

TEACHER LICENSE STATUS**I. LICENSE STATUS**

The purpose of this policy is to ensure that only qualified teachers are employed by the School District, and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. The School District will only employ qualified teachers.
- B. A qualified teacher is one holding a valid license or state approved permission to perform the particular service for which the teacher is employed by the School District.
- C. No person shall be a qualified teacher until ~~that~~ the school district verifies, through the Minnesota education licensing system available on the Minnesota Department of Education Professional Educator Licensing and Standards Board (PELSBY) website, that the person is a qualified teacher consistent with state law and is able to perform the particular service for which the teacher is employed with the School District.
- D. The School District has the duty to ascertain the licensure status of its teachers and ensure that the School District's teacher license files are up to date. The School District shall establish a procedure for annually reviewing its teacher files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the School District.

III. PROCEDURE

- A. The Superintendent or the Superintendent's designee shall establish a schedule for the annual review of teacher's licenses.
- B. Where it is discovered that a teacher's license ~~has~~ will expire within one year from the date of the annual review, the Superintendent or the superintendent's designee will advise the teacher—of the approaching expiration and that teacher must complete the renewal process and file the license with PELSBY prior to the expiration of the current license. However failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment. The District will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the failure to have the appropriate license reinstated will constitute gross

insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- C. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by policy shall remain with the teacher. Notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Adopted:	04/19/01	Reviewed	02/10/14
Reviewed	01/23/08		02/06/17
	12/13/10	Revised	08/19/19