

Eudora High School



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Cardinal Academy Handbook

2025-26

Students/Guardians

Cardinal Academy Program Handbook (Staff Edition)

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Purpose

Cardinal Academy at Eudora High School offers an alternative learning environment for students in the Eudora School District who desire a non-traditional approach to earning their high school diploma. The program is designed to provide flexible, individualized academic support, with a focus on post-secondary preparation.

Students are expected to adhere to all district rules and policies while following the expectations outlined by the Academy. This handbook outlines admissions criteria, program expectations, integrity policies, curriculum, and planning processes.

Admission & Review Process

Enrollment in Cardinal Academy is determined through an application and review process that considers the student's academic standing, behavior, attendance, support system, and post-secondary goals.

Students and families must:

- Submit a Cardinal Academy application
- Participate in an interview with staff
- Agree to all program expectations

Program continuation is also subject to periodic review. Students not meeting expectations may be placed on a support plan or returned to the traditional school setting.

Criteria for Admission or Continuation**Students are evaluated based on the following rubric categories:**

- Student Need and Academic Support Alignment
 - Behavioral Readiness
 - Academic Readiness
 - Attendance & Communication
 - Academic Integrity
 - Support System
 - Post-secondary Engagement
 - (Continuation only) Progress Toward Graduation
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Student Application Components

The student application includes:

- Basic student and parent contact information
 - Short answer questions from the student
 - Parent/guardian reflections
 - Academic status (credits, attendance, behavior)
 - Signature acknowledgment from student and guardian
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Interview Process

Students applying or continuing in the program participate in an interview using standardized questions. Topics include:

- Motivation for joining the Academy
 - Academic and post-secondary goals
 - Self-management and integrity
 - Attendance plans and barriers
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Program Expectations

Daily and Weekly Expectations

- Check in/out daily with staff
- Set and review academic goals weekly/bi-weekly
- Stay on pace with online coursework (typically 2 classes at a time)
- Participate in state assessments, Lunch & Learns, and other planning activities

Graduation and Extracurriculars

- Eligible to participate in all EHS extracurriculars if in good standing
- Graduate with a minimum of 21 credits and all district requirements
- Participate in EHS graduation ceremony upon completion if desired

Curriculum & Grading

- Courses delivered online, with staff support
- All online work must be passed with a minimum grade of 60%
- All online coursework finals must be completed with a minimum grade of 60%

- Electives, ED-Tec, post-secondary, and off-site options are available for credits if deemed appropriate for students
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Addendums:

The following are the current documents used for acceptance and review for Cardinal Academy.

- Criteria for New Students
- Criteria for Continued Enrollment
- 2025-26 Cardinal Academy Student Contract

Criteria for Accepting Students into Cardinal Academy

1. Student Need and Academic Support Alignment

- Demonstrated need for an alternative learning environment (e.g., challenges with the traditional school model, attendance, social-emotional needs, etc.)
- Ability to benefit from flexible pacing and one-on-one support
- Willingness to work within an individualized plan
- History of effort and motivation to graduate, even if inconsistent

2. Behavioral Readiness

- No ongoing major disciplinary issues that would undermine a safe and productive learning environment
- Willingness to adhere to district and Cardinal Academy behavior expectations
- Openness to coaching and redirection from staff

3. Academic Readiness

- Basic digital literacy skills or willingness to learn (for online coursework)
- Ability to work independently and self-manage with support
- Reasonable credit recovery pathway within the program's scope (e.g., student can still graduate with 21 credits or demonstrates willingness to work beyond minimal expectations to meet graduation requirements within the agreed-upon timeframe)

4. Attendance & Communication

- Student and guardian are willing to follow an attendance plan
- Commitment to communicate proactively with staff regarding schedule changes or issues

5. Support System

- At least one supportive adult (guardian, counselor, mentor) invested in the student's success
 - Willingness to participate in career/college/post-secondary planning activities
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Criteria for Continued Enrollment or Return to the Academy

