

POLICIES MANUAL

for

THE WEST ALLEGHENY
JOINT SCHOOLS

Allegheny County,
Pennsylvania

1953

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FOR
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ALLEGHENY COUNTY, PENNSYLVANIA

Adopted by

THE WEST ALLEGHENY JOINT SCHOOL BOARDS

1953

FORWARD

Revision of the 1951 copy of Rules and Regulations seems advisable because of the wide spread interest in such a manual by other school districts and also because of the usefulness of the manual to all personnel of the West Allegheny Schools.

There are several fundamental reasons for the preparation and adoption of a code of rules and operational procedures by boards of education, regardless of the size of schools the various boards represent.

Foremost among these is the fact that consistency of procedure is one of the largest factors in developing confidence, and a board of education must have the confidence of the public, the teachers, and the pupils before it can do the task it is elected or appointed to do. Another primary reason for such a code lies in the fact that, properly and carefully prepared, these self-imposed regulations may prevent education groups from taking many unwise steps during the heat of a particular occasion. Such rules, prudently and thoughtfully developed during a time when no specific issue is present to warp or color them, can have a beneficially restraining influence when most needed. A third reason for school board rules is purely a matter of good, sound, business methods and procedures.

It must be recognized that it is impossible to compile definite rules covering all situations that may arise and it will doubtless be necessary to interpret or to supplement these from time to time in writing.

We have to delegate authority and place responsibility to avoid any overlapping of duties not otherwise fixed under the School Laws of Pennsylvania.

We desire to encourage cooperation and initiative and set up standards for the better performance of duties and a more efficient operation of our schools.

It is our hope that this type of binding may facilitate necessary revision from time to time, and that they may prove useful and may be judiciously interpreted and wisely applied.

School Districts of:

Findlay Township
North Fayette Township
Oakdale Borough

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PHILOSOPHY

We believe that a statement of philosophy is a necessary guide to the educational efforts of a school. The following tenets are basic to the schools of West Allegheny. They are brief and most of them have been more fully developed by the faculties of the various schools. They are not complete and may be amplified and more fully developed as the schools progress.

We recognize the school as the chief educational agency in the community and as such it should supplement and implement the educational work of other agencies. Through good public relations the school should encourage and stimulate all worthwhile agencies working for the educational advancement of our people.

We believe that the schools should provide an educational home where each boy and girl can live and learn harmoniously in an atmosphere of mutual respect, where each teacher and pupil recognizes the rights and responsibilities of each individual--as a member of the group as well as individually; and where each pupil will attain maturity in an atmosphere congenial to growth.

We believe that:

- (a) The seven cardinal principles of education as described by The Commission of Reorganization of Secondary Education in 1918.
- (b) The four aims of education as formulated by The Educational Policies Commission in 1938.
- (c) The ten imperative needs of youth as publicized by The National Association of Secondary School Principals in 1947.
- (d) The eight categories of behavior needed for life adjustment as developed by the Commission of Life Adjustment Education in 1948.

These all are worthy goals of our School.

We believe that the attainment of these goals can best be secured by the wise and judicious use of various means and methods at our disposal. Books, Libraries, Classrooms, shops, studies, stages and gymnasiums, field trips, camps, contests, motion pictures, radios, television and other media may be used to influence and develop the physical, mental and spiritual growth of our children.

I

OBJECTIVES OF THE JOINT SCHOOLS

1. It shall be the aim of the Joint School Boards to plan for the children of the West Allegheny Joint School area a well-rounded curriculum based on an educational program, modernized and adapted to the needs of these communities, so that our children may advance from the elementary through high school to become worthy citizens wherever they may live.
2. This Board shall endeavor to maintain high professional standards, develop morale, and encourage in-service training.
3. The Board shall strive to conduct its schools in the most economical manner consistent with efficient management insuring the tax-payer full value for money spent.
4. The Board shall strive to maintain buildings and grounds in such manner that they will be an asset to the community and provide adequate equipment for the educational program.
5. The Board shall strive to develop a definite public relations program designed to acquaint the communities with their problems, with the accomplishments and needs to the schools and create a better understanding between the administrative personnel and the public. An informed community will be the greatest aid to sound growth and development.
6. It shall be the aim of the Board to operate the schools in a democratic manner and to promote amongst the pupils an appreciation of the many privileges enjoyed under our form of government and acquaint them with the ideals of democracy by classroom experience.
7. The Board believes that a completely balanced and adequate program includes practices which make the school and community inseparable. They work together on common problems and mutually enrich living and learning in school and community. The school should be the community center and should contribute to the enrichment in the lives of all the people in the community. To this end adult education, kindergartens, recreation, and health facilities should be extended to the needs of a growing community.

II

ORGANIZATION, PROCEDURES AND DUTIES OF THE JOINT BOARD

A. Official Name --

The official name of the West Allegheny Joint School Board (hereinafter designated the "Board") is the West Allegheny Joint Schools, Allegheny County, Pennsylvania, and such title shall be employed in executing all agreements to which the Board is a party, and in signing all papers requiring the signature of the Board.

B. Organization --

The WEST ALLEGHENY JOINT SCHOOL BOARD is composed of the school Boards of the fourth class School Districts of Findlay Township, North Fayette Township, and Oakdale Borough, all of Allegheny County, Pa., meeting jointly to maintain and operate the school of said districts.

1. Organization of School Districts Boards:

- a. The individual District consists of five members elected at large for a term of six years.
- b. Their term of office begins on the first Monday of December, following their election in November. (Code, Sec. 305)
- c. The individual District Board shall require a majority of the members of the District Board in order to carry on business.

2. Organization of the JOINT BOARD:

- a. The Joint Board consists of all the school directors of the component District Boards meeting jointly and exercising the same power and authority over the Joint Schools as the said District Boards had exercised over the schools of their respective districts prior to July 1, 1949. (Code, Sec. 1701-1709)
- b. The Joint Board shall meet at least once a year, for the purpose of approval of the budget, purchase of land and construction of buildings, and approval of expenditures, not listed in the budget, exceeding Three Hundred (\$300) Dollars. (Code, Sec. 1701-1709) "And at such joint session they shall elect, from the treasurers of their respective districts, one whom shall act as the treasurer of the joint schools, to whom shall be paid by the several districts, the amount agreed upon to be contributed by each district for the support of the joint schools."
- c. The Joint Board may appoint a solicitor and fix his salary.
- d. Sub-divisions of the Joint Board shall consist of a "Joint School Committee" and the following "Standing Committees" -- FINANCE, PROPERTY AND SUPPLIES, TRANSPORTATION, HEALTH, PERSONNEL, and such others that may become necessary.

3. Organization of the "Joint School Committee":

- a. The Joint School Board Committee consists of all members of the three individual boards.
- b. The affairs of the Joint Schools shall be delegated to the Joint School Committee, which Committee shall have the powers and duties, and be subject to all liabilities, with

reference to the supervision, maintenance and regulation of the Joint Schools as are now or may be conferred or imposed by law upon school boards generally, excepting such duties as are herein reserved to be exercised by the several boards meeting in joint session and subject to recommendation by the Standing Committee.

- c. The Joint School Committee shall organize annually, prior to the first Monday in July, by electing from its members a President, Vice-President, and Secretary, and shall meet on the SECOND WEDNESDAY OF each month for regular monthly meetings and on such other dates and at such other places as may be mutually agreed upon by a majority action of the said Joint School Committee at any regular meeting thereof.
- C. President of the Board - -
 - 1. The President shall preside at all the meetings of the Board and/or the Joint School Committee, shall sign all documents or warrants ordered or required to be executed by the Board, shall enforce these rules and shall perform all other functions pertaining to the office of a presiding officer.
 - 2. The President shall appoint such special committee as may be provided for by resolution adopted by the Board and/or Joint School Committee. He shall be ex-officio a member of each Committee, Standing or Special.
- D. Vice-President of the Board - -

In the absence of the President, the Vice-President shall perform all duties of the President.
- E. Secretary of the Board - -
 - 1. The Secretary may or may not be a member of the Board. He or she maintains all records, handles receipts and disbursements, and prepares State forms required by the Department of Public Instruction. He or she executes all contracts, deeds, reports and maintains the financial accounts. The Secretary is the custodian of the official seal of the school district as well as of records, papers and office property.
 - 2. The Secretary shall attend all meetings of the Joint School Committee and the Joint Board and record their proceedings in minutes. He or she shall give notice to the members of the Joint Board and/or Joint School Committee, the Supervising Principal, and the Solicitor, of all special meetings called, at least three days in advance.
 - 3. The Secretary classifies all expenditures made by the district into eight divisions:
 - a. General Control
 - b. Instruction
 - c. Auxiliary Agencies and Coordinate Activities
 - d. Operation of School Plant
 - e. Maintenance of School Plant
 - f. Fixed Charges
 - g. Debt Service
 - h. Capital Outlay

4. It shall be the responsibility of the secretary to keep and file promptly, copies of all forms and reports which may be requested by the County superintendent or the Department of Public Instruction. Salary checks for payment of all personnel within a district shall be prepared in sufficient time so that they will not be distributed late.

F. Treasurer of the Board --

The duties of the treasurer shall be as outlined in the School Code, Sections 436-443, and such other duties as the Board may request.

NOTE: The treasurers of the component boards are elected at their regular May meetings of each year. The treasurer of the Joint Board shall be elected from one of the treasurers or treasurers-elect of the component boards at the Annual Joint School Board Organization Meeting.

G. Standing Committee --

1. Standing Committees for Finance, Property and Supplies, Transportation, Health and Personnel shall be organized in the following manner: The Joint School Committee shall annually, at the next regular meeting following its annual organization, appoint from its membership the chairman of each of the Standing Committees.
2. Each school district shall be entitled to at least one chairmanship. The president, secretary or treasurer shall not be appointed to the chairmanship of a standing committee.
3. The other members of the Standing Committees shall be appointed annually by the component Boards at their respective June meetings and each component Board shall be entitled to have one member on each of the Standing Committees.
4. Standing Committees shall meet as required to consider matters referred to them and shall submit a report with recommendations at the next regular meeting of the Joint Board and/or the Joint School Committee. A policy of rotating the committees shall be followed at the Joint Board Meetings.
5. No action of any committee shall be binding upon the Joint Board and/or Joint School committee unless the committee has been previously empowered by the Joint Board or Joint School Committee by resolutions duly adopted to take such action.
6. Standing committees shall keep a record of all matters considered showing the disposition of each matter.
7. Any other member of the Board may, upon request, receive notice of and may attend any committee meeting but shall have no vote.
8. The Standing Committee shall submit their recommendations to the Joint School Committee and/or the Joint Board before final action can be taken on any particular problem of the Joint School Committee and/or the Joint Board.

H. Finance Committee --

1. The Finance Committee shall have general supervision of the accounts of the Board and all matters relating to finance.
2. The committee shall consider all matters of financial policies and make recommendations for putting such policies into effect.

