



Adopted: 11/01/16

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that 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 authorization places itself at risk for sanction. 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 or authorization to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until that person has filed for record with the director of the school district a license or authorization, or a copy thereof, authorizing that person to teach school in the school district and perform the particular service for which the teacher is employed by the school district.
- C. The school district has a 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 license files to verify that every teacher's license or authorization 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 licenses.
- B. Where it is discovered that a teacher's license or authorization will expire within one year from the date of the annual review, the director or the director'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 or authorization with the director 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 or authorization is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the director will immediately investigate the circumstances surrounding the lack of license or authorization and will take appropriate

action. The teacher shall be advised that the teacher's failure to have the license or authorization 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 or authorization appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the director's failure to discover a lapsed license or authorization or a license or authorization 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.