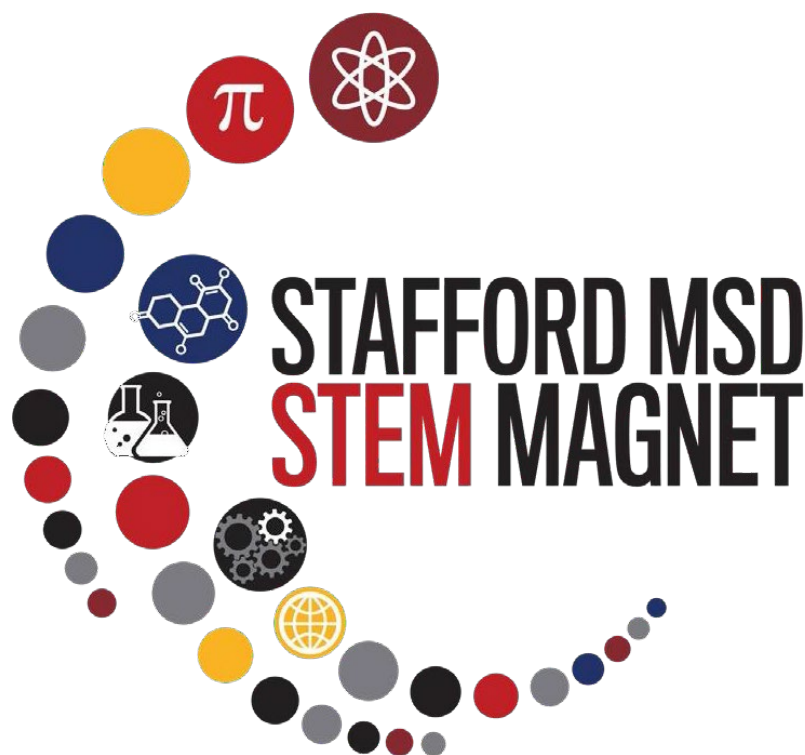


STAFFORD MSD STEM MAGNET ACADEMY



Next Level!

Admissions Policy Handbook

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Dear Prospective Parents and Students,

Thank you for applying to the Stafford STEM Magnet Academy! We are delighted you are considering our STEM Magnet Academy for your child's education. This handbook will guide you through the process of admissions. Throughout your exploration of our STEM Magnet Academy, please do not hesitate to contact Dr. Lakenya Perry-Allen and/or Miss Laureal Ardoin at stemmagnet@staffordmsd.org with any questions you may have. We look forward to meeting you!

STEM education promotes medical technology, coding, and robotics. STEM allows students to explore a world of interdisciplinary models based on integration of all disciplines. Students who receive STEM education will be better prepared to face real life problems with more creativity, critical thinking, and effectiveness. ***Stafford STEM Magnet Academy*** students will be prepared to live and work competitively in an ever-changing global society.

The application process includes submission of teacher recommendation forms, application, STAAR scores, ISEE results, and a recent report card. Additionally, students will have to set up a ZOOM interview via Blackbaud system. Please read all information carefully, as they contain important deadlines and instructions. Our committee and STEM leaders are here to help answer any questions you may have as you complete this process. In addition, our goal is to ensure the process is efficient. We, the STEM Magnet Academy Innovators, wish you the best in all your endeavors. ***Next Level!***

Yours in Learning,

Dr. LaKenya Perry-Allen

lperry-wilson@staffordmsd.org

Director of STEM

1633 Staffordshire Road

Stafford, Tx 77477



PROGRAM OVERVIEW

Our STEM education program will focus on technology, coding and robotics to provide students a platform designed to explore a world of interdisciplinary models, while preparing them for “cutting-edge” 21st century skills. Students will have daily exposure to a medical and coding lab, a gaming room, and robotics, in addition to a reading room, where students can review periodical literature. Scientific and technological innovations have become increasingly important as we face the benefits and challenges of our nation’s standing and competitiveness in a global economy. We want to ensure our students are equipped with the necessary skills to enter higher education and the workforce in STEM fields. ***Our STEM Magnet Academy*** will recruit and accept students through a highly selective process to attract the best and brightest students in our school community.

