

R-7 Online Academy K-12 Student & Parent Handbook

2026-27 School Year

Supporting successful online learning through communication, engagement, responsibility, and partnership.

Welcome to R-7 Online Academy

R-7 Online Academy provides K-12 students with an online learning option supported by Lee's Summit R-7 School District educators. Success in online learning requires a strong partnership among students, families, teachers, counselors, and school staff. This handbook brings together expectations for K-12 online learners and families while preserving grade-level policies that apply specifically to elementary or secondary students.

Quick Reference

Learning Platform	Grade Reporting	Family Partnership	Assessment
Schoology	PowerSchool	Regular communication	District/state/national

K-12 Parent/Guardian Expectations & Commitments

Board Policy IGCD and IGCD-AP1 guide enrollment in online courses. Families are essential partners in creating the structure, communication, and accountability students need to succeed in a virtual environment.

- Maintain regular communication with teachers regarding procedures, schedules, synchronous meetings, progress, and concerns. Whenever possible, communicate with teachers outside of instructional time.
- Establish consistent school time during the school day and ensure the student is available for required live meetings, small groups, conferences, and class activities.
- Monitor assignment and assessment due dates and support the student in following teacher expectations for late or missing work.
- Understand that the commitment to online learning is generally for a minimum of one semester.
- Support appropriate, respectful, and responsible online behavior.
- Provide a designated learning space that minimizes distractions and is appropriate for live instruction and independent work.
- Become familiar with Schoology and use parent access tools to monitor coursework and progress.
- Help the student develop independence with the Chromebook, Schoology, and other required digital resources while allowing the student to complete their own academic work.
- Pick up instructional materials from the school or district location when required for learning activities.
- Ensure the student is available at required times for synchronous or live class events.
- Protect the integrity of assessments by providing an environment free from outside assistance, prompting, or other influences unless an accommodation specifically permits support.
- Ensure participation in required district, state, and national assessments. Some assessments must be completed on-site with grade-level peers.
- Partner with school staff if the student is struggling. When online learning is not resulting in successful academic progress, a return to in-person instruction may be considered or required under applicable district procedures.

K-12 Student Expectations

Online students are active members of the R-7 Online Academy learning community. Students are expected to participate consistently, communicate appropriately, complete their own work, and ask for

help when needed. The level of independence expected will increase as students move from elementary through middle and high school.

- Log in and participate on each scheduled school day and follow the learning schedule established by teachers.
- Attend required synchronous lessons, small groups, conferences, and other scheduled online learning activities on time and prepared to participate.
- Complete assignments and assessments by established due dates and communicate with the teacher when help is needed.
- Check Schoology, teacher messages, announcements, and other assigned communication tools regularly.
- Use respectful language and behavior in video meetings, discussion boards, messages, shared documents, and all other digital spaces.
- Use district devices, accounts, and technology resources for appropriate educational purposes and follow district acceptable-use expectations.
- Complete academic work independently and honestly. Give credit to sources and follow teacher directions regarding collaboration, outside resources, and the use of digital or AI tools.
- Complete assessments without unauthorized assistance or outside influence.
- Take increasing responsibility for organization, time management, communication, and progress as developmentally appropriate.
- Ask questions, seek assistance, and respond to teacher outreach when progress or participation concerns arise.

Is Online Learning a Good Fit?

Families should consider whether the student is ready for the demands of online learning. Important considerations include:

- Time-management skills and the ability to complete work with developmentally appropriate reminders.
- Persistence when work is challenging and willingness to seek help.
- Written and verbal communication skills appropriate for an online environment.
- Ability to use the technology required for coursework, with family support appropriate to the student's age.
- Reliable access to the internet and required technology resources.
- For students who previously struggled in online learning, whether the barriers that contributed to those difficulties have been identified and addressed.

Elementary Students | Grades K-5

Elementary online learning requires substantial family partnership. Younger learners are developing independence, attention, organization, and technology skills; therefore, parents/guardians should expect to provide more direct structure and supervision than is typically needed for older students.

- Follow the daily schedule and attend required live instruction and small-group learning.
- Have an adult available to help establish routines, troubleshoot basic technology needs, and redirect the student when necessary.
- Allow teachers to assess what the student independently knows and can do; adults should not supply answers or complete work for the student.
- Maintain access to required learning materials and be prepared to pick up school materials when requested.

- Participate in required in-person district, state, or national assessments when scheduled.

Secondary Students | Grades 6-12

Middle and high school students are expected to demonstrate increasing independence in managing coursework, communication, deadlines, and attendance. The following policies apply specifically to secondary R-7 Online Academy coursework.

