



# Karns City Area School District

Karns City Area Elementary School  
205 Kittanning Street  
Chicora, PA 16025

**Shane Spack**  
Principal K-3  
**Jeff Wagner**  
Principal 4-6

**July, 2025**

Dear Students and Parents,

We hope this letter finds you well and that you have enjoyed a wonderful summer break filled with some rest and quality time with loved ones. As we embark on a new academic year, we are excited to start the year with a fully completely renovated building at Karns City Area Elementary School.

To our students and families, welcome back! We hope you are excited to begin a new school year together. Your continued commitment to our school's values and mission are deeply appreciated. Together, we will build on the strong foundation we have established and strive for even greater accomplishments in the 2025-2026 school year.

The first day of school is just around the corner, and our dedicated staff has been hard at work preparing for the arrival of our students. We are committed to providing a safe, nurturing, and academically challenging environment where every child can thrive. Our teachers are excited to meet their new students and to begin a year filled with inspiring lessons, creative projects, and memorable experiences. As we begin the school year, we understand that there may be some slight adjustments to our school procedures compared to how we finished the school year in the spring. We ask for your patience and cooperation as we navigate these changes together. Our priority is to ensure a smooth and seamless start to the school year for everyone.

As our building is fully completed, we ask for your cooperation in ensuring the safety and efficiency of student transportation. We strongly encourage all families to have their children ride the bus. While we understand that some parents may prefer to drop off their children, we ask that this option be used only if absolutely necessary. To accommodate those who must drive, parent drop-off will begin at 8:30 AM.

Communication between home and school is essential for student success. Please feel free to reach out to our office with any questions or concerns you may have. We are here to support you and your child every step of the way.

Thank you for your continued support and partnership. Here's to a fantastic school year filled with growth, learning, and joy at Karns City Area Elementary School!

Warmest regards,

**Mr. Spack & Mr. Wagner**

Principals, Karns City Area Elementary School

## **PLEASE SEE IMPORTANT INFORMATION BELOW.**

In preparation for the 2025-2026 school year, please take time to review this letter carefully, so that you are aware of important information and changes pertaining to the new school year.

### **DIGITAL SCHEDULES:**

Parents can use Infinite Campus to check their child's homeroom placement. This can be done by accessing the Infinite Campus App and clicking on the three line menu located on the top left hand side. Select "Schedule" and the student's homeroom teacher will be displayed.

### **FOR PARENTS/GUARDIANS: HOW CAN I CHECK MY CHILD'S GRADES**

Parents can use Infinite Campus to check their child's grades. To access Infinite Campus, parents can either download the Infinite Campus Parent Portal App, or click on "Parent" > "Parent Resources" > "Infinite Campus" on the district's website. If you created a parent account in 2024-2025, your account will be active for the 2025-2026 school year. However, if you do not have an account, please email [helpdesk@kcasdk12.org](mailto:helpdesk@kcasdk12.org) and share your name, your child's name and grade, and request an activation code. Our technology team will email you a code to register your account.

If you need to update your household information, such as your address, phone number, and/or email, please follow the directions by clicking on the following link: [Update Household Information in Infinite Campus](#)

Updating this information is extremely important, because we intend to use Infinite Campus for regular communication.

### **FOR PARENTS/GUARDIANS: IMPORTANT INFORMATION REGARDING DISTRICT COMMUNICATION**

We will launch all-calls and email important information using Infinite Campus this year. Therefore, it is imperative that parents create and update their Infinite Campus contact information. By doing this, parents can receive phone calls, text messages, and emails from the district. Please click on the following link for directions about updating your contact information: [Click Here](#)

### **IMPORTANT DATES and INFORMATION:**

#### **Open House**

The Elementary Open House will be held on Wednesday, September 10, 2025 from 5-7 pm.

#### **When is the First Day of School?**

The first day of school is Wednesday, August 20, 2025.

#### **What Time Does School Start at the Elementary?**

School begins at 8:50 am. Students will be arriving via bus between 8:20-8:40 am. Parent drop-off via car will begin at 8:30 am. The school day ends at 3:25 pm. For afternoon dismissal, buses will be departing between 3:30-3:40 pm. Parent Pick-up will begin at 3:25 pm.

#### **Parent-Teacher Conference Day - November 10**

School will not be in session on November 10, 2025 because it is scheduled for parent-teacher conferences. Conferences may take place in person or via phone call with the intention to address any academic, social, or behavioral concerns that may be appearing. More information will be forthcoming on how to sign up for a conference.

