

## Policy Information

### Series 5000 - Personnel

#### Incidental Teaching

Policy # 5153, 1.5.3

## POLICY

1995

5153

Personnel

### SUBJECT: INCIDENTAL TEACHING

The District Superintendent may assign a teacher to teach a subject not covered by his/her certificate for up to five classroom hours, pursuant to the following regulations:

- a. The District Superintendent shall make a finding that the teacher being assigned to teach a subject on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach such subject in a competent manner.
- b. By October 1 of each year the District Superintendent shall submit to the Board of Education at a public meeting a list of all teachers assigned to teach on an incidental basis, including the courses they have been assigned to teach and their certification area. In the event that an incidental teaching assignment is made after October 1st, the Superintendent shall report the assignment to the Board at the next regularly scheduled public Board meeting.

Parents/legal guardians shall be informed by letter, issued by the building principal, if their child is affected by an incidental teaching assignment. The notice will include information regarding a process through which parents/legal guardians may appeal such assignment.

Commissioner's Regulations Section 80.2(7)

Board Approved

2/2/94

7/18/95