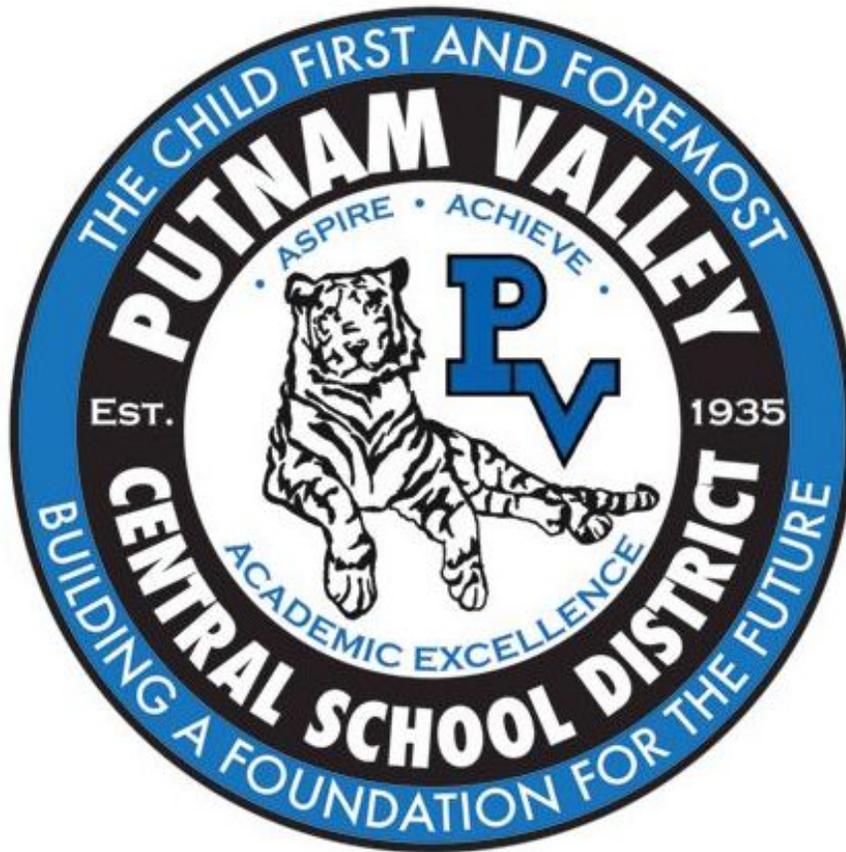


# Putnam Valley Central School District

## Continuity of Instruction Plan



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**Jenette Mistretta, Director of Curriculum and Instruction**  
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## **Introduction**

The Putnam Valley Central School District Continuity of Learning Plan has been created to provide guidance to our teachers and families during the COVID-19 pandemic. Our goal is to provide guidance and resources available from the county, state, and federal government and NYSED in order to help support learning at PVCSD. More specific guidance will come from the administration in each of our schools.

We are all navigating this new challenge for our school district. During these unprecedented times, we continue to creatively work together to provide a meaningful learning experience for our students. We appreciate your patience and understanding during this time. In-person instruction, Hybrid, and Distance learning are all currently being planned for as we look ahead to the 2020 - 2021 school year. Guidance from the New York State Governor's Office can be found [here](#).

The district will continue to update the community through our notifications systems of emails, Connect-Ed calls, and posting to the [District Website](#). Our school principals will communicate building-specific information, and teachers will update families with class-specific information.

For specific inquiries or concerns about your child or school, please take a look at the homepage for your child's school.

- [Putnam Valley Elementary School](#)
- [Putnam Valley Middle School](#)
- [Putnam Valley High School](#)

## **Parent/Student Expectations**

Parents and caregivers are asked to partner with the school district to monitor their students' participation in the lessons and learning activities provided by teachers. It is critical that all students remain engaged and connected with their teachers and peers. This way of learning is different and there must be a concerted effort between students, parents, teachers, and administrators to ensure its success.

**Attendance:** Students are expected to participate in both in-person and virtual instruction and will be held responsible for being present in class, in-person or virtually. Normal attendance procedures will be followed when students miss several classes. Teachers will use Powerschool to track daily attendance. Student attendance will be recorded every day that school is in session; in-person, hybrid, and full time remote learners.

In-person attendance - students are physically in the classroom.

Remote learning attendance - Students are present on a Google Meet, or demonstrate engagement as directed by the teacher.

