



Next LEVEL!

Admissions Policy Handbook

TABLE OF CONTENTS

Welcome	3
Program Overview	4
Vision and Mission	5
Admissions	6
Associated Fees	7
ISEE Overview	8
How to Register for ISEE	9
Acceptance Decisions	11
Next Steps Following Decision	12
Maintaining Eligibility	13



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 Ms. Kamilya Daniels at STEMmagnet@staffordmsd.org with any questions you may have. We look forward to meeting you!

STEM education brings together science, technology, engineering, and mathematics to inspire innovation in fields like medical technology, coding, gaming, and robotics. STEM allows students to explore a world of interdisciplinary models based on the integration of all disciplines. Students who receive a STEM education will be better prepared to face real life problems with more creativity, critical thinking, and effectiveness. *Stafford STEM Magnet Academy's* students will be prepared to live and work competitively in an ever-changing global society.

Upon completing an inquiry, the application process includes submission of the following: the application, two teacher recommendations, STAAR scores (if applicable), ISEE results, and the most-recent report card. Please read all information carefully, as it contains important deadlines and admissions details. While your inquiry marks the beginning of the admissions process, please note that the completion of the application in all its parts is necessary for consideration. Our goal is to ensure your application process is efficient; to support this, our committee and STEM leaders are here to help answer any questions you may have as you complete this process. We, the Stafford STEM Magnet Academy Innovators, value your application and look forward to connecting with you all soon! **Next Level!**

Yours in Learning,

Dr. LaKenya Perry-Allen
Director of STEM Department



PROGRAM OVERVIEW

Our STEM education program will focus on technology, coding, gaming 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 the medical lab, coding lab, a gaming room, and robotics lab, 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 aim to empower students with the skills and knowledge they need to thrive in higher education and pursue successful careers in STEM.

Our *STEM Magnet Academy* will recruit and accept students through a highly selective process, designed to attract the best and brightest minds in our school community. By applying and accepting admission, you are taking an important step to ensure your scholar is equipped for success in a competitive, global future. 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 that completing the application, admission, and enrollment processes requires initiative and planning, however, the high-quality and rigorous program that awaits your child makes it well worth the effort!



VISION

The vision of STEM Magnet Academy is for all graduating students to be college-bound and career-ready in STEM fields.

MISSION

Our mission is to 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



ADMISSIONS

The application process will begin with the completion of the **Student Inquiry Form** – www.stem.staffordmsd.org/admissions, after which you will receive a link to create a Blackbaud account to complete and submit the application. Should you require the use of a computer, you may begin the application process on our campus at Margaret Havens Library which is located at 100 Spartan Drive Stafford, Tx 77477. The library is accessible through both our STEM Magnet Academy or Stafford High School. Please contact the library at 281-261-9212 to schedule your visit.

MISREPRESENTATION NOTICE: Any student who gains an unfair advantage in the admission process by any misrepresentation of information is prohibited from enrolling.

Checklist to be Submitted for a Considerable Application (managed in Blackbaud)

- Processed inquiry form
- Completed application + paid fee
- Received two teacher recommendations
- Submission of STAAR scores (grades 3rd through 9th)
 - IF the student does not have STAAR scores, please submit state scores.
- Submission of standardized test scores for grades 1st and 2nd (i.e., *Stanford Achievement Test, Iowa Test of Basic Skills, Measures of Academic Progress* etc.)
 - Consult with the student's school counselor for the scores.
- Completion and submission of their ISEE results
- Uploading their most recent report card

Requirements Upon Applying:

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



ASSOCIATED FEES

Fees to be considered while applying

- Application fee (<https://staffordmsd.revtrak.net/ssma-admissions/#/list>) \$75 per applicant
- *Independent Student Entrance Exam (ISEE) (www.iseetest.org) \$130-\$165 per applicant

** 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. To avoid late fees, carefully review for rescheduling and cancellation policies prior to registering for the exam. Fees subject to change. Visit iseetest.org for current testing details.*

- All incoming students grades through 6th-7th will be required to pay the one-time Summer School registration be, which ranges from \$100-\$250 (per child).
- All incoming 8th & 9th grade students that are registered with Texas Tech will have to pay tuition with Texas Tech for the 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.

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 exam 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 the upcoming Fall semester. The Lower Level is for students currently in 4th or 5th grade who are candidates for admission into 5th or 6th grade by the upcoming Fall semester. The Middle Level is for students currently in 6th or 7th grade who are candidates for admission into 7th or 8th grade by the upcoming Fall semester. Finally, the Upper Level is for students who are currently in the 8th grade who are candidates for the 9th grade by the upcoming Fall semester.

