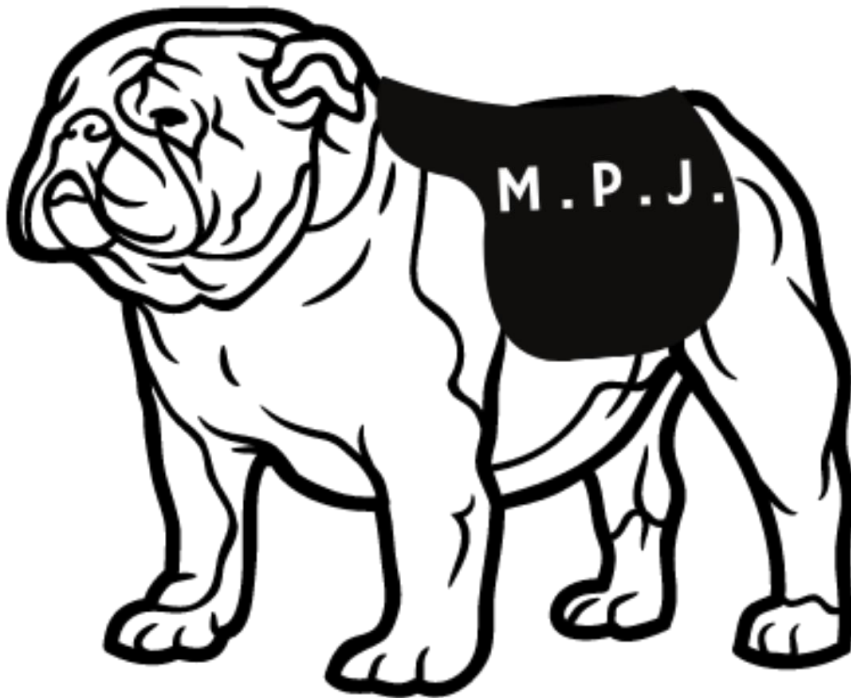


**M.P.J. ACADEMY OF
EXCELLENCE
STUDENT/PARENT
HANDBOOK
2023-2024**



**8300 Bissonnet suite 218
Houston, Texas 77074
Main: 346-601-1960**

SCHOOL INFORMATION

M.P.J. Academy

School Colors
Navy, Gold & White

School Mascot
Bulldogs
School Logos

School Motto
Making Progress is a Journey!

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Statement on Equal Educational Opportunity

The M.P.J. Academy is committed to an educational and working environment that provides equal opportunity to all members of the school's C'MUNITY. In accordance with federal and state law, the M.P.J. Academy prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. Discrimination on the basis of sexual orientation, gender identity, and gender expression is also prohibited pursuant to school policy. Any member of the school C'MUNITY who believes they have been subject to discrimination, harassment, or retaliation should contact the Office for Inclusion and Equity in person at 8300 Bissonnet Houston, TX 77074; via e-mail at equity@mpj-academy.org; or by phone at (833) 215-2100.

M.P.J. BULLDOGS

In 1988, Melba St. Andrews-Prevot, a former chemical engineer, began a career in teaching after starting her own family to ensure she would raise her own children and not the day-care centers.

She realized many of the challenges students were having ranging from dis-engaged families, single mothers, teen-age pregnancies, and stepparents not bonding with stepchildren were phenomenal and overwhelming. It was no longer a question why many students had excessive absences, poor grades or just chose to drop out.

After serving 20+ impactful years in the public school system, Melba retired and ventured out on her own journey in the private school sector and founded what became M.P.J. Academy of Excellence in 2007. To this day M.P.J. still serves the adult learner seeking a high school diploma.

In honor of the legacy set forth by Melba St. Andrews-Prevot, we stand the M.P.J. Bulldogs

BULLDOG VISION & MISSION & VALUES

Vision

The M.P.J. Academy is dedicated to providing an immersive learning experience guided by *Literacy and Leadership*.

Mission

The M.P.J. Academy provides a mix of **S**ocial, **E**ducational and **T**echnology (S.E.T.) programs that serve as a catalyst to promote self-affirmation and economic resiliency.