Submission of your application and acceptance of admission will guarantee your child will be prepared and globally competitive, whether the student enters a career or a premier institution of higher education. Stafford STEM Magnet Academy partners with local colleges and universities, including Baylor College of Medicine, Rice University and the University of Houston-Sugar Land, as we seek to give your child an added advantage when compared to the traditional public school. As a parent, we understand it will take initiative and planning on your part to complete both the application, admission, and enrollment processes, however, the high quality and rigorous program that awaits your child is worth all of your effort.



VISION

The vision of SMSD is to have all students graduate college or career ready in STEM.

MISSION

Create pathways for students to enter STEM-based fields through the immersion of innovative and rigorous instruction.



"Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while.

That's because they were able to connect experiences they've had and synthesize new things."

-Steve Jobs



HOW TO APPLY

The application process will begin with completion of the **Student Inquiry Form** <https://stem.staffordmsd.org/admissions>. Should you require use of a computer, you may begin the application process at the SMSD Parent Resource Center, which is located at the Margaret Havens Library; this is accessible through either STEM Magnet Academy School or Stafford High School, at 100 Spartan Drive Stafford, Tx 77477. Please contact 281-261-9212 to schedule.

MISREPRESENTATION

A student who gains unfair advantage in the admission process by any misrepresentation of information is prohibited from enrolling.

Requirements to Apply

- Must attend STEM Summer School
- All students (incoming 3rd-9th grade) are strongly recommended to attend the **Summer Bridge Program**
- All incoming 9th grade students are required to complete Algebra 1 prior to 1st day of their incoming fall class.
- All incoming 8th & 9th grade students will have to register for a summer high school course with Texas Tech University or designated institution by admissions office. The cost of this class will be the responsibility of the applicant.

Checklist of documents to be submitted with application

- Inquiry
- Teacher recommendation form via Blackbaud
- Complete Application
- Submission of STAAR scores for grades 3rd through 9th (private school students with no STAAR scores will submit state scores)
- Submission of standardized test score for grade 2, *i.e.*, *Stanford Achievement Test, Iowa Test of Basic Skills, etc.* Consult with your child's school counselor for the scores.
- A most recent report card
- Set up Zoom Interview



APPLICATION FEES

FEES

- Application fee (<https://staffordmsd.revtrak.net/ssma-admissions/#/list>) \$75 per child
- *Independent Student Entrance Exam (ISEE) \$125-\$155 per child

* *The Independent Student Entrance Exam (ISEE) is administered to every child who applies to the Stafford STEM Magnet Academy. Instructions for registration follow on pp. 9-10. Additional fees may vary due to grade level, accommodations, and testing at home.*

- All incoming students grades through 3rd-7th will be required to pay the one-time Summer School registration fee, can range from \$100-\$250 (per child)
- All 8th & 9th grade students that are registered with Texas Tech will have to pay tuition with Texas Tech High School course. The fee can range from \$600-\$800.
- All incoming 8th grade students must have taken **Algebra 1** prior to enrolling.
- All incoming 9th grade students must have taken **Biology** prior to enrolling.

To avoid late fees, carefully review for rescheduling and cancellation policies prior to registering for the exam.

While no further fees will be incurred as a condition of enrollment, additional fees for in-class and extra-curricular activities may apply. Fees vary by grade level.