The ISEE evaluates your child's level of reading and their ability to comprehend material drawn from the sciences and humanities. The ISEE has different assessment forms at each level for security purposes. The Primary Level exam is one hour in length, which consists of a reading section, a math section, and a short writing sample.

NOTE: The Primary Level is only available to take online, as a web-based exam. The Lower, Middle and Upper level's ISEE average to 2.5 hours and consists of three sections: (1) a standardized verbal and quantitative reasoning section; (2) a reading comprehension and mathematics achievement section; and (3) a written essay section. Additionally, the ISEE essay section is timed though it is not scored; the essay is scanned and sent only to the selected schools.

Please note the allotted time mentioned for each exam. Kindly allow additional time to accommodate for check-in, student registration, scheduled breaks, and standard administrative procedures.

There is a registration fee associated with the ISEE. For more information and registering for the exam, please visit www.iseetest.org (Testing dates, location and event codes attached to email)

Please contact the STEM Department at Stafford MSD for exam location information at:

STEMmagnet@staffordmsd.org OR 281 - 261 - 9200 ext 3861



How to register for ISEE – First Time Applying

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



How to register for ISEE – Returning / Adding Applicants

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

1. Visit <https://iseeonline.erblearn.org>
2. If the student is not yet in the system:
 1. Select **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. Select **Save**
3. If the student is in the system, select on the tab with the student's name.
4. Select **New Registration**
 1. Enter the Student's Current Grade, the Student's Entering Grade, and other optional information
 2. Select **Next**
5. Enter the Event Code (provided in testing dates attachment) to the Event Code Search
 1. Select **Search**
6. Confirm the test details are correct
 1. Select **Register**
 2. If applicable, confirm you are selecting a standard registration (no accommodations) – Select **OK**
7. Identify Score Report Recipients, if desired.
 1. Enter School Information (either name, member code, Country or State)
 2. Select **Search**
 3. From the Results List, find the desired school and Select **Add**
 4. Once you list of schools is complete, Select **Next**
8. Enter Payment Information
9. Agree to the Terms and Conditions
10. Click **Submit Payment and Complete Registration**
(record day/time to your records – add exam details to calendar)



ACCEPTANCE DECISIONS

Acceptance of Admission:

This acceptance decision means the applicant is accepted into Stafford STEM Magnet Academy. These applicants have met all requirements and should return Letter of Intent to continue to the admissions process.

Conditional Acceptance:

This acceptance decision means the applicant will be accepted into Stafford STEM Magnet Academy under the condition that the student satisfy a certain requirement. The admission committee will communicate those requirements for each applicant. (i.e. requesting Spring state exam scores and/or other supplementing items).

Wait Listed:

This acceptance decision means the applicant will be placed on an acceptance wait list in the order of submitted applications; assuming the applicant met the standards for admission though the grade level they are applying to was at capacity. Applicants 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 into Stafford STEM Magnet Academy, please contact the STEM Dept for more information, if desired.

All Letter of Intents are to be returned to the STEM Department within 5 business days of being sent out to all accepted applicants.

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 via email 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 separately, by the Stafford STEM Magnet Academy's campus administration.
- Parents must plan to proceed with registration and enrollment deadlines.
 - Plan to attend Orientation and Summer Bridge Program.
 - Purchase uniforms through school selected vendor.
- Parents must communicate / submit all necessary forms for involved schools.
- Acceptance is provisional and contingent on meeting and maintaining entrance eligibility requirements for the remainder of the current school year.

IF WAIT-LISTED:

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

IF DENIED ACCEPTANCE:

- The student did not meet the standards for admission.
- All further inquiries must be made directly to the academy.

APPEALS PROCESS:

1. Following the acceptance decision, you are welcome to submit an appeal form to the Director of STEM for review. Please request and return appeals to stemmagnet@staffordmsd.org
2. Appeal form and contents must provide proof of new or significantly improved information regarding the applicant such as improved standardized test scores or grades.
3. Appeal form should include
 1. applicant's name
 2. student ID number - if applicable
 3. supporting documents
 4. appeal date
 5. parent/guardian signature



MAINTAINING ELIGIBILITY WITH STAFFORD STEM MAGNET ACADEMY

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

Listed below are the academy's minimum requirements to remain in good standing:

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

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

Re-applying to STEM Magnet Academy

If a student is dismissed, the students may re-apply when the STEM Academy's application window opens. All students that have been notified that they WILL NOT be re-enrolled based on the dismissal committee's decision are NOT able to re-apply to STEM Magnet Academy.

Students that were dismissed from STEM Magnet Academy may re-apply after one full academic year of their dismissal date. (Students may not re-apply during same cycle).

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. (www.iseetest.org)