C'MUNITY VALUES

CHARITY: We believe in giving back to our C'MUNITY and helping those in need.

MOTIVATION: We strive to motivate and inspire our students to achieve their goals and reach their full potential.

UNITY: We believe in working together as a team to create a positive and supportive learning environment.

NETWORK: We encourage our students to build meaningful connections and relationships with each other and the C'MUNITY.

INFLUENCE: We believe in using our platform to make a positive impact and be a force for good in the world.

TRAINING: We provide our students with the necessary tools and training to succeed in their educational and professional pursuits.

YOUTH: We value the energy, creativity, and potential of our young students and strive to create opportunities for them to thrive.

CONDUCT GUIDELINES

MPJ adheres to *The C'MUNITY Values* and *M.P.J. ACADEMY Code of Student Conduct* guidelines to ensure discipline and promotion of a school culture of *Literacy and Leadership*. Students who violate the rights of others, district policy, and/or school campus rules shall be subject to disciplinary measures which will be recorded on the students' record.

FAMILY RELATIONS

Parents/Guardians, your first point of contact for all matters is the Bulldog Counselor. We value *Unity, Training, Youth*, and our school Counselor serves as the primary contact in managing family relations. Through scheduled conferences with students and parents, we aim to develop meaningful relationships, provide sound guidance, and support to complete their Student Learning Plan.

FACULTY & STAFF LISTING

To maintain open lines of communication, we have provided our contact information below. Please remember that advisors are the primary contact regarding student academic progress. MPJ communication protocol is to respond within 24 to 48 hours.
(833) 215-2100

NAME	TITLE	EMAIL ADDRESS
Prevot, Paul	School Director	TBA
Broussard, Ola	Counselor/Registrar	TBA

Student Services Support Staff		
Prevot, Paul	System Administrator	

Administrative Support Department		
Lopez, Lucy	Administrative Assistant	

OFFICE OF ADMISSIONS

A comprehensive high school education depends on a robust exchange of ideas, exposure to differing cultures, preparing for the challenges of an increasingly diverse workforce, and acquiring competencies required of future leaders. The Office of Admissions recruits prospective students, manages the admissions application process, and reviews applications in order to admit and enroll potential students who are best able to contribute to, and benefit from, the school's rich, diverse, and challenging educational environment.

Questions about admission may be addressed to the Office of Admissions by telephone or by e-mail registrar@mpj-academy.org

REGISTRATION

M.P.J. Academy is open enrollment and operates year-round. Lessons are taught asynchronously, and each student is on their own learning plan.

Students at the M.P.J. Academy register for classes online; instructions are given in the Program Syllabus or via Academic Advising. The only way to enroll in a class is to register for it through the proper registration procedure or to add a class after the initial registration. The instructor receives the student's name only by official notice from the registrar. Students may not receive credit for a course for which they are not registered.

By registering, a student enters M.P.J. Academy and, the director has jurisdiction over conduct, student's program of study and graduation requirements.

Paying Tuition as a Part of Registration: Students are not registered or entitled to attend classes, participate in class-related activities, until their tuition bill is paid in full or in accordance with an approved installment plan. A student who has an overdue debt to the M.P.J. Academy may not register until the debt is paid.

FLAT-RATE TUITION

Flat-rate tuition for 2023-24 school year is \$825. The flat-rate tuition for each program covers the student's academic program costs, mandatory fees and charges, and course incidental fees.

Tuition information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, or board action, and changes become effective on the date enacted. This information should be used only as a guideline for estimating charges.

Tuition and Fees Policies governing the payment and refund of tuition, fees, and other charges are approved by the Board of Trustees and comply with applicable state statutes. All charges are subject to change and become effective on the date enacted. For clarification of any matter relating to payment or refund of charges, a student should contact the office or administrative unit that originated the charge or refund.

Financial Responsibility Students must sign a Financial Responsibility Statement (FRS) each semester prior to registration and are expected to meet financial obligations to the school when they are due. Tuition is due upon registration and can be found on the Tuition Bill. Failure to comply with tuition payment deadlines may result in the cancellation of registration. Other charges are due within 10 days after the bill is issued by the school, or according to any payment instructions on the bill. If the student does not pay the amount owed by the due date, the school may place a hold on the account, restrict the student from registration and may withhold official transcripts and diplomas.

