

## **Bay City Independent School District**

### **“Grow Our Own” Master’s Program**

#### **Overview of Program**

##### **Mission**

The mission is to increase the number of teachers with a Master’s degree in the areas of Math, English and Science in order to meet the continued demand for Dual Credit courses at Bay City High School.

##### **Eligibility**

- Applications are open to all teachers who currently hold a secondary teaching certification(through the 12<sup>th</sup> grade) in Math, English or Science
- Applicant must meet all requirements for acceptance in an accredited College or University with a degree plan to receive a Master’s certification upon completion of all course work.
- Maintain a 2.5 grade point average or higher to remain in program.
- Consideration will be given to applicants seeking certification in :
  - Mathematics
  - Science
  - English

##### **Agreement**

BCISD will enter into a legally binding agreement with selected teachers. Under this agreement, selected teachers will take course work needed for a master’s degree in math or science. This program will be limited to 4 total participants with no more than 2 teachers selected each year. The district retains the right to limit the number of teachers working toward certification in any specified field.

Applicants will be selected within 45 days prior to the start of school semester. The master’s degree can be from any accredited college but students will not be reimbursed for fees that exceed the tuition and fee schedule set by University of Houston @Victoria for comparable hours. After graduation, the teacher must teach in BCISD for 3 years.

##### **Section I --- Application and Selection**

- To complete the application process and be considered for the program, the applicant must submit the following documents, in accordance with deadlines and submission requirements as specified by the superintendent or designee:
  - Letter of Intent to participate in the “Grow Our Own” Master’s Program
  - Application Packet
  - Principal Recommendation

- The selection committee appointed annually by the superintendent will evaluate the applicants and their credentials according to a matrix, interview each applicant, and rank applications according to their score on the matrix.
- Board approval will be required before applicant is formally accepted into the program.

## **Section II --- District Contribution and Assurances**

BCISD agrees to pay/provide for costs and materials as specified below:

- All tuition costs and required fees not to exceed the tuition and fee schedule set by University of Houston @ Victoria for comparable hours
- All required textbooks for the courses leading toward a master's degree. Textbooks remain the property of BCISD for use by subsequent participants in the program unless the applicant reimburses BCISD the full cost of the textbooks at the end of the semester in which the book was purchased.
- All required laboratory fees for courses leading toward degree.

## **Section III --- Student Contribution and Assurances**

- Selected applicants agree to pay for:
  - Fees for university graduation activities
  - Late registration fees(if applicable)
  - Parking fees
  - Transportation to and from sites where courses are taught
  - Retaking courses
  - All other costs
- Additionally the applicant agrees to the following:
  - Schedule of classes must be approved each semester by the superintendent or designee.
  - If the applicant withdraws from a course or earns a grade below a "C" in a course, the student must reimburse BCISD for full tuition, textbooks, and any other BCISD incurred costs relative to the course.
  - Applicant must maintain a minimum grade point average of 2.5.
  - Applicant must take a minimum of 6 hours of course work each semester.
  - Applicant must submit current transcript at the end of each semester to the Director of Business.
  - Applicant must complete the degree and certification within 3 years, unless an agreed exception is reached by BCISD and the applicant.
  - A completion time line will be developed and agreed upon, prior to beginning the program, between BCISD and applicant.

#### **Section IV --- Obligations upon Completion**

- Upon completion the applicant shall:
  - Sign a letter of intent to return to BCISD to serve in a teacher’s capacity for a period of 3 years.
  - Meet all requirements of professional growth and other duties required of BCISD teachers.
  - Comply with all Wharton County Junior College requirements in order to teach Dual Credit classes in BCISD.
- If applicant fails to comply with or complete the requirements of the “Grow Our Own” Master’s Program, applicant shall repay all funds BCISD expended on student in connection with the program in installments agreed upon by BCISD not to exceed a term of 24 months.

#### **Section V --- Termination Provisions**

- BCISD has the right to terminate the “Grow Our Own” program at the end of any regular semester or summer session for any reason. If BCISD terminates the program before an applicant completes the degree and certification requirements, the applicant is released from any obligation to repay funds expended in connection with the program.
- BCISD has the right to terminate the “Grow Our Own” program for any of the following reasons, and applicant must repay to BCISD all amounts expended in connection with program:
  - BCISD removes the applicant from the program based on applicant’s failure to comply with any of the covenants or conditions of this agreement or any of the guidelines, requirements or regulations relating to the program, including maintaining satisfactory evaluations in teacher’s current job assignment in BCISD.
- Applicant has right to terminate participation in the “Grow Our Own” program at any time for any reason. If applicant terminates participation, applicant must repay amounts expended in connection with the program.

#### **Section VI --- Program Limitations**

- BCISD establishes the “Grow Our Own” Master’s Program in order to fill the needs for certified teachers for Dual Credit classes through Wharton County Junior College.
- Operation of the “Grow Our Own” Master’s Program is contingent on the availability of funds and is within the sole discretion of the BCISD board of trustees.

**Section VII – Applicant Contract/Acknowledgement**

I have read the foregoing requirements. By my signature below, I initiate the application to the “Grow Our Own” Master’s Program. I understand that this application process will not be complete until and unless I submit the documents specified in Section I. If accepted to the program, my signature below is acceptance of all the terms and conditions for participation, including the responsibility to repay amounts.

APPLICANT NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

COLLEGE/UNIVERSITY ATTENDING: \_\_\_\_\_

DEGREE/CERTIFICATION: (CHECK ONE)

\_\_\_\_\_ MATHEMATICS

\_\_\_\_\_ SCIENCE

\_\_\_\_\_ ENGLISH

\_\_\_\_\_  
Applicant’s Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent’s Signature

\_\_\_\_\_  
Date