



# Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134  
Phone: 717-569-8231  
Fax: 717-569-3729  
[www.mtwp.net](http://www.mtwp.net)

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

From: Dr. Dale F. Reimann, Assistant Superintendent

Date: March 1, 2017

The PSSA (Pennsylvania System of School Assessment) for 2017 will be administered from April 3 through May 5, 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 2017 PSSA English Language Arts (ELA), 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 20, 2017.

**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 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).

**2017 Pennsylvania System of School Assessment (PSSA)**  
**Administration Dates**

<b><u>PSSA Subject</u></b>	<b><u>Test Dates</u></b>
English Language Arts (ELA)	Tuesday-Friday, April 4-7, 2017
Math	Tuesday-Thursday, April 25-27, 2017

If you would like to inspect this year's PSSA exams, please contact your child's building principal to schedule a date and time. You will be required to sign a confidentiality agreement, and no copies of the PSSA or notes about exam questions are permitted. Appointments can be made on or after March 20, 2017.