Payment of registration fees must be made in full each semester by the payment deadline(s), or late fees will be assessed. Methods of payment include electronic funds transfer, money orders, cashiers check, or credit card (subject to a 2.3% convenience fee). All checks must be drawn on United States banks in United States dollars; collection charges that result from checks drawn otherwise are charged to the student.

Admission Application Processing Fees Each applicant for admission to the school must submit a nonrefundable application processing fee \$50

M.P.J. HIGH SCHOOL GRADUATION PROGRAM (ATTENDANCE)

M.P.J. students have a requirement of 300 learning minutes (about 5 hours) per week.

Our curriculum is delivered asynchronously, which means student(s) and teacher do not meet in real time. Students are given assignments along with the resources to complete the work independently. The course's teacher is readily available to support the weekly Student Learning Plan via email, Learning Labs, or academic advising.

Daily attendance is captured Monday – Friday 12:00 am –11:59 pm, students are expected to complete weekly lessons outlined in their Student Learning Plan. Measurement options for attendance include:

- Usage reports via the McGraw-Hill Learning Management System (LMS) that confirms students accessed instruction
- Any communication via teacher-student interactions that confirms students accessed instruction
- Completion/turn-in of assignments from student to teacher (via email or on-line).

There are additional 4-hour in-person requirement for the following classes:

Physical Education, Civics 1, Civics 2.

Student Learning Plan includes:

- 90 minutes of ELA
- 90 minutes of Math
- 45 minutes of Science
- 30 minutes of Social Studies
- 45 minutes of Fine Arts / Elective / PE Additional synchronous opportunities
- Learning Labs are determined on as -needed basis by teachers based on student progress in LMS
- weekly goals and expectations
- expectations for progress monitoring, and
- expectations for support students will receive from a teacher

GRADUATION REQUIREMENTS

All MPJ students will enter under the 22-credit MPJ High School Graduation Program and must complete the entire program to earn credits at M.P.J. Academy. Students who desire to earn a Distinguished Level of Achievement must enter with an endorsement – and take Algebra II and higher-level math and science courses at the appropriate time.

M.P.J. FOUNDATION HS DIPLOMA	
English	4
Mathematics	3
Science	3
Social Studies	3
LOTE	2
Physical Education	1
Fine Arts	1
Other Electives	5
Total Credits Required	22

REQUIRED ASSESSMENTS
English 1
Algebra 1

ELECTIVES/FINE ARTS & C'MUNITY SERVICE

Any and all electives, C'MUNITY service hours, fine arts credits will be fulfilled only through C'MUNITY-based programs approved by M.P.J. Academy Advisory Team, if the student is outside of reasonable travel distance. Students must obtain 10 hours of C'MUNITY service for recognition and 24 hours for a C'MUNITY service cord at the time of graduation.

GRADING & CREDITS

Report cards will be issued every 6-weeks to the student and family every grading period.

Progress reports will be electronically distributed every three (3) weeks. Parents will send signed progress reports back to advisors within two (2) school days. If progress reports are not returned, advisors **must** contact parents to make sure they're aware of their child's current progress

Academic conferences are held every 4 weeks and will be scheduled to address any concerns and interventions needed to help the students achieve their goals, prior to the end of the grading cycle.

All parents and students must attend required academic conferences as part of their entrance agreement contract.

Advisors must inform the Curriculum Director **immediately** if their advisees are struggling after interventions have been implemented.

SCHOOL-WIDE GRADING POLICY

The weighted grading policy is below:

**Summative Assessments – 30% Formative Assessments – 30% Daily
Assignments – 30% Learning Labs – 10%**

FINAL EXAM GRADE

All students will complete a final exam at the end of each grade level which will cover core 4 subjects (Language Arts, Mathematics, Science, Social Studies). The final exam does not count against the student's final grade for the course.