1. Academic Progress

- On track or reasonably close to pace in online and elective coursework
- Willingness to follow pacing plans and course expectations
- Not accumulating repeated academic integrity violations (see contract consequences)

2. Attendance and Engagement

- Regular attendance according to agreed-upon plan
- Communicates consistently and respectfully when absent or late
- Participates in required activities (e.g., screeners, Lunch & Learns, post-secondary planning)

3. Behavior and Community Contribution

- Demonstrates respect for staff, peers, and learning environment
- Follows school and Cardinal Academy expectations
- Does not engage in repeated disruptive or dishonest behavior

4. Academic Integrity

- No more than two academic integrity violations per course, and no pattern of repeated violations across multiple courses
- Willingness to adjust behavior if redirected

5. Willingness to Participate in Planning

- Engages in college/career planning (Xello, visits, mentorships, etc.)
- Attends required meetings or conferences with staff

Other: “Probation” or “Review” Status

For students who show *potential* but are struggling in one or more areas, consider a **probationary acceptance or continuation plan**:

- Set clear improvement goals (attendance, integrity, pace)
- Include check-ins or progress reviews every 2–4 weeks
- Re-evaluate for full acceptance or continuation based on progress

Cardinal Academy Student Contract

Purpose

Eudora High School's *Cardinal Academy* is designed for students in the Eudora School District who benefit from an alternative approach to high school. The goal is to help students earn a high school diploma and be prepared for life after graduation. While Cardinal Academy offers personalized support, students are still expected to follow all district rules, procedures, and policies.

Program Details

- **Location:** Eudora High School, Room D105
 - **Administrator:** Jessica Johnson
 - **Teacher:** Clayton Neas
 - **Teaching Assistant:** Amanda Chilcoat
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Admission & Review Process

Enrollment in Cardinal Academy is not automatic and must be approved through a formal **application, interview, and review process**. This ensures the program is appropriate for each student's needs, learning style, and postsecondary goals. Placement in Cardinal Academy is a privilege, not a guaranteed placement.

Students and families must:

- Submit a **Cardinal Academy Application**
- Participate in an **admissions review**, which may include:
 - Review of academic records and credit progress
 - Attendance history
 - Behavior and discipline records
 - Input from school counselors, administrators, and/or teachers
- Agree to follow the expectations outlined in this contract

Acceptance into the program will be determined based on how well the student's needs align with the support structure of Cardinal Academy.

Continuation in the program is subject to regular review and may be reevaluated if a student is not meeting expectations in the areas of academic progress, attendance, behavior, or academic integrity.

General Expectations

- Students must check in and out with Cardinal Academy staff each day.
- Students are expected to set and review academic goals weekly or bi-weekly.
- Students may work on two courses at a time. As long as students stay on pace, they are not required to complete work outside their school day.
- Students must participate in all required academic screeners and state assessments.
- Students are expected to attend all required post-secondary planning sessions, required Cardinal Advisory meetings required by EHS administration or when assigned by Cardinal Academy director or staff.
- Students must participate in *Individual Plans of Study* activities, which may include:
 - College or technical school visits
 - Lunch and Learns
 - Career fairs
 - Xello Student Account planning
 - Meetings with military recruiters or mentors
 - Post-secondary planning with a counselor or staff member

Graduation and Extracurricular Participation

- Students in good standing may participate in extracurricular activities and events at Eudora High School.
- Students can graduate with a minimum of **21 credits**, provided all Eudora High School graduation requirements are met.
- Students meeting graduation requirements will be eligible to participate in the Eudora High School graduation ceremony.