3. The committee shall consider the reports of the secretary and treasurer on the financial status of the Joint Schools.
 4. The committee shall recommend to the Joint Board and/or the Joint School Committee by resolution the necessary transfer of funds. (Code, Sec. 687)
 5. The committee shall on or about the first day of February of each year receive from each of the other standing committees and the Supervising Principal a report of their budgetary requirements for the next fiscal year and the Finance Committee shall proceed with the preparation of the tentative budget, copies of which shall be placed in the hands of all directors of the Joint Board on or before the second Tuesday of March.
- I. Property and Supplies Committee --
1. The Property and Supplies Committee shall have general supervision over all buildings, grounds, equipment and supplies of the school system, including operation, maintenance and insurance, thereof.
 2. The committee may confer with the Personnel Committee as to suitable persons for appointment as janitors and maintenance personnel.
- J. Transportation Committee --
1. The Transportation Committee shall have general supervision over all buses and transportation equipment, including operation, maintenance, and insurance, and all other matters pertaining to transportation.
- K. Personnel Committee --
1. The Personnel Committee shall have general charge of recommending to the Joint Board the qualified personnel of the supervisory and teaching staff, medical and dental examiners, dental clinicians, school nurse, and non-teaching personnel. It shall consider the records, qualifications and salaries of prospective and present employees recommended by the Supervising Principal, and the County Office, and other sources, and make recommendation to the Board concerning the employment, the salary of, and the promotion of teachers and other employees within the Jurisdiction of the committee.
 2. The committee shall consider matters of working conditions, grievances and welfare of professional and non-teaching personnel.
- L. Health Committee --
1. The Health Committee shall acquaint the Joint Board with examinations and findings of the medical and dental examiners, of the dental clinician, and the activities of the school nurses.
 2. The committee shall recommend such health activities as are necessary to improve the health of the students and the sanitation of the school buildings.
- M. Special Committees --
- Such special committees as may be appointed by the President, or at the approval and instigation of the Joint Board and/or the Joint School Committee, shall have duties outlined at the time of appointment and shall be considered dissolved when their final reports have been made.

N. Special Meetings - -

A Special meeting of the Joint Board or the Joint School Committee may be called at any time by an order of the President, by a written request of a Standing Committee, or by a written request of the majority membership of a component board delivered to the Secretary. Such request shall state the purpose of such meetings, place, date, and hours for holding it, which shall be not less than three days after the delivery of such requests to the Secretary unless such "three days notice" shall be waived by the members of the Joint Board and/or Joint School Committee giving their consent to the Secretary by telephone or otherwise, in which case the meetings may be held on shorter notice, provided that such assent shall be ratified by a written waiver signed by the members of the Joint Board and/or Joint School Committee.

O. Procedure - -

Roberts Revised Rules of Order shall be the guide of the Joint Board and/or the Joint School Committee in all matters of procedure not herein specifically stated.

P. Quorum - -

A majority of the members of each component board shall constitute a quorum for the transaction of business by the Joint Board. A majority of members of the Joint School Committee, with at least one member present from a component board, shall constitute a quorum for the transaction of business by the Joint School Committee. If there is no quorum present at the time set for the meeting those members present may adjourn to any date previous to the next stated meeting and immediate notice shall be given to all members of the Joint School Committee of the day and hour of such adjourned meeting.

Q. Presiding Officer - -

All meetings of the Joint Board and/or Joint School Committee shall be called to order by the President or in his absence, the Vice-President, and if there is a quorum present the business of the meeting shall be taken up on order set forth in the rule specifying order-of-business. In the absence of both the President and the Vice-President, the meeting may be called to order by the chairman of a standing committee — the precedence being set forth in order of standing committees. (See Section G, 1)

R. Order of Business - -

1. At all regular monthly meetings of the Joint Board or the Joint School Committee, the order of business shall be as follows:
 - a. Call to order
 - b. Roll Call of Directors
 - c. Reading and Approval of Minutes
 - d. Treasurer's Report
 - e. Communications
 - f. Report of Supervising Principal
 - g. Reports of Standing Committees
 - h. Reports of Special Committees
 - i. Unfinished Business
 - j. New Business
 - k. Adjournment

2. The roll-call may be dispensed with by having the secretary note the members present and absent, attendance shall be recorded in the minutes. The minutes of the previous regular meeting or meetings and the report of the secretary, treasurer, etc., shall be considered approved unless there is a question or correction.

S. Method of voting --

1. Rules governing voting are set forth in Section 508 and Sections 1704-1707 of the School Code.
2. The affirmative vote of a majority of all the members of this committee, duly recorded, showing how each member voted, shall be required in order to take action upon those subjects enumerated in section five hundred eight of this Act (Public School Code of 1949.) Failure to comply with the provisions of this act shall render void and unenforceable the acts of the joint school committee with reference thereto. (Amended June 28, 1951, P. L. 934.)
3. An affirmative vote of more than a majority of the members of each component board shall be required as prescribed by the School Code on the following actions:
 - a. Incurring temporary indebtedness - 2/3 vote (Section 631)
 - b. Transferring of funds within budget - 2/3 vote (Section 665)
 - c. Election of relative of a director as teacher - 3/4 vote (Section 1111)
4. The "ayes" and "nays" on any motion shall be called and entered in the minutes whenever demanded by any member.

T. Powers and Duties of the Joint Board -

1. The powers and duties of the Joint Board shall be as conferred and prescribed by Law and the Articles of Agreement. Complete and final control as to all matters pertaining to the educational system shall be vested in the Joint Board.
2. In the interpretation of the powers and duties of the Joint Board it is understood that the Board shall act as legislative body in the determination of general policies for the control, operation, maintenance and expansion of the public schools, execution of which shall be the responsibility of the administrative staff.

U. Expenditures of the Joint Board

1. All costs of Current Expense of the said Joint School System as given under the proper items in the uniform Pennsylvania school financial accounting system shall be divided among the aforesaid School Districts on a pro rata basis, that is that the initial payments throughout the year be made on the basis, of the total enrollment of all children attending school from each of the said districts as of October 1, and that the final payment for the year shall be on the

basis of the average daily membership for the year of the pupils from each district. Elementary and Secondary school costs to be computed separately.

2. All costs of Capital Outlay of said Joint School System shall be divided among the aforesaid School Districts on the basis of the assessed property valuation in each respective district, as of the date of the preparation of the annual school budget under which said capital outlay is authorized, provided that when the State Tax Equalization Board shall establish the market valuation of real estate in each district such market valuation shall be used instead of the assessed valuation. (Articles of Agreement)

V. Payments of Accounts --

1. All other bills should be first approved by the building principal, the janitor, or the person responsible for the account and the committee under whose jurisdiction they belong, before being presented to the Board or Joint School Committee for payment.
2. Payment shall be by voucher signed by the President and Secretary and approved by the Treasurer for payment by the depository.

W. Validation --

These rules and regulations shall take effect upon the date of their adoption, and shall supersede all other rules and regulations, excepting those in the "Articles of Agreement."

X. Amendment of Rules and Regulations --

These rules and regulations may be altered, amended or added to, at any regular meeting by a majority vote of each component board, provided the change shall have been submitted in writing at the previous regular meeting of the Joint Board.

III

DUTIES OF PERSONNEL

A. General - -

1. Every employe of the West Allegheny Joint Schools must be a citizen of the United States of America and must have on file with the Secretary a properly indorsed loyalty oath.
2. Every applicant for a professional position should hold a Pennsylvania teaching certificate for the position, grade or subjects he or she expects to teach.
3. All candidates for appointment to a fulltime position shall present a physician's certificate of recent date.
4. All members of the teaching force shall be required to submit evidence of examination by the school physician certifying to their physical fitness every two years, beginning with the school-year 1949-50 in the Joint Schools.
5. Appointment of members of the professional staff will be made by the Board after reviewing qualification by the Supervising Principal and the Personnel Committee.
6. Teachers shall not permit authors, agents, or canvassers to visit their school or classes for the purpose of recommending or exhibiting any books, maps or other apparatus of any kind without the authorization of the Principal, Supervising Principal or the Board, and no person shall be allowed to deliver any address or lecture unless authorized by the Principal, the Supervising Principal or the Board.
7. No tickets, circulars, or advertising matter of any kind are to be distributed in the schools or school premises unless authorized by the Principal, Supervising Principal, or the Board.
8. Lists of names of pupils or parents shall not be taken from school records and given out without permission from the Principal, the Supervising Principal, or the Board.
9. Teachers shall not permit children to solicit money to sell articles within the school without permission of the Principal, the Supervising Principal, or the Board.
10. No paid entertainments will be permitted in school buildings during school hours without permission of the Principal, the Supervising Principal, or the Board.
11. All cases of accidental injuries, occurring on school property, shall be reported to the school nurse, the building principal and/or the Supervising Principal.
12. No leaves of absence shall be granted for fulltime outside employment except for military service and sabbatical leaves.
13. All personnel of the schools who are absent from their work without leave or satisfactory excuse shall forfeit a proportionate amount of salary for the time missed.
14. All employees shall be paid monthly, on or as near as possible to the 25th of the month.
15. We commend to all personnel of the West Allegheny Joint Schools a careful reading to these rules and regulations. We believe that a clear understanding of them will contribute to the welfare of the school system as a whole.

B. Supervising Principal --

a. Administration

1. The Articles of Agreement designate the supervising principal as purchasing agent. Purchasing should be done under the supervision of the committee concerned.
2. Supervision of janitorial and maintenance personnel. In case a head janitor or maintenance man is employed, he should be responsible to the supervising principal.
3. Budget. The supervising principal should prepare a preliminary budget which, along with supporting data, may serve as a beginning of thinking for the Finance Committee. The entire administrative staff should be consulted during the preparation of the preliminary budget.
4. Monthly financial statement. The supervising principal should, with the assistance of the joint school board secretary, prepare a monthly statement for each board member indicating the following:

<u>Items</u>	<u>Expenditure Budget</u>	<u>Expenditure to Date</u>
<u>Balance Unexpended</u>		

This information should be presented for each item on the budget.
5. The supervising principal should interview candidates for positions and recommend selection to the proper committee.
6. The supervising principal should assemble information to make studies of all administrative problems relating to property, supplies, transportation, building, personnel, equipment, and education program as the joint board members may need or require. These studies or this information should be presented to the proper committee or to the board along with definite recommendations.

b. Supervision

1. The supervising principal should supervise activities of all personnel employed by the joint schools.
2. Classroom visits. The supervising principal should visit classes with the assistant supervising principal, high school principal and junior high principal. The supervising principal should visit all teachers in the district at least once every two months.

C. Assistant Supervising Principal --

Under the direction of the supervising principal, the assistant supervising principal should administer and supervise elementary schools. He should be the responsible official of the joint schools during the absence of the supervising principal.

a. Administration

1. Property and supplies, buildings and equipment. The assistant supervising principal should keep the supervising principal informed on the conditions of property, supplies, buildings, and equipment. Recommendation for maintenance and repairs of buildings and property, for replacements of equipment and supplies, and for procurement of supplies and equipment should be made to the supervising principal in writing.
2. Attendance. The assistant supervising principal should be responsible for the administration of attendance in the elementary schools and perhaps for the joint system.
3. Transportation.

b. Supervision

1. The assistant supervising principal should supervise the janitor's activities in all buildings under his supervision.
2. The assistant supervising principal should visit each elementary teacher for at least one-half hour each month and make such other visits as are necessary for supervision.
3. The assistant supervising principal should make an effort to visit elementary teachers along with Supervising Principal and Assistant County Superintendent.

D. High School Principals --

a. Administration

The high school principals should assign administrative responsibility to various teachers in the schools.

Some administrative duties to be assigned are:

Attendance

Athletic schedules

Band schedules

Transportation of band, athletic teams, and other groups

Lavatory inspections -- to stop loafing

Schedule of extra-curricular activities in gym and auditoriums

Treasurer of athletic account

The interscholastic program should be the responsibility of the high school principal.

b. Supervision

Principals should conduct regular teachers meetings to study and consider problems of learning.

Principals should supervise personnel assigned to administrative duties.

Principals should visit each teacher once every two weeks, write an anecdotal record of the visit, and make such other visits as are necessary for supervision.

Principals should record what teacher is doing, degrees of success, and recommendations.

Principals should make an effort to visit teachers with supervising principal and assistant County Superintendent.

E. Head Teachers --

The Head Teacher shall

1. Arrange for "Fire Drill" and "Atomic Raid" drills for her particular building.

Fire Drills

- a. Fire drills shall be held in each building at least once each month.
- b. During the first week of the school term, instruction shall be given for fire drills, and one drill shall be held.
- c. Alternate exit routes shall be provided from each room for fire drills; thus, in case of emergency, should one exit become blocked, the alternate may be used.
- d. A time record shall be made of every fire drill and the same reported by Principals to the administration.
- e. Planning and execution of fire drills is the responsibility of building Principals. Teachers are expected to cooperate fully.
- f. All people in the building shall participate in each fire drill.
- g. All pupils shall proceed to and remain in designated safety areas at least 60 feet from the building.