GRADE POINT AVERAGE/ CONVERSIONS

The M.P.J. Academy grade point system is as follows:

Numeric Grade (MPJ)	Letter Grade	Regular Credit Grade Point	AP/ Pre-AP Grade Point
A - 90-100	A - 95	4.0	5.0
B - 80-89	B - 85	3.0	4.0
C - 75-79	C - 77	2.0	3.0
D - 70-74	D - 72	1.0	1.0
F - 0-69	F - 60	0.0	0.0
F - 50	F/X or W-50	0.0	0.0

ACADEMIC ADVISING

MONITORING STUDENT PROGRESS

Student Learning Plans will be used to monitor students' learning of the intended material and objectives; MPJ will also provide frequent assessments of and for student learning. Guidance on *Learning Labs* will be given in the Student's Learning Plan.

ACADEMIC CONFERENCES

Student, Parent(s)/Guardian(s) and teacher conferences with the students are required every 4-weeks. The academic conferences are established for the STUDENT to:

- discuss habits demonstrated this week/grading cycle and habits to work on
- review his/her academic progress and report card this grading cycle

- follow up on Learning Labs and plans to improve OR enrichment opportunities
- discuss any concerns and plans to address other needs

Academic Misconduct

The Principal or a Faculty Member may initiate conduct proceedings against a student suspected of engaging in or attempting to engage in academic misconduct, as defined in this section and which may consist of any of the following activities:

1. **Copying** – copying answers or information from another individual’s academic assignment;
2. **Failure to Comply with Instructions** – failing to comply with instructions pertaining to an academic assignment or course requirement for the purpose of gaining an academic advantage;
3. **Unauthorized Materials** – obtaining, using, or possessing materials without authorization, including but not limited to class notes, textbooks, calculators, online resources, and/or electronic devices;
4. **Unauthorized Aid or Assistance** – providing aid or assistance to, or utilizing aid or assistance from, another individual or source without authorization, and pertaining to an academic assignment or course requirement;
5. **Substitution** – substituting for another person, or permitting another person to substitute, to attend a class or complete any academic assignment or other course requirement;
6. **Falsification or Fabrication** – falsifying or fabricating any information, data, or citation in any academic work offered for credit, or work done in conjunction with the completion of course or degree requirements;
7. **Plagiarism**
 - A. when a person represents another’s material as their own work without attribution;
 - B. when a person misrepresents citation or attribution for purposes of an academic advantage; or,
 - C. when a person submits essentially the same work for two assignments without the permission of the Faculty Member.
8. **Collusion** – unauthorized collaboration with another student or students;
9. **Failure to Follow Course Requirements** – conduct that fails to adhere to standards promulgated by an academic unit or Faculty Member, and that is not otherwise constitutionally protected;
10. **Other Academic Misconduct** – any activity in which a student receives or attempts to receive an unfair academic advantage.

AUTHORIZED SANCTIONS

When a student signs a Faculty Disposition, for conduct constituting academic misconduct, the Faculty Member or the Principal may impose one or more of the following sanctions:

- no credit or reduced credit for the graded assessment in question;
- retaking of examination or resubmission of assignment;
- failing or reduced final grade for the course.
- denial of diploma
- suspension from the school
- expulsion from the school

PARENT-COUNSELOR CONNECTION

The counselor helps support a cohort of students through high school. S/he ensures the following occurs regularly in advisory, so students are ready for the challenge of college classes:

- Connections/Team Building Activities/Celebrations
- Academic Support/College Advising/Enrichment
- Maintain regular contact with parents regarding student progress
- Support for development in Literacy and Leadership

The counselor serves as an advocate for his/her assign advisory students and holds the following responsibilities to work in partnership with the parent:

- Create a positive and supportive advisory “FAMILY” identity (Activities, celebrations, teambuilding, etc.). The counselor is the campus “parent” figure for the student.
- Maintain regular and proactive communication with advisees and parents. (two-way communication, not just sending information)
- Monitor AND advocate for advisees’ academic and behavior progress (Tier 1, 2 and 3 advisees).
- Communicate with students every 4 weeks during progress reporting time.
- Know the students’ TSI status, associate degree plan, and high school degree plan and collaborate on plans toward success.
- Maintain organized and updated records on advisees’ progress (electronically).
 - Name, M.P.J. ACADEMY ID,
 - Parent name(s) and contact information (email and phone number(s))
 - Progress report and report cards (most recent on top)
 - Test scores
- Make positive connections with students by showing interest in them as individuals AND scholars.
- Be a resource to the advisees to answer college-related questions.
- Follow the weekly advisory agenda by actively participating with the advisees.

