

EUDORA HIGH SCHOOL

Cardinal Academy Handbook

2026–27 · Students and Guardians

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Purpose

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

Cardinal Academy is one of several options EHS offers. It is intended for students who have already tried other EHS options and still need a different approach.

Students are expected to follow all district rules and policies as well as the expectations of the Academy. This handbook explains eligibility, the admission and review process, program expectations, and the Student Contract.

Who Can Apply

- Current EHS students who have been enrolled for **at least one semester**.
- Students in **grade 11 or 12** in the semester they would start.
- Students who have **tried other EHS options for at least one semester**, such as a schedule, teacher, or course-level change; After School Academics (ASA); summer or winter school credit recovery; Study Skills (for students with an IEP); classroom accommodations or counselor check-ins; or ED-Tec/CTE courses. Your counselor verifies what has been tried.
- Students who can realistically earn **21 credits** and meet all EHS graduation requirements by their planned graduation date or are motivated to complete courses.

New students begin at the **start of each semester**. Application deadlines are posted each semester.

Two ways to apply

Route	What's needed
Student choice	The student applies after talking with their counselor. The student must show that other EHS options were tried for at least one semester and did not meet their needs.
Staff referral	The CARE team refers the student as a Tier 3 option. Along with the options above, the referral documents Tier 1 and Tier 2 supports, including at least one Tier 2 intervention that ran for 6 or more weeks with progress data.

Students with an IEP or 504 plan

Students with an IEP or 504 plan are welcome to apply. For a student with an IEP, the IEP team meets to decide on placement before an admission decision is made. For a student with a 504 plan, the 504 team reviews accommodations for online, self-paced coursework.

Admission Process

1. **Talk with your counselor** about whether Cardinal Academy fits and which EHS options you have tried.
2. **Ask an EHS staff member to be your staff support person.** They complete the Staff Support Person Agreement, agreeing to be a trusted adult for you if you're accepted.

3. **Submit the Cardinal Academy Student Application.** The student completes Sections 1–5. A parent, guardian, or support person completes Section 6.
4. **Staff review your records:** credits, attendance, behavior, academic integrity, and IEP/504 status.
5. **Interview** with Cardinal Academy staff.
6. **Admission review.** Staff use the Cardinal Academy Admission & Continuation Rubric: required checks, options tried, and a readiness score.
7. **Decision.** The student and guardian are notified of the decision and support plan.
8. **Orientation and goal-setting.** Before the first day, the student completes orientation, sets goals, and signs the Student Contract with a parent/guardian.

Admission decisions

Decision	What it means
Admit	The student starts at the beginning of the semester with a Standard or Light support plan.
Conditional	The student starts on an Intensive support plan (probation), with formal reviews at 4 and 8 weeks. Each review ends in full status, continued probation, or exit.
Not admitted this semester	Staff and the counselor create a plan of support at EHS. The student may reapply for a later semester.

Admission Criteria

Required for every new student:

- Agrees to follow the Student Contract: daily check-in/out, attendance plan, pacing, academic integrity, and post-secondary planning.
- Has at least one adult (parent, guardian, or support person) who will stay in regular contact with Cardinal Academy staff.
- Can reach 21 credits and all EHS graduation requirements by the planned graduation date.
- Meets the eligibility requirements above, including other EHS options tried for at least one semester.

Readiness areas scored on the rubric:

Area	What staff look for
Program Fit	A clear barrier in the traditional setting that other EHS options did not resolve and that Cardinal Academy's self-pacing, small setting, flexible attendance, or credit recovery can address.
Academic Readiness	Ability to work independently and manage online coursework with support; basic digital skills or willingness to learn them.
Behavioral Readiness	No ongoing major discipline concerns that would disrupt a small shared learning space; responds to redirection.

Area	What staff look for
Attendance & Communication	Current attendance, and a realistic plan (including transportation) to attend and to communicate absences.
Academic Integrity	Honest work, and ownership of any past concerns.
Support System	An engaged parent/guardian and an EHS staff support person.
Post-secondary Planning	A goal after high school, or willingness to complete Xello and planning activities.

Continuing in Cardinal Academy

Students are reviewed **each semester**. Continuing students complete the Renewal Presentation, have a short interview, and are scored on the same rubric areas plus **Progress Toward Graduation**.

Criteria for continuing

- **Academic progress:** on pace or close to pace in coursework, and following pacing plans.
- **Attendance and engagement:** follows the approved attendance plan, communicates absences and late arrivals, and takes part in required activities (screeners, Lunch & Learns, post-secondary planning).
- **Behavior:** respects staff, peers, and the learning space, and follows EHS and Cardinal Academy expectations.
- **Academic integrity:** follows the integrity expectations in the Student Contract. Offenses are handled through the contract's consequence steps. A course disabled for a fourth offense, or violations across three or more courses, places continuation at risk.
- **Planning and support:** engages in college and career planning, attends required meetings, and keeps in contact with the staff support person.

Continuation decisions

Decision	What it means
Continue	The student continues next semester on a Standard or Light support plan.
Conditional	The student continues on an Intensive support plan (probation) with formal reviews at 4 and 8 weeks.
Exit	The student returns to a traditional schedule with a transition plan.

