, deep cut tank tops, bare midriffs, plunging necklines (front and/or back) and see-through garments which, at the principal’s discretion, are not appropriate.

Ensure that underwear is completely covered with outer clothing.

Include footwear at all times. Footwear that is a safety hazard will not be allowed.

Not include hats inside the school building. Exceptions may be granted at the discretion of the principal or for religious reasons.

Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Not include jewelry and accessories that are a safety hazard to the wearer or others.
Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Mask Guidelines and Expectations:

As part of emergency procedures to be implemented by Federal, State, and Local officials related to the COVID-19 pandemic, the Centers for Disease Control and Prevention ("CDC") and the New York State Department of Health recommend that everyone wear a face mask that covers the nose and mouth to help prevent community spread of this virus.

The State of New York is currently under Executive Order by the Governor declaring COVID-19 a Public Health Emergency, the NYS Commissioner of Education has issued an Emergency Order recognizing this public health emergency has issued an Emergency Resolution requiring the use of face coverings inside buildings.

Therefore, in order to implement immediate mitigation measures during this pandemic, the School Board hereby mandates that all employees, visitors, and students wear a face mask while on school property, facilities, school buses and/or engaged in school activities in accordance with the District’s policies, procedures, and protocols, outlined in the Centers for Disease Control and Prevention ("CDC") current guidance as well as all applicable laws, including the Americans with Disabilities Act, as amended, 42 U.S.C. § 12101, et seq., § 504 of the Rehabilitation Act, as amended, 29 U.S.C. § 794, the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. and/or any other applicable federal, state or local law.

All students, staff, visitors, or any persons on school property will be expected to wear a mask at all times, regardless of social distancing. Masks must be worn securely over the nose and mouth. Unacceptable masks include but are not limited to: bandanas, gators, neck warmers, facial coverings with openings or facial coverings which are deemed ineffective by the Department of Health.

Exceptions to wearing a mask include:
- Those with medical documentation stating that wearing a mask poses a legitimate risk to the individual’s health. Alternate safety measures must be agreed upon with administration in advance.

- When eating: Student will remain seated while eating. Students are required to put their mask back on if they get up from the table for any reason *

- When outside*

- When isolated and no opportunity for interpersonal contact exists*

* social distancing of at least six feet required