TRANSCRIPTS & DIPLOMAS

Transcripts With proper identification, a student may purchase an official transcript for \$20 a copy in person; by mail, e-mail, or fax; or online. The transcript includes the academic record accumulated at The M.P.J. Academy and lists coursework by semester, including dates of

attendance, degrees earned, transferred work, and scholastic status. Unofficial copies of transcripts from other institutions may be furnished by the registrar's office for a fee of \$20. A transcript is a comprehensive record of an individual's academic progress at the school. No partial or incomplete record (such as a record with grades of F omitted) will be issued. A student who owes a debt to the school may be unable to obtain an official transcript until the debt is paid. Additional information about requesting a transcript is published in the Office of the Registrar. Texas law provides criminal penalties for forgery of a transcript or similar document.

The registrar's office also provides official Verification of Enrollment to all students.

Diplomas display the student's legal name or designated diploma name, graduation date, along with the name and seal of the institution and the signatures of School and Webb School System official.

A graduating student has the option to have their diploma name printed with a chosen name instead of the name on their school record. This option must be submitted by the name change deadline as set by the Registrar during the final semester before graduation.

Any requests to reprint the diploma based upon a name change after the deadline will be assessed a \$50 fee.

Diplomas are mailed about six to eight weeks after the student's graduation. A student who owes a debt to the school may be unable to obtain a diploma until the debt is paid.

A graduate may purchase a replacement diploma through the Office of the Registrar for \$50. The signatures of School and Webb School System officials may not be the same as those on the original diploma, since the signatures of former officials are not maintained on file, therefore your diploma may reflect a reissued date. A graduate who requests a replacement diploma based on a name change (either legal or chosen) must pay the replacement fee.

TECHNOLOGY INFORMATION

Students are expected to provide their own computing or telecommunication device required to access the digital learning school, LMS, and other related resources. System Requirements are listed below.

RESPONSIBLE TECHNOLOGY USE

M.P.J. Academy HS a laptop, or desktop is preferred, however, mobile devices and tablets that meet requirements found at <https://mh.my.site.com/DTS/s/article/McGraw-Hill-System-Requirements?dc=> are deemed as acceptable. Students are required to provide their own computing device

LAPTOP RENTAL PROCESS

Rental Laptops are available for students. Prior to renting laptops, parents/guardians and students will read and sign the *Code of Student Conduct* and MPJ Responsible Technology Use Policy to ensure all policies and procedures are followed. Also, the monthly rental fee is **\$50**, to be included in the cost of tuition.

MONITORING

All M.P.J. Academy and school-related laptop activity is monitored by the M.P.J. Academy

LAPTOP CARE

All laptops, chargers, and cases w/ straps must be always kept together at school. Students are required to pay fees for damage or loss to laptops, charger, and/or the laptop case. Refer to the campus website for fees for damage or loss.

MISCELLANEOUS INFORMATION

EXTRA CURRICULAR ACTIVITIES/ CLUBS & ORGANIZATIONS

ROTC

Band

Soccer

Basketball

Fine Arts

PARENT/TEACHER CONFERENCES

Contact your faculty advisor to arrange an appointment for a parent/teacher conference.

Principal's Policy Online Protection

As a digital learning school, it is imperative to have rules and requirements to keep our Bulldogs safe online. The Children's Internet Protection Act (CIPA) is a Federal law enacted by Congress to help protect children's access to harmful content in schools and libraries.

Don't give out personal information. It's important not to share your password, name, address/neighborhood, school or information about your family with anybody online.

1. **Don't agree to meet anyone in person that you met online.** Unfortunately, some people sometimes pretend to be someone they're not. It's safest not to agree to meet people in person, even if you've talked to them at length. If you are truly

interested in meeting up with someone you met online, talk to a grownup so they can help determine the safest way (if any) to do so.

