



Dear Parent/Guardian:

Your student will be participating in the Keystone Examination, a state-mandated standardized assessment on May 17-24th. The details below and the documents included with this mailing provide important information and policies, so please take a few minutes to review them.

Included Documents

1. Frequently Asked Questions - Information for Parents or Guardians
 - provides an overview of the basics of the Keystone
 - explains a parent's right to "opt out" his/her student from testing in the "May parents see the assessments?" section
2. Keystone/PSSA Test Features and Accommodations
 - defines test features and accommodations
 - provides a link to the complete Accommodations Guidelines documents
3. Electronic Devices Parent Letter
 - details the Pennsylvania Department of Education policy on and consequences for using cell phones and other electronic devices during testing

School Policy on Electronic Devices

As explained in the Electronic Devices Parent Letter, all unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.) and other communication devices will not be allowed during the test administration. For purposes of the Keystone/PSSA administrations, a student observed actively engaged with an unapproved electronic device is defined as using the device. A student not suspected of using the unapproved electronic device, but in possession of an unapproved electronic device on his/her person or placed where one could easily access it, is different from using an unapproved electronic device.

The following actions will be taken if a student is found in possession of an electronic device during testing:

- school personnel will determine if it was used to compromise the security or integrity of the test
- students that violate the ban on cell phones and other electronic devices, but did not compromise security/integrity, will be disciplined as per the SDP policy in conjunction with the policies explained in the CAPA student handbook

The following actions will be taken if a student is found using a cell phone during testing:

- school personnel will determine if it was used to compromise the security or integrity of the test
- students that violate the ban on cell phones and other electronic devices, and did compromise security/integrity, will be disciplined as per the SDP policy in conjunction with the policies explained in the CAPA student handbook
- a "Do Not Score" label will be applied to his/her answer booklet and the student will either have to retake the test from the beginning or not receive a score
- the phone or communication device will be confiscated until such time that you come to the school. In your presence, the cell phone or other device will be viewed to ensure that it contains no information or material about the assessment
- if items on an assessment are compromised, they will have to be replaced. Parents and students may be responsible for the cost of replacing the items

Please review the above policies carefully and discuss them with your student. As always, we expect your full cooperation in this important matter. If you have questions on any of the included documents or cell phone policy, please contact Kelly Lannutti, krogers@philasd.org. Thank you very much.

Sincerely,
Joanne Beaver, Principal