- h. It is suggested that a drill team be organized among older pupils of respective buildings to direct exiting, and also which will know where extinguishers are located for possible fighting of fires.
1. Drills shall be unannounced, excepting the first of the year. For it suitable instruction shall be given.
2. Take charge of any emergency arising in school until the Principal arrives.
3. Aid in any discipline problem of the building. A teacher may request the Head Teacher to assist her.
4. Notify teachers of any change in regular daily schedule.
5. Pass out and collect information sheets requested by the Principal.
6. Arrange recess and playground supervisory schedule.
7. Organize and supervise safety patrols.
8. Bring to Principal's attention any dangerous or unsanitary condition in school building or on grounds. A written statement is requested.
9. Call teachers' meeting when necessary.
10. Take every opportunity to further their professional or educational background.
11. Keep record of instructional and school supplies of each building.
12. Get in touch with nurse in case of any injury. Keep record of any injuries during school hours.
13. Help the Hot Lunch Program to function efficiently.
14. Arrange for pupils getting on and off buses.
15. Cooperate with teachers in constructing a building educational philosophy.
16. See that any salesman or visitors get permission from the Principal before interviewing teachers.

F. Teachers --

1. Teachers must be present at 8:30 A. M. and shall remain until 4:00 P. M. In case of a shortened school day teachers shall remain fifteen minutes after the school is dismissed. Each is responsible for such other duties as bus duty as the principal may assign.
2. Teachers shall attend all meetings or conferences called by the Administrative staff for discussion of special topics or of a general nature except when excused by the one calling the meeting.
3. All teachers shall keep records required by law and such records or reports as the Administrative Staff shall request.
4. Teachers shall submit such reports as may be requested by the Administrative Staff.
5. Teachers shall keep a record indicating the current status of their assignments or study outline, so that substitutes will find it possible to carry on the work planned.
6. They shall be responsible for the proper use of all school equipment committed to their charge. They shall keep a record of any property loaned, all of which must be accounted for at the end of the school term.
7. Teachers shall make a survey of textbooks and supplies as requested and submit it to the building principal.
8. Teachers shall begin all classes promptly at the appointed hour, devoting themselves exclusively to instruction.

9. No interviews shall be held by teachers without approval of the building principal, during the hours when classes are in session as teachers are required to give constant supervision to classroom activities.
10. All teachers are required to give attention to lighting, ventilation and temperature of the room as to prevent the air in the room from becoming impure, etc.
11. Teachers should keep posted on up-to-date methods of classroom instruction and best methods of presentation of special subjects. Cultivation of a broad general knowledge and individual initiative are not in conflict with Board policies and should be encouraged. It is recommended that teachers belong to such local, state, and national organizations that will keep them abreast of the best educational trends and teaching practices.
12. Qualifications of teachers, personal and professional are not worthy subjects for discussion with other teachers or persons. These should be discussed only by those holding administrative positions, i.e. principals and members of the Board.
13. In addition to carrying a full load during the regular teaching day, teachers shall accept as routine responsibility assignments as follows:
 - a. The supervision of pupils at intermissions, recess, at lunch room periods and before and after school hours.
 - b. The sponsorship of curricular and extra-curricular activities such as music, club programs, journalism, and similar activities.
 - c. Administrative and clerical duties.
14. No teacher or other employe of the Board shall sell or be interested in the sale of any books, maps, or stationery, or other wares to the Board; or shall the teacher award medals or other prizes which are offered by commercial concerns to the pupils under their charge without permission of the Board.
15. Teachers shall endeavor at all times to maintain a courteous bearing and an impartial attitude toward pupils and maintain dignity in the classroom. In all professional and personal relations they shall follow a course of conduct consistent with the ethics of the teaching profession. The teacher must assume responsibility for the conduct of the classroom.
16. During the first two weeks of school the Pennsylvania Attendance Law shall be explained to all pupils with special emphasis upon the importance of absence excuses being signed by parents and all illegal absences be reported to the Principal. Parents are responsible for signatures on excuses. Skipping or playing hooky shall be cause for suspension from school.
17. Every teacher shall have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relations to such pupils may exercise over them. (Code, Section 1317)

18. It is recommended that teachers shall, when severe punishment is deemed necessary, consult with the Principal and in extreme cases refer such pupils to the Supervising Principal; if further action is required, the parents must be notified in writing, a copy of the note being retained by the writer and the disposition of the case resting with the Supervising Principal.
19. No pupil shall be deprived of a rest period, nor shall the pupil using bus transportation be detained beyond the time of bus departure.
20. When pupil groups (courts, school council, etc.,) are used to help maintain discipline, all disciplinary measures must be approved and supervised by the teacher directing the activities of this group. The following forms of punishment are considered unsatisfactory; ridicule, contemptuous language, imposition of additional tests, inflictions having the nature of personal indignity, or the violations of the laws of health.
21. Teachers shall not send pupils on errands other than school business without parental permission.
22. In case of truancy, the teacher shall immediately notify the Principal who shall promptly notify the parents and take such action as is necessary to keep the child in school.
23. Home & School Visitor --
 - a. The Home and School Visitor will cooperate with the Principal and teachers in solving attendance problems and in bringing about better understanding by both teachers and parents of the educational, psychological, medical, and social problems affecting our children.
 - b. The Home and School Visitor will report to the High School Principal and the Grade School Principal on the days scheduled and will be available for telephone calls as per schedule.
24. Teachers having problems concerning attendance should consult with the Home and School Visitor.
25. Teachers shall pay careful attention to the posture and general health of their pupils, sending to the school nurse suspected cases of postural defects, poor eyesight, defective hearing, or contagious disease.
26. All teachers in our schools are required to observe and carry into effect all rules and regulations and directions of the Board and of the Supervising Principal in relation to the instruction and discipline of their respective schools. The welfare of our schools will be improved if each teacher teaches each day to the best of his ability; improves constantly his teaching in the light of the best educational practice; and promotes actively the improvement of the local school in which he is employed.
27. Teachers shall be allowed one (1) day leave, without loss of pay, for visitation of other schools approved by the Supervising Principal. A written report of the visit shall be submitted to him.
28. Teachers unable to report for duty shall notify the Principal or his Associate as soon as possible, stating reason for absence.
29. Substitute teachers shall be provided by the Principal in charge of the school in cases of absence of the teacher.
30. Teachers failing to report for duty in the morning are not permitted to report for duty in the afternoon, unless the arrangements have been made with the Principal or building Principal and substitute in advance. Substitutes who report in the morning are asked to serve all day unless otherwise advised.
31. All teachers absent by reason of personal illness are entitled

to five (5) days, provided, however that such leave shall be cumulative from year to year but shall not exceed twenty days' leave with full pay in any one year. Whenever the teacher is prevented by personal illness from following his or her occupation for a period in excess of the cumulative leave credited to said employe, such employe shall receive the difference between the substitute's daily salary and the professional employe's daily salary.

- a. The Board requires the professional employe, in order to obtain credit for sick-leave, to present a doctor's excuse to the principal within (5) days after his or her return to work. (Board minutes - July 11, 1950).
 - b. The Board of school directors shall require the professional employe to furnish a certificate from a physician or other practitioner certifying that said employe was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this section. (Section 1154, Public School Code of 1951).
32. Any and all teachers seeking a leave of absence in maternity cases must file an application with the Board five months prior to the date same is to take effect, and the leave of absence in such cases shall be for a period of two years without pay. In order that the School program shall not be disturbed, the professional employe granted a maternity leave of absence shall not return to duty except at the beginning of the school term following the leave of absence. The Board shall retain the right to waive the provisions of these regulations if in their judgment conditions warrant.
33. Any teacher who has lost time from school due to an examination for military service shall be granted pay for the time necessary for that examination. (Minutes of December 12, 1950).
34. In the case of death in the immediate family, absence without loss of full pay shall be allowed from the day of the death to the morning of the day following the funeral, providing the period does not exceed three (3) days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resided in the same household, or any person with whom the professional employe has made his or her home. The Board may extend the period of absence with pay at its discretion as the exigencies of the case may warrant.
35. In case of death of a near relative as first cousin, grandfather, grandmother, aunt, uncle, nephew, brother-in-law, or sister-in-law full pay shall be allowed for the day of the funeral. The Board may extend the period of absence with pay at its discretion.
36. Employes may be transferred from one building or assignment to another wherever, in the opinion of the Supervising Principal, the best interests of the school system and/or the employe seeking the transfer will be served. Transfers may result from the following:
- a. Requests of teachers who desire to teach nearer home, or who for satisfactory reasons, wish a change of teaching field.
 - b. Fluctuations in enrollment in a given school.
 - c. Requirement of a particular position and fitness of a given employe.
 - d. Friction with school administrator, other personnel or community.
37. Conference may be requested by teachers who desire transfers and

those selected for transfer with the Supervising Principal and/or the Personnel Committee of the Joint Board in order that they may have an opportunity to express their interests and preferences in the matter. Teachers who wish to be transferred from one teaching classification to another, for example, from an elementary school to the junior or senior high school, are requested to file an application with the Supervising Principal, stating their wishes in the matter.

38. Except in unusual circumstances, teachers will not be transferred during the school year.
39. The School Laws of Pennsylvania require that all professional employees be given a RATING made by the Allegheny County Supervising Office. This is usually done in consultation with the Supervising Principal.
40. The grade taught shall have no bearing on teacher-rating, all grades being considered of equal importance.
41. The annual SALARIES of all teachers shall be paid or divided into twelfths, 1/12 payable monthly beginning with the September month, at the discretion of the Board.
42. The SALARY SCHEDULE for teachers in the West Allegheny Joint Schools, effective July 1, 1952, is the salary schedule set forth by the 1951 Session of the Legislature which is:

<u>Standard Certificate</u>	<u>Entrance</u>	<u>Maximum</u>	<u>Increments</u>
\$2,000-\$3,400	\$2,400	\$4,000	8 of \$200
<u>College Certificate</u>			
\$2,000-\$3,800	\$2,400	\$4,400	10 of \$200
<u>Master's Degree</u>			
\$2,200-\$4,000	\$2,400	4,800	12 of \$200

Any teacher earning a Master's Degree in a given school year receives at the beginning of the next school year, in addition to the earned annual increment, an increment of \$200 for the Master's Degree, and the same increment is given if a teacher receives a bachelor's degree, if the teacher is not up to the maximum.

43. No teacher in our schools shall receive pay for giving private lessons to members of his own class, except home-bound instruction.
44. The TENURE of professional employees was established by the "Temure Act" as set forth in the School Laws of Pennsylvania, Section 1101. The "Act" sets forth the following provisions:
 - a. Teachers, under the "Temure Act" are classified as "Professional Employees", Temporary Professional Employees", or "Substitutes". Only professional employees have temure rights.
 - b. The term "Professional Employee" shall include those who are certified as teachers, supervisors, supervising principals, principals, directors of vocational education, dental hygenists, visiting teachers, home and school visitors, school counselors, school secretaries the selection of whom is on the basis of merit as determined by eligibility lists, and school nurses.
 - c. Teachers who are classified as professional employees may be discharged for reasons set forth in the temure law. The legal reasons for dismissal of teachers are: professional incompetency, immorality, intemperance, cruelty, persistent negligence, mental derangement, persistent and willful violation of the School Code, and advocacy of or participation in un-American or subversive doctrines.

- d. The Tenure Act provides for the suspension of professional employees for the following causes, the order of suspension dependent of seniority and rating:
- (1). Substantial decreases in pupil enrollment in the school district;
 - (2). Curtailment or alteration of the educational program on recommendation of the superintendent, concurred in by the Board of school directors, approved by the Department Of Public Instruction, as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Department of Public Instruction;
 - (3). Consolidation of schools, whether within a single district, agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.

