



Monticello Trails Middle School

2024-2025 Family Information Sheet

Welcome!

We are excited to have your family at our school. A few names you may want to know:

- Principal - Jennifer Smith
- Associate Principal - Mary King
- School Improvement Specialist - Kelly Robinson
- Bookkeeper/Registrar - Tammi Jones
- Building Secretary - Stephanie Mauslein
- Counselors - Cara Olson and Roman Lopez
- Nurse - Theresa Koeckeritz
- Social Worker - Jenny Munroe
- School Psychologist - Sam Bickel
- School Resource Officer - Ofc. Casey Cole

School Hours: 7:55-3:05 - Students may enter the building at 7:35.

Main Office Number: (913) 422-1100

Office Hours: 7:30am - 3:30pm when school is in session.

Attendance and Reporting an Absence:

- Online form - [Report an Absence](#)
- OR 913-422-5854
- To ensure the safety of our students, please report all absences (illness/appointment) and late arrivals due to morning appointments by 8:30 a.m. The school will call to follow-up with unreported absences after this time.
- Students are allowed ten (10) absences per school year without an accompanying doctor's note. (This includes "parent request" absences, which should be coordinated with the school in advance). Absences in excess of ten (10) without accompanying documentation will be unexcused.

Calendar

- [Unified School District 232 / Calendar](#)

Canvas

- Students utilize the online learning management system, Canvas, to access class assignments, quizzes and course materials.
- Parents can create their own Canvas account to monitor student progress, homework and assignment due dates. You can also set alerts to be notified of missing assignments.
- Steps to create/activate a parent account are linked here:
 - [CANVAS for Parents](#)

School District Website:

- [Unified School District 232](#)
 - Helpful information under the Parent and Student tabs
- **MTMSWebsite:** [Monticello Trails Middle School / Homepage](#)

School Meals

- [Student Nutrition / Welcome](#)

Securly Home App

- See your child's online activity in real-time
- Online activity-based push notifications
- "Pause" internet access on school devices
- Set up your account here: [Technology / Securly Home App](#)

Skyward Family Access

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet.

Information available online includes:

- Calendar information with assignment, attendance and message information
- Detailed gradebook information
- Messages posted by the principal and teachers
- Attendance records by date and types of attendance
- Student schedule
- Food Service balance, payments and purchase history
- Fee management
- Email notification preferences
- Login history

Additional information on accessing Skyward Family Access linked here:

- [Skyward Family Access / Welcome](#)

Technology Support - K12 ITC

Students and Parents: You can reach our Help Desk by:

Phone: 816-382-4840

Chat: chat.k12itc.com

Hours of Operation: Monday - Friday, 6:00 a.m. to 7:00 p.m.