**Participation:** Students are expected to be present and actively engaged in the learning tasks, ask questions, and virtually collaborate with classmates at home and in school. Students will also be required to complete a variety of self-directed and asynchronous activities. This way of learning is different and there must be a concerted effort between students, parents, teachers, and administrators to ensure its success. When working virtually on Google Meet, the "Chat" stream should be used only at the request of the teacher or to ask the teacher a question.

**Daily Schedule:** Students are expected to follow their daily schedule of classes and actively participate in those classes in-person and virtually. Students will check in with their teachers at the beginning of each class. Students will log into Google Meet 2-3 minutes prior to the start of class.

**Grading:** Students will be graded in a traditional manner. The Elementary School will return to the standards-based model, with a positive narrative grading format for remote learners. Middle School and High School will continue with numeric grading.

**Social Emotional Well-Being:** Students should reach out to a teacher or clinical staff

member for support when needed; our focus in the beginning of the school year will be on establishing a comfortable learning environment for all students.

**Distance Learning Etiquette:**

- Students must utilize a quiet location that is free from distractions (music, TV volume, eating, pets, and younger siblings if possible) while participating in distance learning.
- Students should be dressed appropriately while participating in distancing learning and be respectful of other participants.
- During remote learning, students are prohibited from filming, taking screenshots, or recording lessons in any other way.
- Students are expected to be present during the interactive portion of the lesson.
- Students should leave enough time to connect to the virtual classroom prior to the start of instruction, this includes making sure their device is charged and connected to the Internet.
- No communication between parents and teachers is permitted during a scheduled class. Parents should not interrupt lessons. Parents are encouraged to contact teachers via email if the need arises.

**Behavioral Expectations:** All students whether participating in-person or virtually will be held to the PVCS D Code of Conduct. The typical classroom rules of the teacher apply at home.

**Communication:** Students and parents should reach out for support by emailing teachers, counselors, support staff, building, and district administrators.

**Healthy Practices:** All students will be required to wear a mask while in school unless they are eating or participating in a teacher directed mask break.

- Bring your masks to school everyday
- Masks must be worn at all times while on the bus
- Masks must be worn when entering the building
- Masks must be worn in the hallways and classrooms
- Masks must be worn during emergency drills

Students will be asked to practice appropriate hygiene practices, including hand washing, use of hand sanitizer, and respiratory protection. Students must follow social distancing guidelines and regulations to the fullest extent possible.

- Students are not to share food or drinks
- Students are not to share masks or other items
- Stay to the right and stay six feet apart while walking through the hallways
- Sit only in designated desks and seating areas
- Students who utilize district transportation will be assigned a designated seat

**Home Health Screening:** All families are required to complete a home health screening each day before their child(ren) leaves for school. This screening must include a temperature check. If your child exhibits any of the symptoms related to COVID-19, they should be kept home from school. Students who continue to exhibit symptoms should be seen by a doctor and provided a note before returning to school. Parents will be periodically required to acknowledge that they are conducting a daily health screening and temperature check of their child(ren).

**In-School Health Screening:** The district will conduct random temperature checks during arrival and throughout the school day. Any child with a fever of over 100 degrees, or displaying any symptoms associated with COVID-19, will be sent to a quarantine room and will need to be promptly picked up from school.

**Return to School Procedure:** Students who exhibit symptoms associated with COVID-19 must be cleared by a doctor and be symptom free before returning to school. Please review this CDC link for more detailed information:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

## **Daily Schedule**

**It is important to maintain a regular routine for children. Students are encouraged to read for enjoyment, play games, or engage in other learning activities as much as possible. In addition, the opportunity to safely go outside and disconnect from their screens, devices, or social media is strongly recommended.**

**Physical Education and Health Teachers have posted helpful information on their Google Classroom sites or through email to help students and families maintain a healthy lifestyle. Engaging in physical activity as much as possible, within recommended guidelines and abiding by safety regulations, is critical to maintaining a healthy lifestyle.**

## **Grading & Assessments**

### **Elementary School:**

With the in-school plan of instruction for grades 1-4 (100% of K-4 students in school, five days per week), grading for the 2nd and 4th quarters of the school year will incorporate the 1-4 rubric system and the PVES Report Card. Reading assessments and classroom diagnostic tools (DRA and iReady) will be administered. The brief 1st and 3rd Quarter Progress Reports will be distributed to parents, possibly by email, and discussed through virtual parent/teacher conferences.