G. Special Teachers --

1. Special teachers may be appointed for such subjects as the Board may deem necessary.
2. They shall file with the Supervising Principal a schedule of their activities or program.
3. They shall cooperate with the building principal and coordinate their activities with those of the school in which they are serving. They shall be under the general direction of the Supervising Principal and/or the Associate Supervising Principal.
4. They shall submit an annual report at the end of the year to the Supervising Principal of their progress and recommendations. They shall submit to him a list of equipment and supplies required for the following year in such time in February for preparation of the annual budget.
5. They shall be subject to the same general rules governing the other members of the professional staff, as well as subject to the salary schedule.
6. Special teachers who are assigned the teaching or supervision of such subjects as art, music, physical education, etc., shall be reimbursed for the use of their automobiles between schools at a rate set by the Board.

H. Substitute Teachers --

1. All substitute teachers are furnished through the principal of the school in which the substitute is needed. Substitutes are furnished on call by the building principal and released by the building principal when the term of service is ended.
2. A substitute teacher may be assigned to teach in the place of any teacher who is absent, on leave, or otherwise to fill temporarily a vacancy in a position which is expected soon to be abolished, or to fill temporarily a vacancy for which no properly qualified person can be found for regular appointment.
3. All persons applying for substitute teaching are required to present information to the office of the Supervising Principal of their scholastic preparation, teaching experience, type of certification, and supply professional references. Substitute teachers in home economics are required to pass a physical examination administered

by the school medical examiner or their personal physician.
(Pennsylvania law requires a health certificate semi-annually for food handlers).

4. Substitute teachers are paid according to the certificate held as outlined by the school code.
- I. Janitors and Matrons (Under Section "I" the word janitors shall imply both janitors and matrons)
 1. Janitors and Matrons shall be under the general direction of the Supervising Principal, and the direct supervision of the principal of their respective buildings.
 2. They shall maintain at all times polite attitude, being kind and courteous to pupils, teachers, and patrons. They shall cooperate with the teaching staff in maintaining order in the corridors and school grounds, and performing such reasonable services as the teachers and principal may require.
 3. They shall be responsible for the general condition of the buildings and grounds committed to their charge.
 4. They shall report promptly to the Principal any conditions that need to be remedied or repairs to be made.
 5. Requisitions for equipment or materials for the proper discharge of their duties should be made by the janitor through his building principal.
 6. Rooms should be properly heated to receive pupils one-half hour before school opens and he shall endeavor to maintain a classroom temperature that is healthful, with proper air circulation.
 7. School rooms shall be swept and dusted daily, but classrooms shall not be swept and dusted during school hours.
 8. School grounds and buildings shall be closed after dismissal and opened at proper times in the morning.
 9. Walks and steps shall be properly swept, snow and ice removed, and gutters shall be kept clean. When ice cannot be removed from sidewalks and steps, they shall be kept well covered with sand or non-slip material. If this is neglected and an accident occurs, the janitor shall be held responsible by the Board.
 10. Minor repairs shall be made upon the direction of the Principal, Supervising Principal and/or the Board, and no materials shall be purchased by the janitor, except upon the requisition, or upon approval of the Supervising Principal.
 11. They shall guard against waste of fuel, water, light and power.
 12. They shall be familiar with the heating and ventilating systems of their buildings.
 13. Windows shall be cleaned inside monthly and outside as necessary in consultation with the Principal, and all fire escapes shall be kept free of ice and snow.
 14. Inclement weather pupils shall be permitted entrance to the building as soon as they arrive.
 15. They shall not use tobacco in any part of the building where school convenes or where pupils are regularly admitted while school is in session. No intoxicants shall be used while on school premises.
 16. Daily, at the close of school, on Saturday, Sundays, and on holidays, curtains, window shades shall be drawn as the Principal for that building designates.

17. Janitors shall keep the lawn, shrubbery, and plants properly cared for.
18. He shall report to the Principal the names of pupils who damage or deface walls or property.
19. It is the janitor's responsibility to see that the temperature of the building is kept to a sufficient degree to prevent freezing during cold weather, including holidays.
20. Janitors shall post in the conspicuous place their name, address, and telephone number or number of the nearest available neighbor's telephone to which they may be reached in case of need.
21. During the summer vacation period, janitors shall perform such duties as may be delegated to them by the Board. This shall include the cleaning and washing of all windows, walls and finished woodwork where necessary, scrubbing all floors, and polishing all desks, painting and varnishing where necessary, cleaning all yards, and having their buildings and grounds inspected and approved before school opens.
22. Janitors shall be entitled to receive extra compensation for attendance at any meeting held outside of school hours by approved groups or organizations, as approved under Section VII.
23. In the event it is necessary for janitors to be absent during the school day, they must report to the principal and advise where they may be reached in an emergency.
24. Janitors may be absent without loss of pay for a period not to exceed five days for personal illness during the school year. After the fifth day, the Board will deduct from his monthly salary the amount paid the substitute for day or days worked. This rate of payment of substitutes shall be the daily rate paid to the regular janitor. Sick leave is not cumulative.
25. A survey should be made by the janitor and building principal for repairs, painting, plastering, etc., in the month of March and submitted to the Supervising Principal, so that plans can be made for summer work and repairs be made at that time. An inventory of all materials and supplies on hand such as paint, varnish, floor wax, towels, toilet paper, soap, tools, etc., should be made and presented to the Supervising Principal before the Board meeting in March.
26. The janitor is not permitted to authorize the use of the buildings and grounds for any other than school activities, without a written consent of the principal.

Secretaries and Clerks --

1. Secretaries and clerks are primarily responsible to the Supervising Principal or Principal to whom they are assigned.
2. Their appointment, salary, and promotion shall be subject to the Personnel Committee upon approval or recommendation of the Supervising Principal.
3. The hours of work shall be the same as that provided for teachers or as the needs of the office may dictate.
4. The benefits of maternity leave and cumulative sick leave shall not apply to clerks.

RESPONSIBILITIES & DUTIES OF SCHOOL NURSES

The nurse should build good relationships between school and home. The nurse learns and tries to understand home conditions which effect the child's social, physical, mental, and emotional health. Since the nurse works with the school administrators, teachers, pupils, parents, doctors, dentists, community groups and agencies, she is in a position to coordinate activities for the promotion and execution of good health policies. The following list of duties is aimed toward fulfilling the above principle.

1. Maintain complete, cumulative health and dental records available to school personnel. Such records should be kept in the building which houses the pupil.

2. Assist examining physicians and dentists in preparing and conducting medical and dental examinations. All materials should be available and waiting for the doctor or dentist; a schedule for the appearance and order of students should be prepared in advance in order to utilize all the examiner's available time. Audiometer examinations should be completed before the medical examination is done.

3. Formulate and carry out a program for correction of medical and dental defects. This includes notifying the home and working with the family, school, and community agencies to accomplish the correction of defects.

4. Give active first aid to accident cases, sudden illness and other emergencies. Standing orders for first aid, signed by a physician, should be posted in the first aid areas. These signed orders should mark the limits of first aid treatment to be given by the nurses, teachers, and other school personnel. Diagnosis and treatment are out of bounds except as posted. Guidance and counselling in health problems by recommendations and suggestions are to be governed by professional ethics.

5. Aid the teachers in conforming to the Department of Health rules regarding contagion. Exclude and arrange for transportation home for any student suspected of having a contagious disease.

A student having had a contagious disease may be readmitted by fulfilling one of the following:

1. Certification of fitness by physician
2. Approval of School Nurse or Home and School Visitor

6. A daily record of activities should be kept for the filing of narrative and statistical reports as required by Principals, the Department of Health, and Department of Public Instruction.

All first aid assistance should be recorded; accidents (needing a doctor's care) should be reported immediately to building administrators and if necessary, filed with the insurance carrier.

7. All reports made to parents, teachers, and agencies should have the approval and authorization of the school administrator in order to comply with Section 1407 of the Public School Code of 1949 - - - "All information in medical and dental reports must be kept confidential."

8. A copy of the nurse's schedule should be given to each building administrator and any necessary deviations from posted schedule should be reported to Head Teachers or Principals.

9. The nurse should, monthly, make a sanitation and safety survey of buildings and grounds and submit her findings in writing to the building Principal and the Supervising Principal.

10. The School Nurse should attend some meetings of the Parent-Teachers Associations or the Parent-Teachers Association executive meetings and present the Health Program of the school and make plans for the Summer Round-Up.

11. School Nurses should report for duty at 8:30 A. M. and remain on duty until 4:00 P. M. or until emergencies are cared for.

IV

PUPIL REGULATIONS

1. No pupil shall be admitted in September who shall not have reached the age of six by February 1 of the school-year in which enrollment as a pupil has been planned. Pupils shall submit a birth certificate on entrance to school.
2. All pupils entering a school of the West Allegheny Joint Schools must submit a vaccination certificate or acceptable evidence of a satisfactory vaccination.
3. All pupils entering school in other than the first grade shall present their previous school records and be assigned to a grade and school by the principal.
4. All pupils shall attend the school to which they are assigned.
5. All pupils moving from the Joint Schools shall be given such records as may be required upon written request from the parent or guardian.
6. All pupils are expected to attend school punctually and regularly. When absent, the pupil must present an excuse written and signed by the parent or guardian, stating the cause of absence and the number of days absent.
7. When a pupil has been absent or sent home because of a contagious disease, he should be admitted only through the school medical inspector or the school nurse.
8. Parents or guardians shall be responsible for the loss or destruction of school property or the property of other pupils and teachers when such damage or loss is the result of deliberate or mischievous action or carelessness. All supplies or equipment of any kind borrowed by the pupil or loaned to the pupil must be returned before the end of the school-year, or the Board be reimbursed.
9. Upon dismissal at the end of the school day, each pupil shall immediately depart for home in an orderly manner and shall not return on school property unless waiting for transportation.
10. Pupils in the school buildings and on the school grounds must at all times be under the general supervision of the teaching staff during the school day. Pupils are not permitted to leave the school grounds under any circumstances until afternoon dismissal, unless that pupil lives in the vicinity of the school and goes home to lunch, or an early dismissal request is written from the parent or guardian, with the approval of the building principal.
11. All pupils riding bicycles to and from school, shall present a written permission from the parent or guardian for this method of transportation. All pupils must place their bicycles in the racks provided upon arrival and leave them there until departure for home. Pupils are not permitted to ride their bicycles over the school property at recess or before or after school. They may provide themselves with chains and padlocks if they wish to secure their vehicles.
12. Pupils may not be called from the classroom to answer telephone calls except for the most urgent reasons. Permission must be obtained from the principal to use the school telephone, who shall judge whether the phone call is necessary.
13. Announcements shall not be placed on bulletin boards by pupils without consent of the principal or teachers.