ISEE OVERVIEW

ISEE Exam

We are pleased to offer the ISEE as an admissions requirement for the Stafford STEM Magnet Academy. The ISEE is an admissions test which consists of four levels: Primary Level, Lower Level, Middle Level and Upper Level. The Primary Level is for students currently in grades 2nd or 3rd, who are candidates for admission into 3rd or 4th grade by Fall 2024. The Lower Level is for students currently in 4th or 5th grade who are candidates for admission into 5th or 6th grade Fall 2024. The Middle Level is for students currently in 6th or 7th grade who are candidates for admission into 7th or 8th grade Fall 2024. Finally, the Upper Level is for students who are currently in the 8th grade that will be applying to the 9th grade by Fall 2024,

The ISEE has different assessment forms at each level for security purposes. The Primary Level test is one hour in length, and consists of a reading and math section, along with a short writing sample. The Primary Level is only available online. In the Lower, Middle and Upper levels, the ISEE consists of three parts: (1) carefully constructed and standardized verbal and quantitative reasoning tests that measure your child's capability for learning; (2) reading comprehension and mathematics achievement tests that provide specific information about your child's strengths and weaknesses in those areas; and (3) an essay section.

The ISEE evaluates not only your child's level of reading, but also your child's ability to comprehend material drawn from the sciences and humanities. The Lower Level exam is 2 hours and 20 minutes. The Middle and Upper Level test is 2 hours and 40 minutes. The ISEE essay is timed and written in response to a prompt. This essay is not scored; it is scanned and sent only to the schools you requested.

There is a cost associated with the ISEE. For more information on this test, please visit www.iseetest.org.

Please contact LaKenya Perry-Allen for further information at: 281-208-6126 or stemmagnet@staffordmsd.org



How to register for ISEE

Please see instructions below on how to register for the ISEE with an Event Code.

If the parent does NOT have an existing account in the ERB Admission Registration System (ARS), do the following:

1. Go to <https://iseeonline.erblearn.org>
2. Click on **Create Account**
 1. Enter the Parent Demographic Information (First Name, Last Name, Phone Number, and Address)
 2. Create a Password for your account
 3. Click **Create Account**
3. Click **Add Student**
 1. Enter the Student Demographic Information (First Name, Last Name, Date of Birth are required, the rest of the fields are optional)
 2. Click **Save**
4. Click + **Search and Register**
5. Enter the Student's Current Grade, the Student's Entering Grade, and other optional information
6. Click **Next**
7. Enter the Event Code in the Event Code Search field
8. Click **Search**
9. Confirm the test details are correct and click **Register**
 1. If applicable, confirm you are selecting a standard registration (no accommodations) – Click **OK**
10. Identify Score Report Recipients, if desired.
 1. Enter School Information (either name, member code, Country or State)
 2. Click **Search**
 3. From the Results List, find the desired school and click **Add**
 4. Once the list of schools is complete, click **Next**
11. Enter Payment Information
12. Agree to the Terms and Conditions
13. Click **Submit Payment and Complete Registration**



How to register for ISEE

If the parent **HAS** an existing account in the ERB Admission Registration System (ARS), do the following:

1. Go to <https://iseeonline.erblearn.org>
2. If the student is not yet in the system:
 1. Click **Actions**
 2. Choose Create Student
 3. Enter the Student Demographic Information (First Name, Last Name, Date of Birth are required, the rest of the fields are optional)
 4. Click **Save**
3. If the student is in the system, click on the tab with the student's name.
4. Click + **New Registration**
5. Enter the Student's Current Grade, the Student's Entering Grade, and other optional information
6. Click **Next**
7. Enter the Event Code in the Event Code Search Field
8. Click **Search**
9. Confirm the test details are correct and click **Register**
 1. If applicable, confirm you are selecting a standard registration (no accommodations) – Click **OK**
10. Identify Score Report Recipients, if desired.
 1. Enter School Information (either name, member code, Country or State)
 2. Click **Search**
 3. From the Results List, find the desired school and click **Add**
 4. Once you list of schools is complete, click **Next**
11. Enter Payment Information
12. Agree to the Terms and Conditions
13. Click **Submit Payment and Complete Registration**



TYPES OF ACCEPTANCE DECISIONS

Acceptance of admission: Applicant is admitted and should complete all further enrollment requirements.

Conditional acceptance: This acceptance decision means the applicant will be admitted to Stafford STEM Magnet School under the condition that the student meets a certain requirement or deficit of concern. In some cases the admission committee will request Spring state scores.

