

## OSBA Model Sample Policy

Code: CBA  
 Adopted: 05/90  
 Revised: →

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### Qualifications and Duties of the Superintendent

(Version 1)

*[Braced guidance to be removed prior to adoption.]*

*OSBA has reduced the number of samples of this policy from four to one. Each of the four current versions outline the qualifications for a superintendent, followed by lists of expectations and responsibilities. Districts do not need to delete their current version simply because it does not match this policy, rather OSBA recommends that boards review their current policy and this sample to determine what works best for the district. While many of the provisions in this policy are rooted in law, they are not required to be included in this policy; the district has discretion of what to include here. OSBA recommends the board review the superintendent's contract and evaluation materials to ensure there are no inconsistencies or contradictions.]*

*note to be deleted: Parkrose has previously adopted Version 1, so the changes below are pretty straight forward*

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current ~~Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license~~ license that qualifies the individual to serve as superintendent of the district<sup>{ 1 }</sup>;
2. A master's ~~or doctorate degree~~ degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent ~~for administrative experience in the central administration of a school system~~.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets ~~transitional administrator or exceptional administrator~~ alternative licensure requirements. ~~The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.~~ The Board may take steps to assist an individual to qualify for such a license.

<sup>1</sup> { Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure. }

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

#### General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

#### Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the Board's district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;

5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;<sup>{2}</sup>
6. Attend all regular and special meetings ~~and executive sessions~~ of the Board, except when excused ~~for his/her own salary and performance review;~~
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. ~~Regularly~~ **Annually** review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning ~~the school program and district activities~~ **district programs and activities;**
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review- and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. ~~Policies approved by the Board will be included in the written rules and regulations of the district;~~
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for

<sup>2</sup>{ Review policy BDDC to ensure consistency.}

extension or college courses and develop professional library facilities as required, subject to Board approval;

21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

- 36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
- 37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
- 38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
- 39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

**Legal Reference(s):**

<a href="#">ORS 332.075</a>	<del><a href="#">OAR 581-023-0006 to -0041</a></del>	<del><a href="#">OAR 584-036-0035(1)</a></del>
<a href="#">ORS 342.143</a>	<del><a href="#">OAR 581-023-0104</a></del>	<a href="#">OAR 584-046-0003 - 0024</a>
<a href="#">ORS 342.173</a>	<del><a href="#">OAR 581-023-0112</a></del>	<a href="#">OAR 584-080-0151</a>
<del><a href="#">ORS 342.175</a></del>	<del><a href="#">OAR 581-023-0220 to -0240</a></del>	<a href="#">OAR 584-080-0152</a>
<a href="#">ORS 342.850</a>	<del><a href="#">OAR 584-020-0000 - 0045</a></del> <a href="#">0035</a>	<a href="#">OAR 584-080-0161</a>

## OSBA Model Sample Policy

Code: INDB  
 Adopted: 3/13/00  
 Revised:

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### Flag Displays and Salutes

**notes from OSBA: This is an optional policy update**  
**The changes recommended in policy INDB - Flag Displays and Salutes result from adoption of law to require public buildings to fly a National League of Families' POW/MIA flag in addition to their United States flag and Oregon State flag, if infrastructure is already present, and when the flags can be flown simultaneously. Available flag flying protocol information for the POW/MIA flag is available from the Department of Defense: <https://www.defense.gov/ask-us/faq/Article/1775325/what-is-the-protocol-for-flying-the-powmia-flag/>, and from the Department of Administrative Services at: <https://www.oregon.gov/das/Facilities/Pages/Flags.aspx>.**

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time the Board deems proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law<sup>1</sup> and in the same manner as a U.S. and Oregon State flag.

The district shall obtain and display a United States U.S. flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States U.S. flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours. The location of the flag will be determined by the district in consultation with the requesting sovereign tribal government.

<sup>1</sup> The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously. [However, all district buildings on or near where it is customary and suitable to display the U.S. flag that are newly constructed on or after January 1, 2018 shall include sufficient infrastructure to properly display the U.S. flag, Oregon State flag, and National League of Families' POW/MIA flag simultaneously.]

END OF POLICY

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**Legal Reference(s):**

[ORS 186.110](#)

[ORS 332.107](#)


[ORS 336.067](#)

[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

**OSBA Model Sample Policy**

Code: JGA  
 Adopted: [10/23/95](#)  
 Revised: 

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**Corporal Punishment\*\***

**OSBA’s model sample policy JGA – Corporal Punishment is now designated an optional policy. The revisions and proposed language included in this issue result from the changes made to the definitions and practices for the use of restraint and seclusion in schools. The prohibition of the use of corporal punishment is found in ORS 339.250.**

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent, ~~in their professional judgment,~~ the application of physical force is ~~necessary to prevent a student from harming self, others or doing harm to district property,~~ consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

**Legal Reference(s):**

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|-----------------------------|---|----------------------------------|
| <a href="#">ORS 161.205</a> | <a href="#">ORS 339.250</a>             | <a href="#">OAR 584-020-0040</a> |
| <a href="#">ORS 332.107</a> |   |                                  |
| <a href="#">ORS 339.240</a> | <a href="#">OAR 581-021-0050 – 0075</a> |                                  |