

Adopted: October 27, 2013
Revised: November 28, 2016 [Routine Review / MSBA Model Policy Modified]
Contact Person: Executive Director of Human Resources

POLICY 424 LICENSE STATUS

I. PURPOSE

To ensure that qualified teachers are employed by the 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. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the District.
- B. District teachers shall verify that they are a qualified teacher. Verification shall occur when the teacher has filed for record with the superintendent of the District a license, or a copy thereof, authorizing that teacher to teach school in the District and perform the particular service for which the teacher is employed by the District.
- C. The District has a duty to ascertain the licensure status of its teachers and ensure that the District's teacher license files are up to date. The District shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the District.

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REGULATION 424 LICENSE STATUS

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent 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.
- C. If it is discovered that a teacher's license has expired, the superintendent or superintendent's designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. It shall be the teacher's responsibility to verify that their teaching license is current and valid and appropriate to his/her teaching assignment in any manner allowed by law. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty, which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by Policy 424 shall remain with the teacher, notwithstanding the superintendent's or superintendent's designee'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 424 may be grounds for the teacher's immediate discharge from employment.