

New Policy #79-A: Infinite Campus Portal Access Policy
(With parallel update within the Family Handbook)

CWC Kansas City utilizes Infinite Campus as our school Student Information System. Infinite Campus has both a "Parent Portal" and "Student Portal" module to share and access information such as attendance, assignments, food service, grades, schedules, and especially family contact information.

CWC Kansas City exclusively utilizes Infinite Campus for attendance, food service, schedules, and contact information. All information is updated real-time on both the school platform and the parent/student portal; the school will strive to have grades posted on portal within 1 week of each quarter-end.

Information accuracy is a shared responsibility between the school parent/guardian, and student. It is the parent/guardian's responsibility to provide the school any updates to family contact information. If a parent/guardian does not believe other information is correct, please contact the student's classroom teacher for classroom-based questions (assignments, grades) or the main office for school-based questions (attendance, food service, etc.).

Access to Information

CWC Kansas City will default to a position that any parent or guardian of a student will have the right to access their student's information via Parent Portal. If a family wishes to restrict the access of a parent/guardian, a court order affirming that restriction will need to be provided to the school.

CWC Kansas City will maintain the right to add, modify, or delete information and Portal functions at any time, as well as maintain the right to deny parents/guardians access to Portal with suitable cause. Use of the Portal is also subject to electronic tracking/monitoring by the school.