Attendance & Participation

Continuous communication and staying on pace with course assignments are necessary for success. Students must access a course on the first day by logging in to Schoology and following the course instructions. Attendance is based on appropriate progress in coursework, and students are expected to keep pace with assignment due dates established by the course instructor.

- Step 1: Teacher contacts the student and parent/guardian.
- Step 2: Teacher contacts the parent/guardian and the student's home school counselor.
- Step 3: Secondary Online Academy office contacts the parent/guardian.
- Step 4: Secondary Online Director contacts the parent/guardian to work to increase participation or explore dropping the course.

Grades

Online instructors use a variety of formative and summative learning activities to measure student understanding. Coursework is submitted through Schoology, where students and families can review progress. PowerSchool is the district's official grade-reporting platform. The grade of record is officially entered on the student transcript at the end of each semester. Additional grading policies and procedures are found in the applicable middle or high school handbook.

Recovery Courses

Recovery courses may be taken to improve a failing grade. Contact the student's building counselor or the R-7 Online Academy office for details.

Schedule Changes

Secondary R-7 Online courses follow the district's regular schedule-change policy. Students and families should consult the student's home school handbook for additional information.

Secondary Drop Policy

Students have ten (10) school days to drop a course without penalty. After the initial ten school days at the beginning of a semester, a dropped course results in a transcribed grade of F, which impacts the student's overall GPA. If the student later retakes the course, the original F remains on the transcript and is not replaced by the improved grade. Involuntary drops related to inactivity may occur through the attendance and participation intervention process.

Technology & Digital Citizenship | K-12

The Lee's Summit R-7 School District network and digital learning systems are provided to support communication, learning, and teaching. Students must follow district acceptable-use policies and teacher

expectations when using Schoology, Chromebooks, district accounts, video-conferencing tools, and other digital resources.

- Protect passwords and account information and use only assigned accounts.
- Use school technology respectfully and for educational purposes.
- Follow teacher directions for camera, microphone, chat, discussion boards, shared documents, and other collaborative tools.
- Do not record, photograph, distribute, or post classmates, staff, online meetings, or schoolwork without authorization.
- Report technology problems promptly so they do not become barriers to participation.

Academic Integrity | K-12

Academic integrity means honestly and responsibly completing learning activities using the student's own thinking and work while appropriately acknowledging sources and following teacher directions. Expectations are applied in a developmentally appropriate manner across K-12.

- **Plagiarism** - Presenting another person's ideas, words, images, products, or work as one's own.
- **Cheating** - Using unauthorized assistance, resources, collaboration, or tools to gain an academic advantage.
- **Forgery or falsification** - Creating, changing, or submitting false information or documents for an academic advantage.

Secondary Academic Integrity Response | Grades 6-12

- First incident: Teacher contacts the student and parent/guardian; a zero is recorded for the assignment/assessment; an administrator also contacts the parent/guardian.
- Second incident: Teacher contacts the student and parent/guardian; a zero is recorded; an administrative conference (virtual or in-person) is scheduled with the parent/guardian.
- Third incident: Teacher contacts the student and parent/guardian; a zero is recorded; an administrative conference is scheduled to explain that course credit will not be awarded because this is the third incident.

Assessment Expectations | K-12

Assessment information helps teachers determine what students know, what they are ready to learn next, and what support they need. Students are expected to complete assessments independently unless an approved accommodation permits specific assistance. Students must participate in required district, state, and national assessments. Some assessments require students to report to an in-person testing location.

Communication & Support

Families should contact the student's teacher first with questions about coursework, assignments, schedules, or classroom procedures. For broader concerns involving enrollment, progress, online placement, or program support, families may contact the R-7 Online Academy office.

School Handbooks & District Policies

R-7 Online Academy students remain subject to applicable Lee's Summit R-7 School District policies and grade-level/building handbooks. When a district or building policy contains requirements not repeated in this handbook, the applicable district policy or school handbook remains in effect.

R-7 Online Academy Contact

301 N.E. Tudor Rd
Lee's Summit, MO 64086
816-986-1005

Director: Dr. Melanie Hutchinson

Sources

This handbook was compiled and adapted from current R-7 Online Academy website information, including the K-5 Student/Parent Expectations, Grades 6-12 Student/Parent Expectations, and Secondary Handbook. Additional K-12 expectations were added to organize the information into a unified, family-friendly handbook. District policies and official school handbooks govern where requirements differ.