A student may also be placed on a support plan or returned to the traditional setting during a semester if they are not meeting expectations.

Support Plans

Plan	What it includes
Standard	Daily check-in/out, goals set and reviewed every 1–2 weeks, and a semester review.
Light support	Standard, plus a weekly goal meeting with Cardinal Academy staff or the Director, a written attendance plan, and a progress review at 6 weeks.
Intensive support (probation)	Light, plus written goals for each area of concern, guardian contact every 2 weeks, a monthly check-in with the staff support person, a transportation plan if needed, and formal reviews at 4 and 8 weeks.

Program Expectations

Daily and weekly

- Check in and out with staff every day.
- Set and review academic goals weekly or bi-weekly.
- Stay on pace with online coursework (typically two classes at a time).
- Participate in state assessments, screeners, Lunch & Learns, and other planning activities.

Graduation and extracurriculars

- Students in good standing may participate in all EHS extracurriculars.
- Graduate with a minimum of 21 credits and all district requirements.
- Students who complete requirements may participate in the EHS graduation ceremony.

Curriculum and grading

- Courses are delivered online with staff support.
- All online work and finals must be passed with a minimum of 60%.
- Electives, ED-Tec, post-secondary, and off-site options are available for credit when appropriate for the student.

Forms and Documents

Document	Who uses it
Cardinal Academy Student Application	Student and parent/guardian, when applying
Staff Support Person Agreement	The EHS staff member who agrees to support the student
Admission & Continuation Rubric	Cardinal Academy staff, for every admission and semester review
Staff Verification Sheet	Counselor or Cardinal Academy staff, from PowerSchool records
Interview Notes Template	Staff conducting interviews

Document	Who uses it
Renewal Presentation	Continuing students, each semester
Cardinal Academy Student Contract	Student and parent/guardian, before the first day (below)

Cardinal Academy Student Contract

Purpose

Eudora High School's Cardinal Academy is designed for juniors and seniors 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:** Jeremy Gish

Admission and review

Enrollment in Cardinal Academy is not automatic. It is approved through a formal application, records review, interview, and rubric review. Placement in Cardinal Academy is a privilege, not a guaranteed placement.

Continuation is reviewed each semester and may be reevaluated at any time if a student is not meeting expectations in academic progress, attendance, behavior, or academic integrity.

General expectations

- Check in and out with Cardinal Academy staff each day.
- Set and review academic goals weekly or bi-weekly.
- Work on two courses at a time or an agreed upon plan with staff. As long as students stay on pace, they are not required to complete work outside their school day.
- Participate in all required academic screeners and state assessments.
- Attend all required post-secondary planning sessions and Cardinal Advisory meetings required by EHS administration or assigned by the Cardinal Academy director or staff.
- Participate in Individual Plan 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 are eligible to participate in the Eudora High School graduation ceremony.

Curriculum

- Courses are provided through online curriculum platforms. Staff train students on the 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 (online notes, guided notes), which are allowed during assessments.

Academic integrity

While using online curriculum, students must follow strict academic integrity standards. The following 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 be used only with staff permission during assignments or reviews, never tests. For example, having ChatGPT create flash cards or a study guide from your notes may not be 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 action 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, the pre-testing option is removed for the rest of the course, OR the course is locked except during Cardinal Academy class time when staff can monitor.
3. **Third offense:** all assessments are locked and must be printed and monitored by staff.
4. **Fourth offense:** the course is disabled, and the student must complete it in a traditional EHS class.
5. Additional violations, or violations across three or more courses, may result in removal from Cardinal Academy at the discretion of the Cardinal Academy administrator.

Electives and other credits

- **ED-Tec courses and pathways:** must follow the EHS attendance policy.
- **EHS courses/electives:** as required for graduation.
- **Online or off-site trade or post-secondary education:** verification of attendance, progress, and completion is required for credit.
- **Alternative credit options** must be properly documented to receive credit:
 - Work-based learning/internships: 80 verified hours = 0.5 credit (paystubs or agreements)

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

Attendance

- Each student has a personalized attendance plan. A parent/guardian must approve the plan if the student will arrive or leave during normal school hours.
- In most cases, students with an individualized attendance plan receive a pass from staff each day to show the EHS office that their arrival or departure time is approved.
- Any change to a student's attendance plan must be communicated by the student and guardian and approved by Cardinal Academy administration.
- Students must stay on pace in online courses to remain in good standing.
- Cardinal Academy attendance plans apply only to Cardinal Academy classes. All other attendance policies apply to other courses and cannot be changed by Cardinal Academy staff or administration.

Transportation

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

SOAR rewards, early release, and finals

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

Acknowledgment

By signing below, we acknowledge that we have read, understood, and agree to the expectations and policies 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 to continue in the program. We specifically acknowledge that:

- We have reviewed the purpose and expectations of Cardinal Academy.
- We understand and agree to the graduation requirements, academic integrity policies, and attendance expectations.
- Violations of the academic integrity policy may result in progressive consequences, including removal from the program.
- Continuation is reviewed each semester, and students may be placed on a support plan or returned to the traditional setting if expectations are not met.
- Students must maintain regular communication and meet deadlines to remain in good standing.
- Participation in EHS activities and graduation ceremonies depends on 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: _____