Curriculum

- Courses in Cardinal Academy are provided through online curriculum platforms.
 - Staff will train students on how to use curriculum tools and provide support as needed.
 - Students must score **60% or higher** on quizzes, tests, and final exams to move forward.
 - A final course grade of **60% or higher** is required to earn credit.
 - Students are encouraged to use self-created notes (e.g., online notes, guided notes), which are allowed during assessments.
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Academic Integrity

While using online curriculum, students must adhere to strict academic integrity standards. The following **violations** are **not permitted**:

- Copying and pasting assessment questions into search engines to find answers.
- Using platforms such as Quizlet, Quora, or other “study aids” during assessments. *(Self-created notes are allowed.)*
- Using apps that scan assessment questions to generate answers. These tools may only be used with staff permission during **assignments or reviews**, not tests. For instance, having ChatGPT create flash cards or study guides from notes or using these tools to organize your work, may not be considered cheating, but check with staff first!
- Receiving unauthorized help on assessments, including from other staff members!
- Submitting work completed by someone else (including AI-generated or copied work).
- Any other actions deemed inappropriate by Cardinal Academy staff.

Note: Student screens may be monitored in person or remotely, even when students are not scheduled to be in attendance.

Academic Integrity Consequences (Per Course):

1. **First offense:** Verbal warning
2. **Second offense:** (If in credit recovery) Pre-testing option is removed for the remainder of the course OR course is locked when student is not in attendance during Cardinal Academy class and monitored by staff.
3. **Third offense:** All assessments will be locked and must be printed and monitored by staff
4. **Fourth offense:** Course will be disabled. Student must complete the course through EHS in a traditional setting.
5. Any additional violations could result in removal from Cardinal Academy program and is at the discretion of the Cardinal Academy administrator.

Electives and Other Credits

Students may earn elective credit through several options:

- **ED-Tec Courses and Pathways:** Must follow EHS attendance policy
- **EHS Courses/Electives:** Required for graduation
- **Online or off-site trade or post-secondary education:** verification of attendance, progress, and completion of program required for credit.
- **Alternative Credit Options:** Must be properly documented to receive credit
 - **Work-based learning/internships:** 80 verified hours = 0.5 credit (via paystubs or agreements)

- **Therapy/wellness sessions:** 30 hours = 0.5 credit (with provider documentation)
 - **Sports participation:** 3 full seasons = 1 PE credit
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Attendance

- Each student will have a personalized attendance plan, but must be approved by a parent/guardian if the student will be arriving or leaving school within normal school hours.
 - In most cases, students with an individualized attendance plan will be given a pass by staff **each day** to verify with EHS office the approval for the student to arrive or leave at a time different from what is indicated on the school schedule.
 - While Cardinal Academy offers flexible attendance, any changes to a student's plan **must be communicated** by the student and guardian. Changes to attendance plans must be approved by Cardinal Academy administration.
 - Students must remain on pace in online courses to stay in good standing.
 - Cardinal Academy attendance plans only apply to Cardinal Academy classes. All other attendance policies apply to other courses and cannot be modified by Cardinal Academy staff or administration.
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Transportation

- Students may use district buses or personal transportation before and after school.
 - **Mid-day transportation is not provided.**
 - **Staff are not responsible for transporting students to and from school at any time.**
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SOAR Rewards, Early Release, and Finals

- Students may earn **SOAR Rewards** and **early release** following EHS policies.
 - Earning Early release during Cardinal Academy hours is at the discretion of the Cardinal Academy administration..
 - Students are **not exempt** from finals in Cardinal Academy courses, regardless of exemption eligibility in EHS classes.
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Cardinal Academy Student Contract Acknowledgement

By signing below, we acknowledge that we have read, understood, and agree to the expectations and policies outlined in the **Cardinal Academy Student Contract**. We understand

that participation in Cardinal Academy is a privilege and that students must remain in good standing academically, behaviorally, and in attendance in order to continue in the program.

We specifically acknowledge the following:

- We have reviewed the **purpose** and **expectations** of Cardinal Academy.
- We understand and agree to the **graduation requirements, academic integrity policies, and attendance expectations.**
- We understand that violations of the academic integrity policy may result in progressive consequences, including removal from the program.
- We understand that students must maintain regular communication and meet deadlines to remain in good standing.
- We understand that participation in Eudora High School activities and graduation ceremonies is contingent upon meeting all requirements.

If questions or concerns arise, we agree to communicate promptly with Cardinal Academy staff.

Student Name: _____

Grade Level: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Cardinal Academy Staff Use Only

Received By: _____

Date: _____