

**Monroe 2-Orleans BOCES Policy**  
**Series 5000 – Personnel**  
**Policy #5153 – INCIDENTAL TEACHING**

The District Superintendent may assign a teacher to teach a subject not covered by the teacher's certification for no more than five classroom hours per week, provided the following requirements are met:

1. No certified or qualified teacher is available after extensive and documented recruitment.
2. Commissioner of Education approval is obtained within 20 business days after the assignment. The request for approval form must contain information as required by the Commissioner of Education.
3. Demonstrate the incidental teaching assignment is necessary and the assigned teacher is best qualified to track the subject on an incidental basis.
4. The Commissioner will issue a determination within 20 business days of the BOCES request for approval.
5. If the request is not approved, the teacher will be removed from the assignment with seven business days of such notice of disapproval.
6. Approval is deemed to commence on the day the application is approved through the school year.
7. The District Superintendent can seek reapproval of the incidental teaching assignment for the following school year provided all the Commissioner regulations and criteria are met.

8 New York Code of Rules and Regulations (NYCRR) Section 80-5.3

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

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Reviewed: 9/16/2020

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