



# Manheim Township School District

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[www.mtwp.net](http://www.mtwp.net)

To: Parents and Guardians of Students in Grades 3-8

From: Dr. Timothy P. Williams, Assistant to the Superintendent

Date: March 3, 2016

The PSSA (Pennsylvania System of School Assessment) for 2016 will be administered from April 11 through April 28, 2016 for all students in grades 3-8. Your child's building principal will provide you with information regarding specific administration details.

If you would like to inspect the 2016 PSSA English Language Arts (ELA) and Mathematics (grades 3-8) and/or Science (grades 4 and 8) test(s), please contact your child's building principal to schedule a date and time. Tests will be available for review in school buildings after March 28, 2016.

**Per the Pennsylvania Department of Education (PDE), there are specific rules and policies regarding electronic devices (cell phones, smart phones, and other prohibited devices) during the administration of the Keystone Exams and the PSSA. *Please share this important information below with your student:***

- **Cell phones are not allowed during the test administration.**
- All cell phones, smart phones, and other prohibited electronic devices will be collected as students enter the testing site (classroom). A violation of the no cell phone or electronic device rule will result in a disciplinary action.
- The cell phone or other electronic device will be confiscated if the student uses the device in any manner during the administration of the test and will not be returned until a parent or guardian can come to the school. At that time, the parent/guardian, building principal and student will search the device's stored photographs. While the parent/guardian is present, the school principal will ask for permission to search other functions of the device. The test will not be scored and the student will be required to retake the entire exam.
- If a photograph is discovered in the device, or if the permission to search other functions of the device is refused, the device will be held by the building principal. The Pennsylvania Department of Education (PDE) holds the copyright of all material contained in the PSSA or Keystone Exams and will immediately be contacted about the violation.
- School disciplinary action and student scores will be invalidated if, after testing is complete and test materials have been returned, it is discovered that the student used and/or had a cell phone in his/her possession during the administration of the test.
- If any items on an assessment have been compromised and can no longer be used, the parent/guardian and student may be responsible for the cost of the test item replacement.

We thank parents and guardians for supporting the assessments by ensuring students attend school on testing days and encouraging them to do their best. For further information about the PSSA, please review the PDE parent/guardian letter regarding cell phones, smartphones and electronic devices and the Frequently Asked Questions Information Sheet on the Manheim Township School District website at [www.mtwp.net](http://www.mtwp.net).

Landis Run PSSA Testing Schedule:

Language Arts Testing:

April 12<sup>th</sup> – April 15<sup>th</sup>

Math Testing:

April 19<sup>th</sup> – April 21<sup>st</sup>