14. Each pupil is expected to conform to the rules and regulations of the Board, obey instructions of teachers and janitors, maintain order in school building and grounds and in the school bus, to be neat and clean in person and clothing, to be considerate of the rights of others whom they may meet and avoid rudeness and discourtesy, to refrain from the use of improper language and of tobacco in any form.
15. Pupils must understand that the bus driver has the authority to maintain order on his bus. Children are not permitted to eat or throw paper or other objects in the bus. They must keep arms and heads inside of the bus at all times. Pupils are governed by the rules and regulations as set forth by the Board. (Transportation Report, February 1951).
 - a. No pupils are allowed to ride any bus except the one that they are assigned. This means that children who visit other pupils' homes should go home and then they may visit.
 - b. If there are any complaints by the drivers of the buses, the following procedure should be followed. The driver should submit a written report at once to the Principal whose building the said pupil or pupils attend. A copy of this report should be presented to the Transportation Committee.
 - c. If the infraction of any student is deemed serious enough for further action, the Principal may ask the Supervising Principal to review the complaint. If the Supervising Principal considers this complaint serious enough, he may suspend the child and have parents report with child in order to get him back into school.
16. The power to suspend from school for cause shall rest with the Principal or Supervising Principal. The parents shall be notified and interviewed by the Principal and/or Supervising Principal before readmission to school.
17. Students wishing to enjoy the privilege of driving cars to and from school must have a signed affidavit from their parents granting such permission. Such permission forms may be secured in the office. This form essentially specifies that such vehicle will be used for travel to and from school and for essential business purposes. Joy riding is prohibited. Failure to comply will subject the student to revocation of the permission. Other students of the high school are prohibited from riding in any vehicles at any time during school hours, except as authorized by their parents and by the Principal.
18. Pupils shall receive report cards promptly on nine-week report period basis as set up in School Report of Allegheny County. In order to keep the parents informed of the pupil's progress, each High School Principal and Elementary Building Principal is requested to have a letter sent by mail to the parent of each child who does unsatisfactory work for a period of four weeks between the nine-week report period, A copy of each letter to the parents is to be kept on file at the Principal's office.

NON-RESIDENT PUPILS

1. A child belonging to any of the following cases shall be considered a resident of the West Allegheny Joint School Area and entitled to free tuition:
 - a. A child living within the Findlay Township, North Fayette Township, and Oakdale Borough.
 - b. A child legally adopted and living in the Joint School Area with adopted parent or parents.
 - c. A child whose mother is a resident of the area and who files affidavit that she receives no support from the father.
 - d. A child living with a divorced parent who has custody of the child by decree.
 - e. A child who has acquired a permanent home within the Joint Area, who files an affidavit that parents do not contribute to his or her support.
 - f. A child who is supported gratis by a resident as if it were his own, and where such resident files affidavit as outlined in Section 1302 of the School Code.
2. Cost of tuition for non-resident children will be established as soon as the State Department approves the tuition rate.
3. Non-resident pupils must obtain permission from the Supervising Principal or the Principals by presenting a written statement signed either by the Secretary of the Board of School Directors of the district in which he resides or his parent or guardian that they will pay his tuition. This admission card, when properly filled out, will be presented to the Principal of the school to which he is assigned.
4. Bills of tuition will be presented to the district where the non-resident pupil resides or to his parent and guardian every month for payment.
5. The cost of tuition for pupils of the Joint School District attending public secondary schools located in other districts shall be assumed by the West Allegheny Joint Schools.
6. The rules and regulations, applicable to resident pupils, shall likewise govern the activities and behavior of non-resident pupils.
7. Each district sending tuition students to West Allegheny Joint Schools shall, prior to opening of school, furnish the Supervising Principal or Secretary a complete list giving the name, age, grade, and place of residence of such pupil.

TRANSPORTATION OF PUPILS

1. The Board of School Directors in any school district may, out of the funds of the district, provide for the free transportation of any resident pupil to and from the public schools and to and from any points in the Commonwealth in order to provide tours for any purpose connected with the educational pursuits of the pupils. They shall provide such transportation whenever so required by any of the provisions of this act or of any other act of Assembly. (Section 1361)
2. Computation of Distances. - Transportation will be furnished for public school pupils of the West Allegheny Joint Schools living beyond one and one-half ($1\frac{1}{2}$) miles from school in accordance with the provision of the "School Laws of Pennsylvania". All such distances shall be computed by the public highway from the nearest point where a private way or private road connects the dwelling house of the pupil where the said highway touches and school grounds of the school to which the pupil is assigned. (Section 1366) The Joint Board will recognize traffic hazards and will endeavor to provide transportation within the one and one-half mile radius.
3. Transportation in District Under Direction of County Superintendent. In all school districts under the direction of a County Superintendent, all transportation routes to be used shall be established with the advise and assistance of the County Board of School Directors. District-owned school buses may be used under contract with another school district to transport non-resident pupils provided the transportation is approved by the County Board of School Directors and the Department of Public Instruction. In any case where two or more such school districts jointly use the same transportation facilities, the cost of such transportation shall, subject to the approval of the State Council of Education, be apportioned among such districts by the County Board of School Directors. The State Council of Education shall prescribe and adopt standards and regulations, including qualifications of school bus drivers, to govern the transportation of public school pupils. (Section 1364)
4. West Allegheny Joint Schools are not responsible for the transportation of non-resident pupils.
5. The transportation committee, February 13, 1951, made the recommendations appearing in Item 15, - a, b, and c, on Page 20. These recommendations were adopted by the Board.

VII

USE OF SCHOOL BUILDINGS

1. School buildings and grounds may be used by responsible groups with approval by the proper authority.
2. Application for use should be submitted to the principal in charge of the building. Application should be submitted far enough in advance to allow the principal to confer to the Property and Supplies Committee in case of conflict or any misunderstanding.
3. School buildings and grounds may be used by approved groups or organizations for fund-raising purposes. A rental fee for use of buildings and grounds will be charged at the discretion of the Board.
4. The use of building and grounds shall not directly or indirectly interfere with the school program.
5. Any group or organization holding a meeting in a school shall be responsible for all wanton damage to any part of the building or grounds.
6. All performances, exhibitions, or clubs connected with the schools shall be under the immediate supervision of someone connected with the school in a professional capacity.
7. Chaperones, attendants, scoutmasters, ect., shall remain in the building until all persons have left.
8. Organizations must confine themselves to the rooms and corridors assigned to their use.
9. "The rental for use of buildings be as follows:
 - a. Groups or organizations desiring to use auditorium will pay \$15.00 per night plus \$5.00 janitor fee, plus 5% of receipts in excess of \$100.00;
 - b. Non-profitable organizations pay only janitor fee;
 - c. Organizations wishing use of rooms pay \$3.00 plus \$2.00 janitor fee;
 - d. P. T. A. and other organizations working for the benefit of the school district are exempt from building charge;
 - e. No building is to be used without a custodian in charge."(Minutes, August 18, 1949 meeting).

VIII

RETIREMENT AND RESIGNATION

1. All regular full-time employes of the Board shall become members of the Pennsylvania School Employees Retirement System, according to the provisions of this act. The proper officers of the Board will make the necessary deductions from the salaries and wages of such deductions to the Retirement Fund.
2. Clerical and technical employes may be required to serve a probationary period of not to exceed six months; and employes, except clerical and technical, engaged in janitorial and transportation, a probationary period of not to exceed one year.
3. All employes must resign or retire at sixty-two (62) years of age. Professional employes and school clerks are permitted to work until the end of the school year in which the compulsory retirement age is fixed by the Board is reached. All other employes are permitted to work until the end of June if they reach compulsory retirement age on or after January 1 of the same fiscal year or until the end of December if they reach compulsory retirement age on or after July 1 of the same fiscal year.
4. Administrators, supervisors, or teachers contemplating resignation should notify the Supervising Principal or the Secretary of the Board in writing at least two months before the effective date of such resignation. All other employes should give at least two weeks written notice.
5. Any employe who resigns from the employ of the Board and who subsequently applies for re-instatement will be considered for re-employment on the same basis as a new applicant.
6. At a meeting of the Board on May 22, 1951, it was moved that the janitors be removed from the list of personnel whose retirement is mandatory at the age of sixty-two years.

IX

VACATIONS

1. Regular employees, on a twelve calendar month basis, are granted vacations with pay for each year of service beginning July 1 and ending June 30 of the succeeding year on the following basis:
 - a. Employees
 - (1) One month - All professional employees employed on a twelve month basis.
 - (2) Two weeks - All clerks, matrons, and janitors employed on a twelve month basis.
2. Dismissal of school shall be at 2:30 P. M. on the day preceding Thanksgiving, Christmas and Easter Vacations.

SCHOOL DIRECTORY OF WEST ALLEGHENY JOINT SCHOOLS
1952-1953

OFFICERS OF THE JOINT BOARD

<u>President</u>	Lee L. Pendleton, State St., Oakdale, Pa. Oakdale 9454 (home) Grant 1-4300 Ext. 434 (office)
<u>Vice President</u>	James M. Maglich, R. D. #1, Oakdale, Pa. Imperial 8562
<u>Secretary</u>	Mrs. Grace Drugmand, Box 294, Imperial, Pa. Imperial 7223
<u>Treasurer</u>	John A. Young, 229 Fayette St., Oakdale, Pa. Oakdale 9455

WEST ALLEGHENY JOINT SCHOOL BOARD MEMBERS

Edward Ackman, R. D. #1, Oakdale, Pa. Imperial 6264
Wilbur W. Bradburn, Oakdale, Pa. Oakdale 3271 (home) Atlantic 1-9700 (office)
Harold L. Craig, Noblestown, Pa. Oakdale 3092
Dr. L. W. Drugmand, Imperial, Pa. Imperial 8261
Henry J. Kelly, Noblestown, Pa. Oakdale 3311 (home) Carnegie 3240 (office)
Mr. Chalmers Harbison, North Branch Rd., Oakdale, Pa. Oakdale 3262
Dr. W. D. Kennedy, Imperial, Pa. Imperial 7384
Raymer E. Lins, 62 Fayette St., Oakdale, Pa. Oakdale 4433 (home)
McDonald 3131 (office)

Harry L. Stewart, Oakdale, Pa. Oakdale 3601
Mrs. Phyllis Trautman, R. D. #1, Clinton, Pa. Imperial 4005
James C. Trotter, R. D. #1, Imperial, Pa. Imperial 7240
B. H. Younger, Imperial, Pa. Imperial 7374

STANDING COMMITTEES OF THE JOINT BOARD

Finance

Dr. L. W. Drugmand, Imperial, Pa. Imperial 8261
Henry J. Kelly, Noblestown, Pa. Oakdale 3311
Raymer E. Lins, Oakdale, Pa. Oakdale 4433

Property and Supplies

James M. Maglich, R. D. #1, Oakdale, Pa. Imperial 8562
Wilbur W. Bradburn, Oakdale, Pa. Oakdale 3271
Dr. W. D. Kennedy, Imperial, Pa. Imperial 7384

Transportation

Wilbur W. Bradburn, Oakdale, Pa. Oakdale 3271
James C. Trotter, R. D. #1, Imperial, Pa. Imperial 7240
Edward Ackman, R. D. #1, Oakdale, Pa. Imperial 6264

Health

Mrs. Phyllis Trautman, R. D. #1, Clinton, Pa. Imperial 4005
Mr. Chalmers Harbison, North Branch Road, Oakdale, Pa. Oakdale 3262
John A. Young, 229 Fayette St., Oakdale, Pa. Oakdale 9455

Personnel

Harold L. Craig, Noblestown, Pa. Oakdale 3092
Harry L. Stewart, Oakdale, Pa. Oakdale 3601
B. H. Younger, Imperial, Pa. Imperial 7374

Athletic

Dr. W. D. Kennedy, Imperial, Pa. Imperial 7384
Mr. Chalmers Harbison, North Branch Road, Oakdale, Pa. Oakdale 3262
Harry L. Stewart, Oakdale, Pa. Oakdale 3601