Wait listed: This acceptance decision means the applicant will have their name placed on a wait list in the order of submitted application if they meet qualifications for admission. Students on the wait list are notified when a space becomes available.

Denial of acceptance: This acceptance decision means the applicant did not meet the standards for admission.

All Letter of Intents are to be returned within 5 business day.

EQUAL RIGHTS STATEMENT

Stafford STEM Magnet Academy does not discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, national origin, religion, or disability. **Any parents and or guardians who have problems completing the application, or enrollment forms should contact the STEM Magnet Office at Stafford Middle School or Lakenya Perry-Allen at 281-208-6126 or email her at stemmagnet@staffordmsd.org for assistance.**



NEXT STEPS FOLLOWING DECISION

IF ACCEPTED:

- Respond to letter of intent to confirm acceptance within 5 business days. Information about registration and enrollment will be sent at a later date.
- Parents must plan to proceed with registration and enrollment deadlines as well as individual school forms and/or information.
- Acceptance is provisional and contingent on meeting and maintaining entrance eligibility requirements for the remainder of the current school year.
- Plan to attend Orientation and Summer Bridge Program. Purchase uniforms through school selected vendor.

IF WAIT-LISTED:

- Students will be selected from the wait-list as seats become available and will be notified electronically.
- Placement status is also available by contacting the school directly.
- The wait-lists status changes regularly.

IF DENIED ACCEPTANCE:

- The student did not meet entrance requirements.
- Any inquiries must be made directly to the school.

APPEALS PROCESS:

- Following the decision, you may submit the appeal form to Director of STEM: stemmagnet@staffordmsd.org
- Appeal form and contents must provide proof of new or significantly improved new information regarding *your child* such as improved standardized test scores or grades.
- Appeal form should include (1). child's name, (2). student ID number if applicable, (3). Documents that support case, (4). Date and parent/guardian signature.



FAMILY INTERVIEW

The purpose of the family interview is to gain insight to the candidate's intrinsic motivation for STEM related issues as well as their passion, hobbies, and interests while giving us an opportunity to assess communication skills. Parents will participate in the interview as well to determine the level of commitment parents have as it relates to their child's education.

A family interview will consist of questions for parent(s) or guardian(s), in addition to questions for the potential candidate attending the interview session. The interview will last approximately 10-15 minutes. During the interview sessions, parents and students will be asked 5 questions total (3 student and 2 parent questions). Parents should refrain from answering the student's questions during the interview session.

Parents will be responsible for scheduling the interview through Blackbaud systems checklist.

MAINTAINING ELIGIBILITY FOR STAFFORD STEM MAGNET ACADEMY

Once enrolled, students are expected to excel academically and to maintain a minimum of 75% in all core content areas to continue eligibility in the school. Failure to do so will result in probationary status placement and can lead to dismissal from the program.

- Maintain a minimum of 75% passing average or 2.75 GPA in all core areas
- No more than 3 behavior infractions* for 2024-2025 school year
- Display appropriate conduct that reflects positivity on the mission and vision of the Stafford STEM Magnet Academy.
- Maintain 90% attendance rate for 2024-2025 school year
- Comply with school uniform policy
- All level four and five behavior infractions will be automatically removed from the SSMA.

Failure to meet the above *academic standards and behavior expectations* will result in procedural steps for dismissal from the Stafford STEM Magnet Academy.

Re-applying to STEM Magnet Academy

Students may re-apply when STEM Admission window opens. All students that will not be re-enrolled based on the dismissal committee's decision may re-apply to STEM Magnet Academy. Students may not re-apply during same cycle.

Students that were dismissed from STEM Magnet Academy may re-apply after one full academic year of their dismissal date.

**In certain situations, summer admissions for returning students may be applicable.*

Re-testing ISEE Exam

Students may take the ISEE once per testing season—Fall, Winter, and Spring/Summer—for a total of up to three times a school year. Please see ISEE testing site for additional retesting information.