### **What Happens if School is Closed Due to Weather?**

The District website provides important information regarding remote Flexible Instruction Days (FIDs). We are permitted to use up to five FIDs days this year when inclement weather forces us to close school. You can read more about school-closure information and FIDs by clicking "[Weather Delays/School Closures & Remote Learning](#)" under the "Our District" tab on the District's website. We encourage you to visit the District website on a regular basis for updates and announcements.

### **If I Drive My Student to School, Where Should I Drop Off and Pick Up My Child?**

Please arrive between 8:30 am and 8:50 am and use the front entrance pull up by the main entrance by the cafeteria. Parents will be permitted to pull up and drop off their child/children. Typically, there is a line of cars along the curb; once you are at the front of the line, your student can exit the vehicle and walk to the front entrance. You are not permitted to drop your child off in the parking lot and have them walk to the front of the school. If you plan to pick up your child, please arrive after the buses have pulled out; this generally occurs at about 3:25 pm. We need your cooperation by not arriving prior to 3:20 pm.

### **Will Students Receive a Chromebook?**

Like last year, every student will be issued their own Chromebook on the first day of school. Students are responsible for charging and maintaining their Chromebooks. Although students will possess their Chromebooks throughout the year, the District owns them. Regardless, it is critical that students take care of their devices as if *they* own them. Any damage to a Chromebook will result in financial charges to cover repair costs, as well as potential disciplinary action for intentional damage. Similarly, students are highly encouraged to be good digital citizens. Please be aware that the District employs online filters to identify potentially dangerous and/or inappropriate online content. Parents/Students have the option to purchase Chromebook insurance for a **flat fee of \$25**. This insurance covers **one instance of damage**, whether **intentional or accidental**. If insurance is **not purchased**, the student and their family will be **fully responsible for any and all repair or replacement costs** resulting from damage to the device.

### **Attendance Information**

When a student is absent from school, they should take a parental excuse to the school the day they return from their absence. Excuses can also be emailed to Mrs. Sara Ellenberger, Clerk, at [sellenberger@kcasdk12.org](mailto:sellenberger@kcasdk12.org), or they can be faxed to the Elementary School Office at 724-445-2776.

Failure to turn in an excuse will result in an illegal absence. By law, three illegal absences is defined as "truant." Once a student has accrued three illegal absences, they and their parents will be required to meet with a principal to develop a truancy elimination plan. Furthermore, when a student has accrued six or more unexcused absences, by law, they are defined as "habitually truant." Habitual truancy may result in a hearing before the Magisterial District Judge.

Above all, please keep in mind that there is a direct correlation between attendance and school performance. Students who exhibit attendance issues are more likely to experience academic difficulties. Please know that failure to attend school may result in retention. Additionally, if your child is experiencing issues that are causing barriers to school attendance, please call a principal or school counselor so that we can work to assist you and your child.

### **Picture Day**

Picture Day for students in grades K-6 is currently scheduled for Friday, September 19, 2025, and make-up day is scheduled for Thursday, November 20, 2025. We will continue to partner with Inter-State Studio, which will provide our picture-day services as well as our extra-curricular photography and our yearbook. More information regarding order forms will be made available closer to picture day.

### **State Testing Dates and Other Tests**

All 3rd through 6th graders will take the PSSA (Grades 3-6 will take the PSSA English/Language Arts (ELA) and Math tests; grade 5 will also take the PSSA Science tests). Testing dates are tentatively scheduled as follows: ELA - April 21, 22, and 23; Math - April 27 and 28; Science - April 29 and 30.

Additionally, all students in grades K-6 will take the Aimsweb Benchmark Assessments in Reading and Math. These assessments are given 3 times per year (Fall, Winter, and Spring).

#### **Breakfast & Lunch**

Breakfast and lunch will be free to all students this school year. Students may deposit money into their account at [www.schoolcafe.com](http://www.schoolcafe.com) computerized banking system for a-la-carte items.

#### **I am a KC Cyber Student. When and How will I Receive my Schedule?**

KC Cyber student schedules will be emailed directly to the student and their parents approximately 1 week before school begins.

#### **Parent/Student Handbook**

Parents and students must complete the elementary handbook awareness agreement. Visit the district website at [www.kcasdk12.org](http://www.kcasdk12.org) and click on the student tab - elementary student handbook - handbook sign off.