If school closures take place due to the pandemic, students will be receiving Narrative Reports in January and/or June, focusing on Math, ELA, and content area items. These individualized narratives will be completed by classroom teachers and support staff for each child. Special area teachers will provide narratives as well, but they will choose from special-specific “drop down comments” that have been designed for different levels of participation. In June, all narrative reports will accompany the online Articulation Card information, which will be shared with next year’s teachers for each student.

### **Middle School:**

In order to be as flexible as possible and to acknowledge progress, the middle school will be assessing students in the third quarter using pass/incomplete criteria. Our Regents courses (Algebra I and Earth Science) will be assessed differently and aligned to our high school. Students were present in school for the first six weeks of the third quarter and therefore those grades will hold the greatest weight. They will be assessed numerically overall for their efforts over the entire ten weeks of the third quarter. Our third quarter will come to a close on Friday, April 17. Please expect to see comments and a (P) for pass or an (I) for incomplete or a number grade for Regents courses for the third quarter in Powerschool by Friday, April 24.

Teachers will be assessing the fourth quarter using a (P) for pass or an (I) for incomplete along with comments for this period as well. Please note that Powerschool will be updated along the way to provide feedback and progress for the duration of the fourth quarter. Our Regents courses (Algebra I and Earth Science) and LOTE courses (Mandarin Chinese and Spanish) will be assessed

differently and aligned to our high school. These will be assessed numerically overall for their efforts over the entire ten weeks of the fourth quarter.

During the 2020 - 2021 school year, students will be assessed numerically. This will be established for an in person, hybrid, or remote model.

### High School:

The 3rd quarter-end date was Friday, April 17. A majority of grades for the quarter (6 weeks) are from when students were present in school and therefore, those grades held the greatest weight for determining a 3rd quarter grade for students. However, work assigned during the school closure *will be* included in the final 3rd quarter grade.

- ❑ For the 3rd quarter, a teacher may also give an INC with a 2 week make up period for assignments. Rather than fail a student, an INC will be given for the grade. All INC work for the 3rd quarter should be handed in no later than Friday, May 1.

The following grading procedures for the 4th quarter will be implemented given the current circumstances with COVID-19, school closures, and distance learning.

- ❑ The 4th quarter begins Monday, April 20.
- ❑ Due to the severe nature of this crisis, we do not want our grading practices during this time to adversely affect that representation of our students. Therefore, the lowest grade that a teacher can be given for the 3rd and 4th quarter is a 55. This is due to the fact that not all students have a supportive environment at home for learning during this time.
- ❑ Special Education collaborative teachers will assign grades to special education students on the class rosters and case Managers will be reviewing all of their special education students' grades for equity and have a conversation with the general education teacher.
- ❑ Students enrolled in college-level courses (ex: DCC, SUNY, etc.) will be expected to continue work on those classes and receive grades in order to receive college credit.
- ❑ Regents exams for June and August have been canceled by the New York State Education Department. Any child that was expected to sit for an exam will receive credit for that exam.

- ❑ **PVHS *will not* be giving final exams this June. We would be unable to provide students with all of the necessary support to administer exams with integrity. There will be no new learning after May 29 regardless of whether we return to school or are at home.**
  
- ❑ **The FINAL YEAR-END CALCULATION should be input as: Q1: 23.75% Q2: 23.75% Q3: 23.75% Q4: 23.75% MT: 5%**

**Updates from the College Board [here](#) and make adjustments as needed in consultation with AP teachers in the High School.**

## **Access to Technology**

Google Classroom, Google Meet and Clever are the primary interfaces through which teachers will deliver instruction within a hybrid or distance learning model.

Students in grades K-8 use Clever to access Google Classroom and other online classroom resources.

For assistance on how to log into Clever [please review our Parent Tech Support Site](#).

For additional support in using Google Classroom, please access the following pages:

- [Google Classroom Help Center](#)
- [Google Classroom Video Tutorial for Students & Parents](#)

Google Classroom can be downloaded to your mobile phone or tablet through the app store on an [Apple](#) or [Android device](#).

The Clever app can be downloaded on your mobile phone or tablet through the app store on an [Apple](#) device.

Beyond Google Classroom, there are many online instructional websites and software that can enhance the learning experience, which are used in our schools. Some examples are listed in the “Online Resources” page.

We understand that all students may not have access to technology at home. Therefore, if every effort will be made to provide physical copies of materials, if a computer or internet access is not an option. Please contact building administration if you are unable to connect with Google Classroom or participate in remote learning.