SOLICITOR FOR JOINT SCHOOLS

John M. Shane, 918 Berger Building, Pittsburgh, Pa. Atlantic 1-8766

SUPERVISING PRINCIPAL OF JOINT SCHOOLS

Dr. Arthur D. Wilson, Berry Avenue, Imperial, Pa. Imperial 7282

ASSISTANT SUPERVISING PRINCIPAL

Vernon C. Patterson, R. D. #1, Oakdale, Pa. Imperial 6261

SENIOR HIGH SCHOOL PRINCIPAL

Dr. A. J. Miklaussen, Imperial, Pa. Imperial 8040

JUNIOR HIGH SCHOOL PRINCIPAL

E. H. Hoshauer, Imperial, Pa. Imperial 5204

ELEMENTARY SCHOOLS AND BUILDING PRINCIPALS

Pike Elementary School, R. D. #1, Oakdale, Pa. Imperial 4904

Mildred Minniok, Imperial, Pa. Imperial 7389

Imperial Elementary School, Imperial, Pa. Imperial 4151

Agnes Mitchell, R. D. #2, Coraopolis, Pa. Imperial 8973

Clinton Elementary School, Clinton, Pa. Imperial 4754

Helen Leonard, Imperial, Pa. Imperial 7203

Champion Elementary School, Sturgeon, Pa. McDonald 6801

Margaret Patterson, Box 312, Sturgeon, Pa. McDonald 2267

Oakdale #1, State St., Oakdale, Pa. Oakdale 9432

Averil Bock, 221 Marion Ave., Oakdale, Pa. Oakdale 3651

Oakdale #2, Highland Ave., Oakdale, Pa. Oakdale 9431

Frances Meutz, R. D. #1, Oakdale, Pa. Imperial 4621

**ALLEGHENY COUNTY SCHOOLS, 345 County Office Bldg., Pittsburgh 19, Pa.
Atlantic 1-4900**

Dr. Alfred W. Beattie, Superintendent, Ext. 639

Box 70, R. D. #1, Gibsonia, Pa. Gibsonia 3-2581

Dr. Margaret McKee, Ass't. Superintendent, Ext. 648

McDonald, Pa. McDonald 3051

George W. Cassler, Ass't. Superintendent, Ext. 641

727 Summit Ave., Coraopolis, Pa. Coraopolis 4-2491

James S. Snoke, Ass't. Superintendent, Ext. 642

4831 Doyle Road, Pittsburgh 17, Pa. Willard 1-7397

Charles A. Bair, Ass't. Superintendent, Ext. 643

549 James St., Turtle Creek, Pa. Valley 3514-R

Dr. A. N. Addleman, Ass't. Superintendent, Ext. 644

820 Maple Ave., Turtle Creek, Pa. Valley 5083

Emma M. Watts, Supervisor Home Economics Ext. 645

Box 193, Woodville, Pa. Carnegie 2035

James S. Champion, Supervisor Agriculture Ext. 646
424 Kenmont Ave., Mt. Lebanon, Pa. Fieldbrook 1-7881
Dr. A. G. Henry, Supervisor Special Education Ext. 241
Marshall Rd., Library, Pa. Colonial 3-8929

WEST ALLEGHENY JOINT SCHOOL DEPOSITORY

Imperial Bank, Imperial, Pa. Imperial 7377

TEACHING PERSONNEL

Boys' Industrial Home, 320 Hastings Ave., Oakdale, Pa. Oakdale 9471
Anna Young, Fayette St., Oakdale, Pa. Oakdale 9455

Champion School, Sturgeon, Pa. McDonald 6801

Hazel Galloway, Noblestown, Pa. Oakdale 9410
Rachel Stevenson, 310 Third St., McDonald, Pa. McDonald 3966
Ruby Ziegler, R. D. #2, McDonald, Pa. McDonald 6692
Marshal Stamy, Box 211, Hickory, Pa. Hickory 56-R-2
Elizabeth Couch, R. D. #1, McDonald, Pa. McDonald 2129
Margaret F. Patterson, Box 312, Sturgeon, Pa. McDonald 2267

Clinton School, Clinton, Pa. Imperial 4754

Jean Kacs, R. D. #1, Imperial, Pa. Murdocksville 4502
Elizabeth Bennett, R. D. #1, Imperial, Pa. Murdocksville 035
Helen Hamilton, Clinton, Pa. Imperial 4092
Alma E. McMichael, R. D. #1, Imperial, Pa. Murdocksville 2205
Alfadine C. McGreight, R. D. #1, Clinton, Pa. Coraopolis 4-5661
Twila Wilson, Clinton, Pa. Imperial 6576
Helen Leonard, Imperial, Pa. Imperial 7203
Frances Rees, 1836 Montour St., Coraopolis 4-0124

Imperial School, Imperial, Pa. Imperial 4151 Pay Station Imperial 4851

Isobel Gourley, Imperial, Pa. Imperial 7341
Mrs. H. Wilson Denny, R. D. #1, Clinton, Murdocksville 7-J-3
Freda Davis, Imperial, Pa. Imperial 5542
Agnes Mitchell, R. D. #1, Coraopolis, Pa. Imperial 8973
Jeannette Laughery, Imperial, Pa. Imperial 7271
Louise McCullough, 204 Prospect Ave., Midway, Pa. Midway 21-R-12

Junior High School, Imperial, Pa. Imperial 4151 Voc. Bldg., Imperial 7253

E. H. Hoshauer, Prin., R. D. #1, Imperial, Pa. Imperial 5204
Virginia Allison, Box 402, Imperial, Pa. Imperial 4251
Esther O. Campbell, Box 443, Imperial, Pa., Imperial 7391
Phyllis Chervin, Calvert St., Bridgeville, Pa. Bridgeville, 247 W
Idilla Cox, Imperial, Pa. Imperial 7314
Margaret Daudet, 107 Jefferson St., Midway, Pa. Midway 37-R-11
James V. Fornella, Box 84, Morgan, Pa. Bridgeville 4948-R-2
Jane Glass, R. D. #1, Oakdale, Pa. Oakdale 4026
Josephine Kress, Imperial, Pa. Imperial, 5161
Ethel McGill, R. D. #1, Oakdale, Pa. Oakdale 3852
Harry Metcalf, 43 Fayette St., Oakdale, Pa. Oakdale 5481
Byron E. Nicholson, 76 West Prospect Ave., Pgh. 5, Pa. Walnut 1-4491
Delmar Peppinger, Church St., Noblestown, Pa. Oakdale 3291
Edward Shama, 410 Airbrake Ave., Wilmerding, Pa. Valley 4-3451

Oakdale #1 School, State St., Oakdale, Pa. Oakdale 9432

Margaret Stanley, 119 Hastings Ave., Oakdale, Pa. Oakdale 3674

Margaret Kraeer, 202½ Prospect St., Midway, Pa. Midway 61

Martha Pendleton, 405 E. State St., Oakdale, Pa. Oakdale 9454

Albertine Petzold, R. D. #1, Oakdale, Pa. Oakdale 5636

Averil Bock, 221 Marion Ave., Oakdale, Pa. Oakdale 3651

Elizabeth Lloyd, R. D. #1, Oakdale, Pa. Carnegie 8030-R-2

Oakdale #2 School, Highland Ave., Oakdale, Pa. Oakdale 9431

Shirley Bamford, R. D. #1, McDonald, Pa. Midway 4-R-2

Leona Metcalf, 43 Fayette St., Oakdale, Pa. Oakdale 5481

Frances Meutz, R. D. #1, Oakdale, Pa. Oakdale 4621

Mary Nofsinger, 409 Highland Ave., Oakdale, Pa. Oakdale 4447

Lucia Sarachine, 140 Station St., McDonald, Pa. McDonald 4611 (Elsie Gilles)

Pike School, R. D. #1, Oakdale, Pa. Imperial 4904

Dolores Hartman, Hastings Ave., Oakdale, Pa. Oakdale 3472

Lindley MCKinney, 3014 Middletown Road, Pittsburgh, Pa. Walnut 1-4363

Cra McMichael, R. D. #1, Oakdale, Pa. Imperial 5054

Mildred Minnick, Imperial, Pa. Imperial 7389

Sarah M. Kelly, Imperial, Pa. Imperial 7391

Estelle Rush, R. D. #1, Oakdale, Pa. Oakdale 3244

Henry Jay Smith, Jr. 1342 Illinois Ave., Pgh. 16, Pa. Fieldbrook 1-2772

Thomas Sheridan, 125 North St., McDonald, Pa. McDonald 8663

Senior High School, R. D. #1, Oakdale, Pa. Imperial 7316

Anthony J. Miklausen, Prin. R. D. #1, Imperial, Pa. Imperial 8040

Charles Burin, R. D. #1, Imperial, Pa. Imperial 8076

Anne Elizabeth Colquitt, 3329 Dawson St., Pittsburgh 13, Pa. MUSEUM 2-5192

Mary Conley, R. D. #1, McDonald, Pa. McDonald 2191

Albert Flocco, 2011 Crafton Blvd., Crafton, Pgh. 5, Pa. Walnut 1-2864

G. Virgil Hutchison, Imperial, Pa. Imperial 4291

Joseph J. Klimchak, 700 Hemlock Dr., Aliquippa, Pa. Essex 5-2526

Elizabeth McGill, 38 Hastings Ave. Oakdale, Pa. Oakdale 6773

Irene Park, 846 Washington Ave., Carnegie, Pa. Carnegie 3124

Craig Rohm, R. D. #1, Oakdale, Pa. Imperial 6951

Elizabeth Stewart, R. D. #1, Imperial, Pa. Imperial 4545

Teachers of Special Subjects

W. C. McFarland, ART, R. D. #1, Oakdale, Pa., Imperial 5921

Edward Sarachine, ART, 140 Station St., McDonald, Pa. McDonald 4611
(Elsie Gilles)

Anna A. Boxel, MUSIC, Box 159, Charlton Hghts., Coraopolis, Pa. Co 4-0280

Frederick DelMonte, MUSIC, 850 Deely St., Pittsburgh 17, Pa. Hazel 1-3617

D. Stewart Morgan, MUSIC, R. D. #1, Imperial, Pa. Murdocksville 5-R-13

Louis V. Rocereto, MUSIC, 56 Woodhaven Drive, Pittsburgh 28, Pa. LEhigh 1-7792

Joe P. DeMichela, IND. ARTS, 46 Calvert St., Bridgeville, Pa. Bridgeville 247 J

Thomas R. Marriott, Jr., IND. ARTS, 804 Bauman Ave., Baden, Pa. Baden 9-5732
(A. Anderson)

H. Thomas George, PHYS. ED., Imperial, Pa. Imperial 4444

George N. Allison, PHYS. ED., Imperial, Pa. Imperial 4251

Mildred Kersnick, PHYS. ED., R. D. #1, McDonald, Pa. Midway 5-R-12

Alexander Kramer, DRIVING, Noblestown, Pa., Oakdale 6356

LaVerne Reibel, PHYS. ED., 418 Arabella St., Pittsburgh 10, Pa. HEmlock 1-4547
Carlton E. Dietterich, AGRICULTURE, Box 736, Imperial, Pa. Imperial 7322
Gloria Hower, LIBRARIAN, Box 231, R. D. #4, Coraopolis, Pa. CO 4-3585
Albert Pokol, LIBRARIAN, 117 Castner Ave., Donora, Pa. or Imperial, Pa.
Imp. 4444

Margaret Long, HOME EC., R. D. #1, Imperial, Pa. Imperial 5302
Betty J. Barbour, HOME EC., 2210 Los Angeles Ave., Pgh. 16, Pa. Lehigh 1-4112
Irma Allinder, SPEC. ED., R. D. #2, Coraopolis, Pa. Imperial 5480
Edna Donaldson, SPEC. ED., R. D. #4, Charlton Hghts., Coraopolis, Pa. Co 4-3059
Paul Williamson, SPEC. ED., 3204 Faronia St., Pittsburgh 4, Pa. WALnut 1-1991
Anna C. Krapf, SPEC. ED., 568 Sickles St., Pgh. 21, Pa. CHURchill 1-8708

HEALTH PERSONNEL

Health Officer

Chas. W. Saladin, 213 Anthony St., Pittsburgh, Pa. EVerglade 1-0803

Dental Examiners

Dr. L. W. Drugmand (Clinician), Imperial, Pa. Imperial 8261
Dr. W. D. Kennedy (Clinician), Imperial, Pa. Imperial 7384
Dr. W. W. Robertson, Oakdale, Pa. Oakdale 9492

Medical Examiners

Dr. Joseph C. Noah, Imperial, Pa. Imperial 7315
Dr. Eugene Hodgson, Oakdale, Pa. Oakdale 3011

