INCIDENTAL TEACHING

The Board of Education (the Board) of the Bethlehem Central School District (the District) authorizes the superintendent to assign a teacher to teach a subject not covered by the teacher’s certificate for up to five classroom hours a week when the superintendent believes it is in the interests of the District. In order to accomplish this, the superintendent shall, pursuant to the regulations of the commissioner of Education:

1. determine that the teacher being assigned on an incidental basis has sufficient teaching experience and knowledge of the subject to teach it in a competent manner.

In addition, the superintendent shall ensure that the District informs parent(s) and/or guardian(s) about incidental teaching assignments by at least one of the following methods: public discussion at a Board meeting, publication in a newsletter, or posting letters to parent(s) and/or guardian(s).

The information provided should include the teacher’s experience and knowledge of the subject matter so parent(s) and/or guardian(s) are aware of the teacher’s qualifications to teach the subject.

If a parent(s) and/or guardian(s) appeals an incidental teaching assignment, the appeals process shall begin with the filing of a written complaint with the principal. If the complaint remains unresolved at this level, the complaint is appealable to the superintendent. If still unresolved, the parent may appeal to the Board for a final determination. If the complaint concerns a particular teacher’s qualifications, the Board may meet in executive session to discuss the issue.

Ref: 8 NYCRR §80.2(c)(7) [The Commissioner’s Regulations require all districts who wish to use teachers on an “incidental” basis to adopt a written policy on incidental teaching, including provision for an appeals process.]

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