

Policy 424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the Northfield 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. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be considered a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- 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.
- D. The district must annually report to the Professional Educator Licensing and Standards Board.
 - 1. All new teacher hires and terminations, including layoffs, by race and ethnicity.
 - 2. The reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

It is the responsibility of the employee to maintain valid licenses or other qualifications that are a requirement of the position during employment with the district. At the sole discretion of the district, failure to comply with this policy may be grounds for the employee's immediate discharge from employment or an unpaid leave.

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Adopted: 3/14/05; Updated: 02.22.2021; Statutory Updates: 07.10.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40 (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. Ver Ploeg), June 8, 1992, *affirmed*,