Please [refer to the end of this document](#) for a list of Internet / connectivity solutions during COVID-19

## Technical Assistance

If students have technical issues with their district supplied device, please power down the device and restart it.

If students are having technical issues with accessing district resources or district supplied devices, please email:

Elementary School: [Alex Gofman](#)

Middle School: [Laura Sherwood](#)

High School: [Dan Mahoney](#)

In your email, please include the student's full name, school, grade and a phone number so we may contact you in case the issue cannot be resolved by email.

## Online Resources and Platforms

| <u>Elementary School</u><br>Grades K-4                                                                                                                                                                                                                                                                                                                                                               | <u>Middle School</u><br>Grades 5-8                                                                                                                                                                                                                                                                                                                                                               | <u>High School</u><br>Grades 9-12                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>● Google Classroom</li><li>● Google Apps for Education</li><li>● Clever</li><li>● i-Ready</li><li>● Accelerated Reader</li><li>● Brain Pop</li><li>● Flipgrid</li><li>● IXL</li><li>● Learning A-Z</li><li>● RAZ Kids</li><li>● Screencastify</li><li>● Spelling City</li><li>● SmartyAnts</li><li>● Wixie (K-1)</li><li>● Zearn</li><li>● Edulastic</li></ul> | <ul style="list-style-type: none"><li>● Google Apps for Education</li><li>● Clever</li><li>● i-Ready</li><li>● Accelerated Reader</li><li>● Brainpop</li><li>● Castle Learning</li><li>● EdPuzzle</li><li>● GoFormative</li><li>● Flipgrid</li><li>● IXL</li><li>● Khan Academy</li><li>● Newsela</li><li>● Raz-Kids</li><li>● Spelling City</li><li>● Screencastify</li><li>● WeVideo</li></ul> | <ul style="list-style-type: none"><li>● Google Classroom</li><li>● Google Apps for Education</li><li>● Flipgrid</li><li>● NearPod</li><li>● Castle Learning</li><li>● Screencastify</li></ul> |

## **Special Education**

### **CPSE/CSE/504 Meetings:**

**All Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meetings will be held remotely via phone conference or Google Meet. If you do not have access to WiFi, please refer to [this link](#) to learn more about discounts for COVID-19 by Internet providers.**

- **All meetings will be held remotely via phone conference or Google Meet/Audio.**
  - **Parents/Guardians will receive an email invite to a Google Meet event.**
  - **Within this invite is the link which can be clicked to join the meeting virtually, or a phone number with a PIN for a dial-in call.**
  - **Parents/guardians will be reminded about their child's CSE/CPSE/504 meeting one day prior to the scheduled meeting date.**
  - **This email confirmation will contain the calendar invite, as well as the call in number and pin they need if they are calling into the meeting.**
- **Parents will be provided with electronic versions of documents via the Frontline Parent Portal. If a parent prefers a hard copy they can request copies to be mailed to them.**

**Parents/Guardians who may have difficulty participating remotely in the meetings are asked to contact the PPS office as soon as possible by emailing [tpozzanghera@pvcasd.org](mailto:tpozzanghera@pvcasd.org). The Assistant Superintendent, Dr. Natalie Doherty, will make arrangements with the parent to meet in the District Office and hold the meeting in-person with all other committee members over the phone or via Google Meet.**

### **Initial Referrals/Reevaluations:**

**For new and existing initial referrals and reevaluations, conducting and completing evaluations/testing will be discussed with parents about the appropriateness of conducting the evaluation via videoconferencing. If the parent and/or the clinician do not recommend the evaluation be conducted via video conferencing the parent will be notified, in writing, why the evaluation will not be conducted in this manner.**

**For questions or clarification of information regarding referrals, testing/evaluation or meetings inquiries can be directed to the following individuals:**

- **CSE Chairperson - Melissa Estrella- [mestrella@pvcasd.org](mailto:mestrella@pvcasd.org)**
- **CPSE Chairperson - Susan O'Connell- [soconnell@pvcasd.org](mailto:soconnell@pvcasd.org)**

**All faculty and staff remain available via email, phone or through Google Meet to receive information and to answer questions, to provide information or to address concerns. Please contact the following individuals for support:**

- **Senior Office Assistant: Toni Pozzanghera [tpozzanghera@pvcasd.org](mailto:tpozzanghera@pvcasd.org)**
- **Senior Office Assistant: Valerie Aleman [valeman@pvcasd.org](mailto:valeman@pvcasd.org)**
- **CSE Chairperson: Melissa Estrella [mestrella@pvcasd.org](mailto:mestrella@pvcasd.org)**
- **CPSE Chairperson: Susan O'Connell [soconnell@pvcasd.org](mailto:soconnell@pvcasd.org)**
- **Assistant Superintendent: Dr. Natalie Doherty [ndoherty@pvcasd.org](mailto:ndoherty@pvcasd.org)**

## **English as a New Language**

The District will complete the ELL identification process, whether we are in-person or utilizing a hybrid model, within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year.

