



May 8, 2019

Greetings Manheim Township High School Students & Parents/Guardians:

There are a total of six school days in May when Keystone testing will take place. We will run a special 2.5-hour delay schedule on the following four dates:

- Tuesday, 5/14/19 & Wednesday, 5/15/19 - Literature Keystone Exam
- Monday, 5/20/19 & Tuesday, 5/21/19 - Biology Keystone Exam

The Algebra I Keystone Exam will be administered on Thursday, 5/16/19 & Friday, 5/17/19 in the morning without adjusting the schedule for the day (those who are testing will be excused from their classes to test).

There is information provided in this letter for three groups of students: (1) freshman students who will be participating in the Freshman Academy; (2) those students who are not taking a Keystone Exam; and (3) those students who are taking a Keystone Exam.

**9th grade students will be participating in the Annual Freshman Academy:**

All 9th grade students will report to school at the regular time on 5/14/19, 5/15/19, 5/20/19 and 5/21/19 and will participate in our annual Freshman Academy. The goal of the Freshman Academy is for 9th grade students to work in their Primetimes on career readiness, character and leadership activities.

- The Freshman Academy runs from 7:30 a.m. until 9:55 a.m. on each day listed above.
- Freshmen will need their iPads for each day.
- On the first day (Tuesday, 5/14/19), students are to report to the Auditorium.
- High School staff, along with guest speakers, will present information regarding career opportunities and developing positive character and leadership skills.
- At the end of the four days, our 9th grade students will have an opportunity to collect four artifacts to be added to their career portfolio and graduation project.
- **Special Note:** Students who are in 9th grade and who will take the Biology Keystone on 5/20/19 and 5/21/19 will be excused from the Freshman Academy on those days.

**11th and 12th grade students who are NOT taking a Keystone Exam in the Spring of 2019:**

Students who are not testing on the special delay schedule testing days (5/14/19, 5/15/19, 5/20/19 and 5/21/19) may:

1. Opt to report on-time (and report to the Cafeteria for assignment to a study hall for the duration of the testing time), or
2. They may opt (with parent permission, no note required, and the provision of non-district transportation) to report at the delayed start time (Period 1 will begin at 10:00 a.m.), or
3. Report to their AP or IB test at the designated time

Those students opting to report late are to come to the Cafeteria entrance and be seated in the Cafeteria until testing concludes and all students are permitted to move in the halls to report to their first class of the day. Students who are late for their first class will be reported as tardy. Students opting to report late are reminded to leave *plenty* of time to arrive at school, get prepared for class, and be seated in their first class prior to 10:00 a.m. Again, transportation will not be provided for students who opt to report late.

In summary, 11th and 12th grade non-testers should review this letter with their parents/guardians. Those 11th and 12th grade non-testers opting to report late for one/all days must:

1. Confirm parent/guardian permission to report late to school (a written note is *not* required to report at the delayed start time of 10:00 a.m.)
2. Arrange your own transportation
3. Arrive in time to visit your locker and be seated in your first class by 10:00 a.m.
4. Parking permits are still required to park on campus during Keystone testing.

### **Students who ARE taking a Keystone Exam in the Spring of 2019:**

Students who are testing will report to school at the “regular” time on all testing days. Students currently (2018-2019 school year) taking Algebra I, Biology (CP and Honors) and 10th Grade English (English 10, CP English 10, Honors English 10) will be taking a Keystone Exam. In addition, those students who are in 11th Grade English classes but have not earned a Proficient or Advanced on the Keystone will also report to school at the “regular” time.

- Tuesday, May 14, 2019 – 7:30 a.m. to 9:55 a.m.
  - Administering - ***Literature Keystone, Module 1***
  - After testing, all students will follow a special delay schedule
- Wednesday, May 15, 2019 – 7:30 a.m. to 9:55 a.m.
  - Administering - ***Literature Keystone, Module 2***
  - After testing, all students will follow a special delay schedule
- Thursday, May 16, 2019 - 7:30 a.m. to 9:55 a.m.
  - Administering - ***Algebra Keystone, Module 1***
  - After testing, all students will follow the remainder of their regular day schedule
- Friday, May 17, 2019 - 7:30 a.m. to 9:55 a.m.
  - Administering - ***Algebra Keystone, Module 2***
  - After testing, all students will follow the remainder of their regular day schedule
- Monday, May 20, 2019 – 7:30 a.m. to 9:55 a.m.
  - Administering - ***Biology Keystone, Module 1***
  - After testing, all students will follow a special delay schedule
- Tuesday, May 21, 2019 – 7:30 a.m. to 9:55 a.m.
  - Administering - ***Biology Keystone, Module 2***

- After testing, all students will follow a special delay schedule

Upon arriving at school on the delayed testing days, Biology and Literature testers are to report directly to their assigned testing rooms for attendance and instructions. Attendance for the “school day” will be taken again in Period 1 (at 10:00 a.m.).

Students taking the Algebra I exam should report to their first period class, then report to their testing rooms after morning announcements are finished. Students who are taking the Algebra I exam should also bring their own calculator to the test. If a student does not have a calculator, one will be provided.

Students who have a conflict with an AP exam will keep the AP exam time as scheduled. The missed Keystone exam will be rescheduled for a make-up test day. The same applies for any student who happens to have a need to take both the Biology and Literature exams. In the days following the scheduled exam days, make-up sessions will run daily until all testing has been administered.

**The special delay schedule for May 14, 15, 20 & 21 will be as follows:**

7:30 – 9:55 (Keystone Testing, Freshman Academy, AP/IB Testing)

2-1/2 Hour Delay for Keystone Testing – 30-minute periods

\*Pd. 1 – 10:00 – 10:35

Pd. 2 – 10:40 – 11:10

Pd. 3 – 11:15 – 11:45

Lunch A – 11:50 – 12:15

Pd. 4A – 11:50 – 12:20

Pd. 4A – 11:50 – 12:20

Pd. 4B – 12:20 – 12:50

Lunch B – 12:25 – 12:50

Pd. 5B – 12:25 – 12:55

Pd. 5C – 12:55 – 1:25

Pd. 5C – 12:55 – 1:25

Lunch C – 1:00 – 1:25

Pd. 6 – 1:30 – 1:58

Pd. 7 – 2:03 – 2:30

\*Non-testers must arrive on time for Pd. 1 class! If you come to school prior to 10:00 a.m., report to the Cafeteria for a study hall assignment.

Freshmen report to the Auditorium on May 14th.