2. **Choose safe screen names.** When you're creating screen names, avoid using personally identifiable information like your name, birthday, city, etc.
3. **Protect your passwords.** Don't share your passwords with anyone except for your parents. When you log into an account using a public computer, be sure to log out before leaving.
4. **Ask for help if you are scared or uncomfortable.** Some scammers may try to frighten you into clicking a link or sharing personal information. If you ever feel unsafe or uncomfortable, remember *you do not have an obligation to respond to anyone online and you do not have to click anything you don't want to click.*
5. **Don't post photos or videos without your parent or guardian's permission.** Even if a photo seems safe to post, it can contain location codes that show where and when the photo was taken which can reveal personal information about you like your address or school. Before posting or sharing photos online, talk to a parent or guardian.
6. **Don't participate in cyberbullying.** Don't send mean or threatening messages online, and don't engage with these types of messages or comments if you receive them. Cyberbullying is never okay. If you receive a mean or threatening message, talk to a grown up about how you might have it removed, have the person blocked, or otherwise resolve the situation.
7. **Be wary of contests or "freebies."** Contests and freebies are a very common way for scammers to get your personal information. Do not click links, download attachments, or provide personal information such as your name, phone number, address, passwords, etc. without permission from a parent or guardian, even if there is a "countdown clock" or other perceived sense of urgency.
8. **Don't download attachments or click links.** Attachments, links, software, or other downloads can have viruses or other malicious software attached to them that can harm your computer or phone or steal your personal information. Never click a link or download anything from anyone you don't know.
9. **If something seems fishy or unsafe, stop and ask for help.** Scammers can be sneaky and can even pretend to be someone you know. If something doesn't seem right or makes you feel unsafe, stop and ask for help from a parent or guardian.

10. **Understand that nothing is private.** Even content you share via private messaging, text, Snapchat, or “disappearing” message tools can be discovered online. Don’t share anything online or on your mobile device that you wouldn’t be comfortable having made public.
11. **Ask questions!** The internet can be a confusing place even for grown-ups. Keep the lines of communication open. If you’re unsure about something, talk to a parent or guardian.

M.P.J. Academy Emergency Plan - Digital Learning

Key Personnel: System Administrator - Paul Prevot

Key Domains: <https://my.mheducation.com/>
<https://classroom.google.com/>
<https://drive.google.com/>

System Requirements:

Browsers

- [Google Chrome 104+](#)
- [Mozilla Firefox 104+](#)
- [Apple Safari 15+ *](#)
- [Microsoft Edge 104+](#)

Screen Resolution

- Resolution of at least 1366 x 768
- Dimensions of at least 9.5 inches

Operating Systems:

Windows

- Windows 10+

Mac OS X

- Mac OS X v12+ (Monterey)

Chrome OS

- ChromeOS v104+
- 4 GB RAM

Tablets and Mobile Devices

- iOS 15+
- Android 13+ (Tiramisu)

Supporting Technologies

We require enabling/allowing the following:

- Browser Cookies
- JavaScript
- MP3
- Pop-up windows

All McGraw Hill digital programs also require a strong, stable internet connection. If you attempt to enter data without being connected to a strong internet connection, this data may not be saved

Associated Risk: These are the potential risks and threats that could disrupt MPJ digital school operations:

Natural disasters and Power outages follow guidance from your local authorities

Cyberattack, disconnect from any and all networks immediately; Wi-Fi, ethernet, Bluetooth, etc.

Public health emergencies/pandemics follow guidance issued by National, State, and local authorities. However, M.P.J. Administration will maintain daily accountability of all students via any digital capture methods including the LMS, or by phone.

LMS Outages, Interruptions, or Maintenance are posted at <https://status.mcgrawhill.com/#/> or **helpdesk at (833) 215-2100**

Communication Plan: For all school related issues contact the **helpdesk at (833) 215-2100** in the event of an emergency, call 911.

Data Backup and Recovery: All digital information to include administrative, human resources and student records will all be stored via MPJ Google Workspace

Final Thoughts

Online safety and digital citizenship are important in teaching our children how to use technology safely and effectively. Furthermore, we seek to encourage our Bulldogs to maximize every minute of their educational journey being mindful that the more you learn, the more you earn. **Book Money!**