All English as a New Language (ENL) students receive the required units of instruction based on Part 152-4 regulations of language proficiency levels, whether in-person, remotely. Students who receive ENL services should be in touch with their ENL teacher via Google Classroom or email.

- [Jonathan Hogan](#)
- [Angela Methans](#)
- [Julia Coleman](#)

The ENL department will continue to actively communicate with students, parents, caregivers, and teachers, to support all academic areas. ENL teachers join Google Classroom portals, and are able to engage with students who need or request support with their daily lessons that have been created by the classroom teachers. ENL teachers will respond to emails from students, parents, caregivers and teachers who need assistance communicating.

ENL emails will be sent home to give the parents activities, websites, and virtual exercises to engage in supplemental learning activities. Some of these websites include, but are not limited to: EPIC, Raz-kids, [abcya.com](http://abcya.com), ABCMouse, [storyonline.net](http://storyonline.net), and [eslcafe.com](http://eslcafe.com). Our ENL teachers are available for any questions or concerns they may have. Additionally, ENL teachers are providing translations for related services providers, and guidance counselors, and translations for grade level/department emails and private communications to families.

## **School Nutrition**

The Putnam Valley School District will provide meals that are compliant with national, state and local health and safety guidelines. The District will continue to work with Aramark, our food service provider, to ensure that students will have access to nutritious meals to students in attendance at school and students learning remotely. The District will work with Aramark to provide menu flexibility for both on and off-site meal options. If necessary the District will engage the District transportation provider to help with the delivery of meals.

The District will communicate food options and menu plans to the school community through website postings, mass emails, mobile app and various social media postings.

Communications will include the food service point of contact as well as the required annual communications. Communications are available in preferred languages. Communications will include as much detail as possible and will provide links to frequently asked questions.

For more information visit the [School Meals webpage](#).

Applications for Free and Reduced lunch are available [here](#).

Carta para los padres para los programas de alimentos escolares [aquí](#).

Breakfast and/or lunch will be available for pick up at the high school between the hours of 10:00 am and 12:00 pm, Monday through Friday. If you think you would be interested in taking advantage of this service, please respond with the number of daily meals so we can properly prepare. [Click here](#).

Families are encouraged to use the online payment system or to pay by check. To aid in limiting the spread of germs, cash will not be accepted. Breakfast: \$1.35 (a typical meal would include: cereal, cheese stick, fruit, juice and milk)

ES lunch: \$2.70 (a typical meal would include: sandwich, fruit, juice, milk, carrot sticks or side salad)

MS/HS lunch: \$2.95 (a typical meal would include: sandwich, fruit, juice, milk, carrot

sticks or side salad)

**Meals can only be charged to your existing account. Please be prepared to provide the student name and pin number. MySchoolBucks accounts can be replenished online at:**

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

**Aramark can also replenish your account if you pay by check.**

## **Social-Emotional Support**

**These have been very challenging times for students, parents, caregivers and teachers. Our school counselors, psychologists, and social workers are here to assist you during this time. Please do not hesitate to reach out if you have questions or concerns about your child's well-being or if you need suggestions about how best to structure time at home:**

### **Putnam Valley Elementary School:**

- [Susan O'Connell](#)  
School Psychologist
- [Mary Sullivan](#)  
School Psychologist
- [Laura Kilduff](#)  
School Counselor

### **Putnam Valley Middle School:**

- [Kendall Coleman](#)  
School Counselor
- [Laura Kilduff](#)  
School Counselor
- [Leighann Bale](#)  
Social Worker
- [Jason Kane](#)  
School Psychologist

### **Putnam Valley High School:**

- [Gina Frye](#)  
School Psychologist
- [Eva Wayne](#)  
School Psychologist
- [Kayla Morales](#)  
Social Worker
- [Dave Campion](#)  
Guidance Counselor
- [Dina Castrillon](#)  
Guidance Counselor
- [Paige Davino](#)  
Guidance Counselor

## **Athletics**

All athletic competitions and practices have been suspended by guidance of the New York State Governor's Office as of March 16, 2020. We are currently waiting for a reopening date and will follow the NYS Guidance in order to open athletic competitions and practices to the extent allowed.

