

The Board of Education authorizes the Superintendent of Schools 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 school district. In order to accomplish this, the Superintendent shall:

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;
2. submit a list of all teachers assigned on an incidental basis, including the course assigned and the certification area of the teacher so assigned, to the Board of Education at a public meeting by October 1 of each year. Assignments made after October 1 must be reported to the Board at the next regularly scheduled public Board meeting;
3. submit the same list to the State Education Department;
4. inform parents about incidental teaching assignments through public discussion at a Board meeting, publication in a newsletter, posting letters to parents, or any combination of those methods.

The information provided should include the teacher's experience and knowledge of the subject matter so parents are aware of the teacher's qualifications to teach the subject.

If a parent or guardian wishes to appeal an incidental teaching assignment, the appeals process shall begin with the filing of a written complaint with the Building Principal. If the complaint remains unresolved at this level, the parent or guardian may appeal to the Superintendent. If still unresolved, the parent or guardian 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.