



## Bay City Independent School District

### “Grow Our Own” Teaching Certification Program

#### Overview of Program

##### **Mission**

The mission is to increase the number of qualified teachers by recruiting current district employees and to develop a support system that will enable the Bay City Independent School District to “Grow Our Own” teachers.

##### **Eligibility**

- Applications are only open to ALL current BCISD employees.
- Applicant must meet all requirements for acceptance in an accredited College or University with a degree plan to receive a Bachelor’s degree in education upon completion of all course work and a teaching. OR
- Applicant has already obtained a Bachelor’s degree from an accredited College or University and meets all requirements and has been accepted in an accredited Alternative Certification Program.
- Special consideration will be given to applicants seeking certification in:
  - Mathematics (Secondary)
  - Science (Secondary)
  - Foreign Language
  - Bilingual (Elementary)
  - Special Education

##### **Agreement**

BCISD will enter into a legally binding agreement with selected employees. Two options exist within the Grow Your Own Program.

1. Selected employees will take course work needed for a Bachelor’s degree in education  
*OR*
2. Selected employees who already have a Bachelor’s degree will take course work needed for Alternative Certification program in education.

This program will be limited to four total participants with no more than two teachers being 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 teaching 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. The total amount Bay City ISD will pay toward the Bachelor’s Degree will be capped at \$35,000. After graduation, the teacher must teach in BCISD for 3 years. Upon being offered a position in the

program, the employee must enter into a promissory note authorization agreement and sign a promissory note in order to accept the offer.

### **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” Teacher Certification 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.
- Application deadlines are October 7 for entry in spring and May 3 for entry in fall.
- Board approval will be required before applicant is formally offered a position in 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 OR
- All tuition costs and required fees of the accredited Alternative Certification program.
- All required textbooks for the courses leading toward a teaching certification degree.
- 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.
  - Obtain teaching certification in one of the district’s areas of need.
- If applicant fails to comply with or complete the requirements of the “Grow Our Own” Teaching Certification 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, as provided in the Promissory Note Authorization Agreement.

#### **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, as provided in the Promissory Note Authorization Agreement, including:
- 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 and maintaining a 2.5 grade point average or higher in the degree program.
- 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, as provided in the Promissory Note Authorization Agreement.

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

- BCISD establishes the “Grow Our Own” Teaching Certification Program in order to fill the needs for certified teachers in areas of academic need.
- Operation of the “Grow Our Own” Teaching Certification 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” Teaching Certification Program. I understand that this application process will not be complete until and unless I submit the documents specified in Section I. If offered a place in the program, my signature below acknowledges acceptance of all the terms and conditions for participation, including the responsibility to repay amounts as provided in the promissory note authorization agreement.

APPLICANT NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

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

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

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

ALTERNATIVE CERTIFICATION PROGRAM: \_\_\_\_\_

DEGREE/CERTIFICATION: (CHECK ONE)

MATHEMATICS (SECONDARY)     SCIENCE (SECONDARY)     FOREIGN LANGUAGE  
 BILINGUAL (ELEMENTARY)     SPECIAL EDUCATION     OTHER

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date