School Nurses

Sarah E. Yankel, Imperial, Pa. Imperial 5191
Antoinette Hanna, 20 Elmwood St., Pittsburgh 5, Pa. WALnut 1-3331

Home and School Visitor

Mary Rhea, Imperial, Pa. Imperial 7387

NON-PROFESSIONAL PERSONNEL

School Secretaries

Mrs. Grace Drugmand, Imperial, Pa. Imperial 7223
Mrs. Rose Crowden, R. D. #1, McDonald, Pa. Imperial 5397
Mary Bastaroli, R. D. #1, McDonald, Pa. Imperial 5681
Laurabelle McCoy, Oakdale, Pa. Oakdale 5331

Custodians

Howard L. Ackman, R. D. #1, Oakdale, Pa. Oakdale 5071
Max Bozick, Tyre, Pa. Imperial 5387
Vincent Cameron, 321 Maple Ave., Oakdale, Pa. Oakdale 3564
B. M. Clark, Oakdale, Pa. Oakdale 3674
Frank Delamontagne, Sturgeon, Pa. McDonald 6686
Peter Greck, Tyre, Pa. Imperial 5387
Richard Hastings, R. D. #1, Imperial, Pa. Murdocksville 2-R-14
James McKnight, R. D. " Oakdale, Pa. Imperial 4731 (Near)
Wilson Stewart, Clinton Ave., Oakdale, Pa. Oakdale 3191

Matrons

Mary Gazda, Imperial, Pa. Imperial 4051
Lena Miller, R. D. #1, Coraopolis, Pa. Imperial 4432

Bus Drivers,

Dale Wilson, Clinton, Pa., Imperial 8010
John Wilson, Jr., Clinton, Pa., Imp. 8013
Carson Leber, Clinton, Pa., Imperial 6413
Roy Gould, Jr., Clinton, Pa. Murdocksville 4503
Russel Gray, R. D. #2, Coraopolis, Pa.
Lester Rhodes, R. D. #1, Clinton, Pa.
August Carly, Sturgeon, Pa., McDonald 5616
Mathew Pangarsis, McKee Rd., R. D. #1, Oakdale, Pa., Oakdale 3758
George A. Wollerton, 306 Western Ave., Oakdale, Pa., Oakdale 4223
Tony Romiti, Box 38, Noblestown, Pa., Oakdale 4351
Chalmers H. Harbison, R. D. #1, Oakdale, Pa., Oakdale 3262
Harry Zirwas, Oakdale, Pa., Oakdale 4701 or 6621
Clyde R. Wintersgill, Box 263, R. D. #1, Coraopolis, Pa., Imperial 5059 or 5043
Stewart Campbell, R. D. #1, Oakdale, Pa., Oakdale 4029
Henry Carl, 117 Union Ave., Oakdale, Pa. Oakdale 3121

Bus Contractors

Roy N. Lorish, 49 Lindshaw Ave., Pgh. 5, Pa. Walnut 1-0187
Bus Station, Oakdale 5638
John A. Wilson, Clinton, Pa. Imperial 8013
Glenn Devitt, R. D. #1, Hookstown, Pa. Frankfort Springs 18-R-4

BOARDS OF SCHOOL DIRECTORS, OFFICERS, SOLICITORS

Findlay Township

President - Dr. W. D. Kennedy, Imperial, Pa. Imperial 7384
Vice-President - Dr. L. W. Drugmand, Imperial, Pa. Imperial 8261
Secretary - Phyllis Trautman, R. D. #1, Clinton, Pa. Imperial 4005
Treasurer - James C. Trotter, R. D. #1, Imperial, Pa. Imperial 7240
Member - B. H. Younger, Imperial, Pa. Imperial 7374
Solicitor - Herbert Hahn, First National Bank Bldg., Pgh., Pa. Atlantic 1-1780
Tax Collector - Mrs. Josephine Trievel, Clinton, Pa. Murdocksville 039

North Fayette Township

President - Harold L. Craig, Noblestown, Pa., Oakdale 3092
Vice-President - Edward Ackman, R. D. #1, Oakdale, Pa. Imperial 6264
Secretary - James M. Maglich, R. D. #1, Oakdale, Pa. Imperial 8562
Treasurer - Henry J. Kelly, Noblestown, Pa., Oakdale 3311
Member - Chalmers H. Harbison, North Branch Rd., Oakdale, Pa. Oakdale 3262
Solicitor - John P. Hester, 1209 Grant Bldg., Pgh., Pa. Grant 1-8888
Tax Collector - Mrs. Michael Gerstner, Imperial, Pa., Imperial 8724

Oakdale Borough

President - Lee L. Pendleton, 405 E. State St., Oakdale, Pa. Oakdale 9454
Vice-President - Wilbur W. Bradburn, Oakdale, Pa. Oakdale 3271
Secretary - Raymer E. Lins, 62 Fayette St., Oakdale, Pa. Oakdale 4433
Treasurer - John A. Young, 229 Fayette St., Oakdale, Pa. Oakdale 9455
Member - Harry L. Stewart, Oakdale, Pa. Oakdale 3601
Solicitor - John M. Shane, 918 Berger Bldg., Pgh., Pa. Atlantic 1-8766

PARENT-TEACHERS ASSOCIATIONS

Findlay Township

Clinton P. T. A. - Mrs. Genevieve Eaton, R. D. #1, Imperial, Pa. Mdksvlle 1105
Imperial P. T. A. - Mrs. Chas. Ewing, Imperial, Pa. Imperial 8181

North Fayette Township

Pike P. T. A. - Mrs. Ethel Noah, Imperial, Pa. Imperial 7315
Champion P. T. A. - Mrs. Carl Lutz, R. D. #1, McDonald, Pa. McDonald 8727

Oakdale Borough

Oakdale P. T. A. - Mrs. Paul Sturgeon, Oakdale, Pa. Oakdale 5942

VOLUNTEER FIRE COMPANIES

Findlay Township

Imperial Volunteer Fire Dept., Hillard Beitsinger, Pres., Imperial, Pa.
Imperial 7245 EMERGENCY--Call Imp. 7347

Oakdale Township

Oakdale Volunteer Fire Dept. Felix Mackey, Secy., 355 Center Ave.,
Oakdale, Pa., Oakdale 6393 EMERGENCY--Call 9445

MISCELLANEOUS CIVIC AND SOCIAL ORGANIZATIONS

Findlay Township

American Legion, Mr. John Cheesborough, Commander, Wesloski-Hays Post #335,
R. D. #1, Imperial, Pa. Imperial 4556
Clinton Boy Scouts, Robert Kittle, Clinton, Pa., Imperial 5323
Clinton Civic Club, Mr. Carson Leber, Pres., Clinton, Pa., Imperial 6413
Imperial Boy Scouts, Mr. Walter Robertson, Coraopolis, Pa., Co. 4-1444
Imperial Garden Club, Mrs. George Wilmot, Pres., Clinton, Pa. Imp. 4523
Lions Club of Imperial, Rev. Raymond Touvell, Pres., Imperial, Pa. Imp. 4301
Montour Valley Grange, John McMichael, Pres., R.D.#1, Oakdale, Pa. Imp. 5054
Jr. Order of American Mechanics, Everett McClellan, Noblestown, Pa. Oak. 4081
Daughters of America, Margaret Smith, Counselor, Imperial, Pa. Imp. 8452
Ladies Auxiliary of American Legion, Mrs. Leona McNees, Pres., Imperial, Pa.
Imperial 4131
Veterans of Foreign Wars, Steve Kovach, Commander, Imperial, Pa. Imp. 5523
Girl Scouts of Clinton and Imperial, Mrs. Leola Hansen, Clinton, Pa. Imp. 4003
Ladies Auxiliary of Veterans of Foreign Wars, Mrs. Millie Kerin, Pres.
R. D. #1, Oakdale, Pa. Imperial 8561

North Fayette Township

Civic Association, Mrs. Florence Uffelman, Pres., R.D.#1, Oakdale, Pa. Imp. 6031
North Fayette Garden Club, Mrs. W. V. Ritchie, 216 Hastings Ave., Oakdale, Pa.
Oakdale 3862
Slovenic Beneficial Union, Frank Augustin, Pres., Imperial, Pa., Imp. 5804
Sturgeon Eagles, Albert Pieron, Secy., Box 233, Sturgeon, Pa., McD. 4504
AAA Club, Lucian Chauvet, Pres., Noblestown, Pa., Oakdale 5057

Oakdale Borough

American Legion, Mr. Charles Langston, Commander, R. D. #1, Oakdale, Pa.
Oakdale 6586
Kiwanis Club, Mr. John Mathewson, Oakdale, Pa. Oakdale 9475
Civic Club, Mrs. William Sturgeon, Pres., Oakdale, Pa. Oakdale 9442
Girl Scouts, Mrs. Raymer Lins, 612 Fayette St., Oakdale, Pa., Oakdale 4433
Travel Club, Mrs. Margaret Knepper, Oakdale, Pa. Oakdale 3271
Masons, Robert W. Logan, R. D. #2, Coraopolis, Pa. Imperial 5551

TOWNSHIP SUPERVISORS AND BOROUGH COUNCIL IN JOINT SCHOOL AREA

Findlay Township

J. Stewart Purdy, Imperial, Pa. Imperial 7371
Howard T. Armour, R. D. #1, Imperial, Pa., Imperial 6510
John H. Uffelman, Imperial, Pa. Imperial 4461

North Fayette Township

Arthur Rank, Sturgeon, Pa., McDonald 6341
Jos. Leonard, North Branch Road, Oakdale, Pa., Oakdale 5961
Eugene McKnight, Tyre, Pa., Imp. 6492

Oakdale Borough

M. C. Morgan, 61 Hastings Ave., Oakdale, Pa., Oakdale 4061 (Burgess)
E. M. Mitchell, 215 State St., Oakdale, Pa., Oakdale 4232
Harold McLean, 102 Union Ave., Oakdale, Pa., Oakdale 9497
C. R. Beaumont, 221 Western Ave., Oakdale, Pa., Oakdale 6263
E. W. Beaumont, 128 W. State St., Oakdale, Pa., Oakdale 5192
Albert Shenkel, Highland Ave., Oakdale, Pa., Oakdale 4482
E. L. Dunbar, 10 Vincennes Ave., Oakdale, Pa., Oakdale 6345
W. A. Moore, State St., Oakdale, Pa., Oakdale 4543 (Treasurer)
M. G. Osmond, 245 State St., Oakdale, Pa., Oakdale 5183 (Policeman)
H. O. Carl, 117 Union Ave., Oakdale, Pa., Oak. 3121 (Water Commissioner)
R. Robinson, 205 Spring St., Oakdale, Pa., Oakdale 3704 (Street Commissioner)

CAFETERIA HELP AND CONCESSION WORKERS

Cafeteria

Junior High School

Mrs. Willette Hoshauer, R. D. #1, Imperial, Pa. Imperial 5204
Mrs. Robt. Wilson, Ch. Robinson Rd., Imperial, Pa. Imperial 8905
Mrs. Rose Bruno, Imperial, Pa. Imperial 8923
Mrs. Jos. Cherin, Imperial, Pa. Imperial 7236
Mrs. Lewis Wilson, Imperial, Pa. Imperial 6912

Senior High School

Mrs. Ethel Noah, Ch. Imperial, Pa. Imperial 7315
Mrs. H. L. Ackman, R. D. #1, Oakdale, Pa. Imperial 5071
Mrs. Norman Atkins, R. D. #1, Oakdale, Pa. Imperial 5054
Mrs. J. R. Kelse, R. D. #1, McDonald, Pa. Imperial 4041
Mrs. Edna Lutz, R. D. #1, Oakdale, Pa. Imperial 6660
Mrs. Richard Manson, R. D. #2, Coraopolis, Pa. Imperial 8542

Clinton School

Mrs. Helen Moody, Clinton, Pa. Imperial 6411
Mrs. Genevieve Eaton, Ch. R. D. #1, Imperial, Pa. Murdocksville 1105
Miss Lulu Gould, Clinton, Pa. Imperial 4099
Mrs. Carl Cain, R. D. #1, Clinton, Pa. Imperial 6573

Oakdale School #1

Mrs. Andy Yamber, Ch. 380 Western Ave., Oakdale, Pa. Oakdale 5312
Mrs. Donald Pollock, Third St., Oakdale, Pa. Oakdale 4694

Oakdale School #2

Mrs. Andy Yamber, Ch. 380 Western Ave., Oakdale, Pa. Oakdale 5312
Mrs. J. E. Latshaw, R. D. #1, Oakdale, Pa. Oakdale 5064

Champion School

Mrs. Julia Kimmel, Ch. v R. D. #1, McDonald, Pa. McDonald 8121

Mrs. Joseph Descutner, Sturgeon, Pa. McDonald 8081

Mrs. N. Blanc, Sturgeon, Pa. McDonald 2197

Concession Workers

Senior High School

Mrs. Charles Uffelman, R. D. #1, Oakdale, Pa. Imperial 6031

Junior High School

Mrs. C. L. Leonard, Imperial, Pa. Imperial 8852

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made and entered into this twenty-second day of July 1949, by and between the School Districts of FINDLAY TOWNSHIP, NORTH FAYETTE TOWNSHIP, and OAKDALE BOROUGH, all of the Commonwealth of Pennsylvania.