## **Student Health Services**

Please contact your school nurse should you have questions related to the nurse's office:

- Putnam Valley Elementary School
  - [Kathy Hill](#)
  
- Putnam Valley Middle School
  - [Jackie LeClech](#)
  
- Putnam Valley High School
  - [Tashaun Mondello](#)

## **Buildings and Grounds**

All playgrounds and fields are also closed to the public as per the Governor's Executive Order. Please also check our website regularly for any updates. Thank you for your patience during these challenging circumstances. The high school track will remain open but group activities will not be permitted.

## **Child Care for Essential Health Care Workers & First Responders**

Please visit <https://www.childcaredutchess.org/cares-scholarship.html> for information regarding the CARES Scholarship for children of essential workers and emergency responders.

The Childcare Council of Dutchess and Putnam, Inc  
110 Old Route 6, Building #3  
Carmel, NY 10512  
Phone (845) 808-1659

### **Additional Resources**

#### **For Parents:**

- [NYSED Guidance](#)
- [TALKING ABOUT RACE AND THE IMPORTANCE OF PARENT COMMUNICATIONS](#) \*New
- [Parent Resources: Uplifting Youth Through Healthy Communication About Race](#) \*New
- [Teaching About Race, Racism and Police Violence](#) \*New
- [Beyond the Golden Rule: A Parent's Guide to Preventing and Responding to Prejudice](#) \*New
- [Racism and Using Your Power as a Parent to Support Children Aged 2 to 5](#) \*New
- <https://www.vibrant.org/safespace/>
- [Covid-19 - resources for parents](#) \*new
- [PVES Student Services](#) \*new
- [National Association of School Psychologists: Talking to Children About COVID-19](#)
- [How to Support Diverse Learners at Home: Essential Guidance for Parents & Caregivers](#)
- [Centers for Disease Control Resources for Home](#)
- [CDC - Managing Stress and Anxiety](#)
- [How to Talk to Kids About Coronavirus](#)
- [Talking to Kids About Coronavirus](#)
- [Guidance for Keeping you Devices Clean](#)

- [Homeschooling Tweens and Teens](#)
- [How Working Parents Can Prepare for Coronavirus Closures](#)
- [Schools Are Closing for Coronavirus. Now What?](#)

### **For Students:**

- [PVHS Student Support.pdf](#) \*new
- [Brain Pop on Coronavirus](#)
- [Mystery Science: How Do Germs Get Inside of Your Body?](#)
- [YouTube Video: Where Do New Viruses Come From?](#)

## **Internet Connectivity Solutions for COVID-19**

### **Altice USA / Optimum:**

<https://www.alticeusa.com/news/articles/feature/corporate/altice-usa-brings-free-broadband-k-12-and-college-students-during-coronavirus-pandemic>

- **Free WiFi 60 days** - Optimum is rolling out a free Internet program. Families will need to call Optimum and ask for the “free Internet program” and explain their situation as it relates to the COVID19 emergency. (Ex: there are students in the house, schools have closed and lessons are online.) Optimum will set up a router at their location.
- Starting Monday, March 16, 2020, eligible households interested in this solution can call: 866-200-9522 to enroll in Optimum region
- For households with K-12 and/or college students who may be displaced due to school closures and who do not currently have home internet access, we are offering our Altice Advantage 30 Mbps broadband solution for free for 60 days to any new customer household within our footprint.

### **Comcast:**

[Comcast Increases Access to and Speeds of Internet Essentials to Support Americans Through Coronavirus Pandemic](#)

- Comcast will send all new customers a free self-install kit that includes a cable modem with a Wi-Fi router. There will be no term contract or credit check and no shipping fee.
- To sign up, applicants can simply visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website also includes the option to video chat with customer service agents in American Sign

Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

**Verizon:**

- [Verizon response to the coronavirus COVID19 | About Verizon](#)
- <https://www.verizon.com/about/news/verizons-covid-19-relief-efforts>

**T-Mobile:**

<https://www.cnet.com/news/t-mobile-provides-unlimited-data-on-all-plans-for-60-days-during-coronavirus-spread/>

- 60 days unlimited smartphone data
- 20GB of additional mobile hotspot service
- Future reference- T-Mobile's EmpowerED 2.0 program for hotspots-
- Information here: <https://www.t-mobile.com/business/education/empowered>