

Personnel

License Status

I. Purpose

This policy ensures that the school district employs qualified teachers and fulfills its duty to ascertain the licensure status of its teachers. 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. Teachers must hold a valid teaching license or permission from the Minnesota Department of Education to perform the particular service for which the teacher is employed by the school district.
- B. The school district has the duty to ascertain the licensure status of its teachers and ensure that the district's teacher license files are current. The district annually reviews 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.

III. Procedure

- A. The school district has established a schedule for the annual review of teacher licenses.
- B. When the district conducts its review, the district will provide written notification of the upcoming expiration to teachers whose licenses expire within one year from the date of review. However, the district's failure to provide this notice to teachers does not relieve teachers' responsibility to ensure that their teaching license is valid and appropriate to their teaching assignment.
- C. If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will immediately investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on recommendations from the Minnesota Department of Education. A teacher's failure to have the license reinstated constitutes 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 this policy remains with

the teacher. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:

Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Policy
adopted: 1/26/09
Revised: 8/19/13
Reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota