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**Dr. William Brossman, Principal**  
*Hempfield High School*

April 14, 2025

Dear Parent/Guardian:

The purpose of this letter is to provide you with information regarding the upcoming Keystone Exams.

### **Keystone Exam**

Passing the Keystone exams for Algebra 1B, English 10, and Biology is one of the pathways for students to meet their graduation requirements. The graduation pathways are included in this mailing. These Keystone exams will be offered in May for Semester 2 classes and for any 9<sup>th</sup> through 11<sup>th</sup> grade student who has not yet passed a respective Keystone exam, (Re-testers). Scoring proficient or better on the Keystone examination(s) is the clearest pathway to graduation and will allow students to earn senior privileges.

The only exception recognized by the Pennsylvania Department of Education is for religious reasons. It is imperative that if you decide to opt out of a Keystone exam(s), you must: 1) Use the attached "Pathways toward Graduation" document to plan how your student will graduate using an alternative pathway; and 2) Provide written notification to Mr. Patrick Conrad, [patrick\\_conrad@hempfieldsd.org](mailto:patrick_conrad@hempfieldsd.org), to inform him of your decision to **not** have your student complete the Keystone Exam. A mandatory meeting to review the exam will then be scheduled and graduation requirements will be further discussed with you. The window to review the exam will be from **May 5-7, 2025**.

### **Keystone Testing Schedule**

This letter is the *official* notification that your student will take the following Keystone exam(s):

Hempfield High School will operate under a modified bell schedule May 15-16 and May 19-20. Students taking an exam must report to their test location at the designated time, 7:40AM. There will be one testing module each day. Testing modules will be 140 minutes in length. Extended time is permitted for all testing modules.

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**William Brossman, Ed.D.**  
*Grade 12 Principal*

**Mark Snitzer**  
*Grade 11 Principal*

**Patrick Conrad**  
*Grade 10 Principal*

**Beth Becker, Ed.D.**  
*Grade 9 Principal*

The mission of the Hempfield School District community is to provide safe environments and responsive programs that inspire all students to become lifelong learners and contributing citizens in a global society.

Lunch shifts for all students will remain the same, however the time will change, as noted below.

We will administer Keystone Exams on Thursday, May 15 (Module 1) and Friday, May 16 (Module 2) from 7:40-10:00AM for all students taking one content area exam.

We will administer Keystone Exams on Monday, May 19 (Module 1) and Tuesday, May 20 (Module 2) from 7:40-10:00AM for all students taking a second content area exam.

Literature will be done digitally using student iPads. Please be sure School District iPads are charged overnight to complete the exam. Algebra, Literature, and Biology exams will be administered each day with preference given in that order. This means that all students taking the Algebra Exam will test on May 15-16. A student taking all three exams will do so in the aforementioned order.

During these four days all bus transportation will operate as normal. However, students who are not testing do not need to be in school until 10:05 when 1<sup>st</sup> period begins. Any student who needs transportation to school should ride their bus as usual.

We will take daily attendance in 1<sup>st</sup> period after 10:05AM.

Breakfast will be operated as usual from 7:20-7:40AM. There will be no breakfast for students arriving at 10:05.

After testing, we will follow this schedule:

10:05-10:55	1 <sup>st</sup> Period
11:00-11:50	2 <sup>nd</sup> Period
11:55-1:55	3 <sup>rd</sup> Period
	A-Lunch – 11:55-12:25
	B-Lunch – 12:25-12:55
	C-Lunch – 12:55-1:25
	D-Lunch – 1:25-1:55
2:00-2:50	4 <sup>th</sup> Period
No WIN periods	

**Make-up exams will be administered on all testing dates through May 24.**

This plan allows us to provide a safe and secure testing environment and accommodate all students in the building.

For your reference, included is the **Hempfield Keystone Exam Schedule**, the Pennsylvania Department of Education's **Code of Conduct for Test Takers**, **Calculator Policy** and the **Keystone Information for Parents or Guardians**. You are encouraged to review these documents to learn more about the Keystone Exams and their requirements. Please contact the Buchanan Office at 717.898.5500, if you have any questions regarding the information contained in this letter.

Sincerely,

Mr. Patrick Conrad  
Grade 10 Principal

Enclosures: Hempfield High School Pathways toward Graduation  
PA Dept of Education Code of Conduct for Test Takers  
District letter

Keystone Information for Parents or Guardians  
PA Calculator Policy