WITNESSETH AS FOLLOWS:

1. WHEREAS, the Boards of School Directors of the aforesaid School Districts are desirous of furnishing the best possible educational opportunities for the school children of these districts at the most reasonable costs, and,
2. WHEREAS, the respective Boards realize that the operation of such larger unit will be more efficient and to better advantage of each of the component Board individually, and,
3. WHEREAS, it is deemed advisable for the School Directors of the respective School Boards, aforesaid, to establish a Joint Board for the operation of all grades and pupils under the authority and in accordance with the provisions of Section 1701 and 1708 inclusive, of Article XVII of the Public School Code of 1949, as amended and now existing, to be operated and maintained by the Boards of School Directors of the said School Districts meeting jointly and exercising the same power and authority over the same as the said several Boards had exercised over the schools in their respective districts, and,
4. WHEREAS, the members of the component Boards desire to operate as a Joint School Board in a Joint School System under the provisions of the Public School Code of 1949 as amended, and,
5. WHEREAS, at meetings the Boards of School Directors of each of the aforesaid School Districts did authorize by a majority vote the execution of the following contract, and thereafter the Joint Board in session by a majority vote of each did authorize the execution of the following contract as of the date first above written.

NOW THEREFORE IT IS AGREED by and between the said School Districts that a Joint School System, including elementary public schools, high schools, or any other kind of schools or departments, be established and maintained by the aforesaid School Districts in the manner and upon the terms following, to wit:

1. That the said School Boards of all the said School Districts of FINDLAY TOWNSHIP, NORTH FAYETTE TOWNSHIP, AND OAKDALE BOROUGH, respectively, all of Allegheny County, Pennsylvania, do hereby establish a Joint School composed of all the Boards of the cooperating districts to be maintained and operated by the said School Districts and the affairs thereof to be

supervised and directed by the meeting jointly of the School Boards of the said respective School Districts, in the same manner as the affairs of the respective School Districts have been managed.

2. The Joint School System shall be known as the West Allegheny Joint Schools and the Joint Board as the West Allegheny Joint Board.

3. That the said School boards of all said districts shall meet jointly at least once a year, for the purpose of employing the necessary teachers and other personnel for such joint school or department, and fixing the salaries of the same, and at such joint session they shall elect, from the treasurers of their respective districts, one who shall act as the treasurer of the Joint Schools, to whom shall be paid by the several districts, the amount agreed upon to be contributed by each district for the support of the Joint Schools.

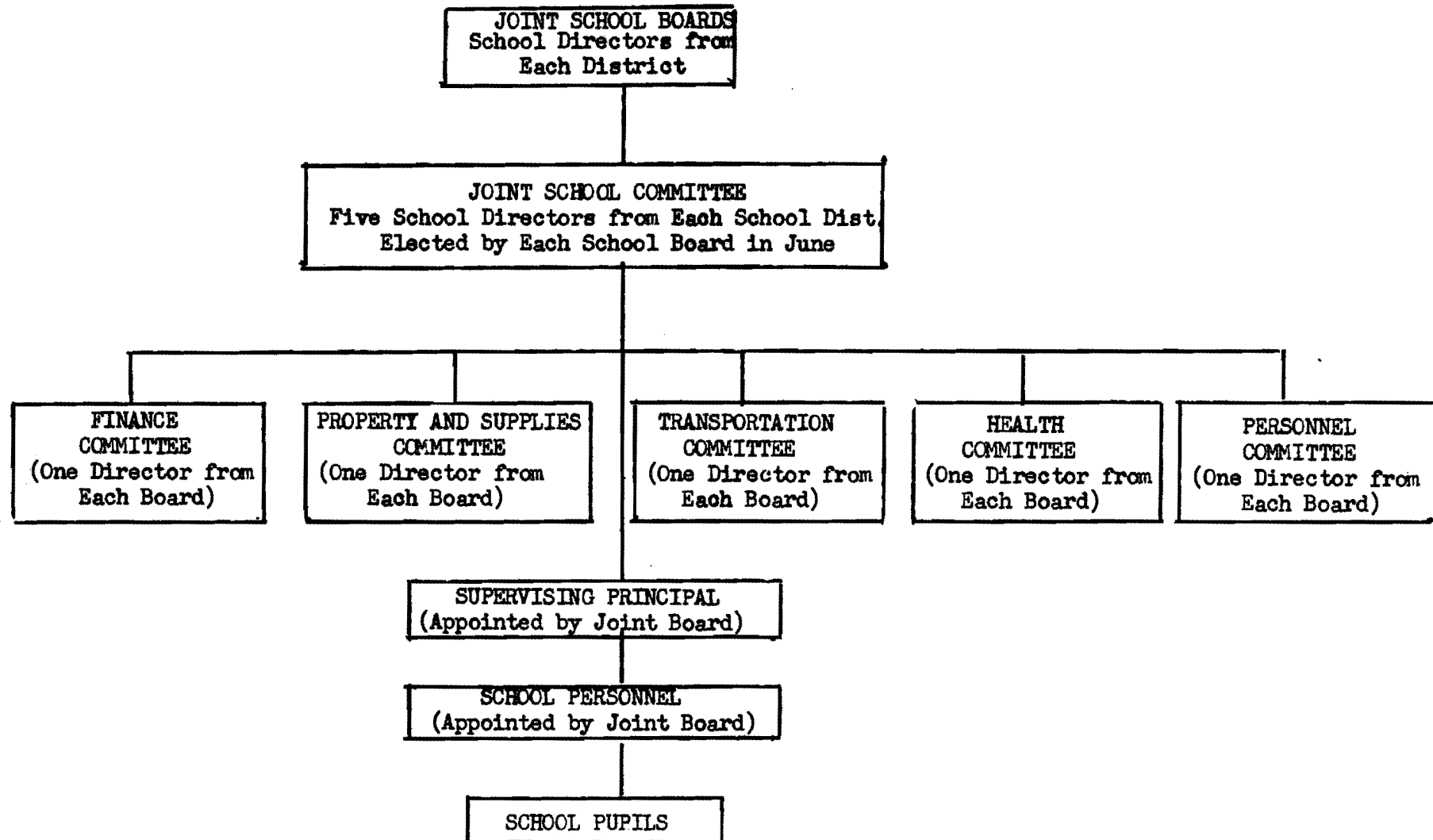
4. That the affairs of the Joint Schools shall be delegated to a Joint School Committee, composed of five members from each of the component boards, elected annually, during the month of June by each Board, which Committee shall have the powers and duties, and be subject to all the liabilities, with reference to the supervision, maintenance and regulation of the Joint Schools as are now or may be conferred or imposed by law upon school boards generally, excepting such duties as are herein reserved to be exercised by the several boards meeting in joint session and subject to recommendations by the Standing Committees. The Joint School Committee shall organize annually, prior to the first Monday in July, by electing from its members a president, vice-president, and secretary, and shall meet on the second Wednesday of each month for regular monthly meetings and on such other dates and at such places as may be mutually agreed upon by a majority action of the said Joint School Committee at any regular meeting thereof. (Amended March 11, 1952)

Standing Committees for Finance, Property and Supplies, Transportation, Health and Personnel shall be organized in the following manner: the Joint School Committee shall annually, at the next regular meeting following its annual organization, appoint from its membership the chairman of each of the Standing Committees. Each School District shall be entitled to at least one chairmanship. The president, secretary, and treasurer shall not be appointed by the chairmanship of a Standing Committee. The other members of the Standing Committees shall be appointed annually by the component Boards at their respective June meetings and each component Board shall be entitled to have one member on each of the Standing Committees. The Standing Committees shall submit their recommendation to the Joint School Committee before final action can be taken on any particular problem by the Joint School Committee.

5. Other committees in addition to the Standing Committees may be appointed by the Joint School Committee for the investigation and determination of any problem not properly within the scope of the Standing Committees provided, however, that any of such additional committees shall be composed of at least one member from each component Board.

6. It is agreed that the Joint Board shall operate under rules and regulations to be mutually agreed upon, and to be revised from time to time.

ORGANIZATION OF
WEST ALLEGHENY JOINT SCHOOLS



Such rules and regulations shall relate to school board organization, duties of personnel, pupil regulation, transportation, use of buildings, and other matters.

7. In accordance with the authority given in Section 805 of the Public School Code of 1949, the supervising principal shall be designated as the purchasing agent of the Joint School Board, under supervision of the Joint School Committee.

8. Said Joint School System shall be operated by the Joint Board of School Directors in accordance with the School Laws of Pennsylvania in such buildings as are now in existence and in buildings that may be erected, acquired, or leased.

CAPTIAL AND EXPENDITURES

1. "All costs of Current Expense of the said Joint School System as given under the proper item in the uniform Pennsylvania School financial accounting system shall be divided among the aforesaid School Districts on a pro rata basis, that is that the initial payments throughout the year be made on the basis of the total enrollment of all children attending school from each of the said districts as of October 1, and that the final payment for the year shall be on the basis of the average daily membership for the year of the pupils from each district, elementary and secondary school costs to be computed separately." (Amended January 14, 1953)

2. All costs of Capital Outlay of said Joint School System shall be divided among the aforesaid School Districts on the basis of the assessed property valuation in each respective district, as of the date of the preparation of the annual school budget under which said capital outlay is authorized, provided that when the State Tax Equalization Board shall establish the market valuation of real estate in each district such market valuation shall be used instead of the assessed valuation.

3. The value of existing buildings, sites, equipment, and supplies shall be determined by a certified appraisal agency selected and paid by the district concerned, and thereafter said Joint Board shall cause said buildings, sites, and equipment to be reappraised every three years and all such buildings, sites, equipment, and supplies owned by the component districts shall be used by the Joint Board.

4. Fire insurance policies shall be procured for all joint board buildings and equipment on such percentage of value established by appraisal agency as herein before provided as shall be determined by the Joint Board. In case any building or equipment used in the operation of the Joint Schools shall be wholly or partially destroyed by fire, tornado, explosion, or otherwise, the proceeds paid for such loss shall be paid by the district receiving them toward the cost of replacement or repairs, and any additional amounts required to complete a new building or to repair any damage resulting from fire or other cause, over and above insurance proceeds received, shall be contributed by several school districts comprising the Joint School System as set forth in Paragraph 2 above. All equipment, title to which is taken or remains in the several districts and which is destroyed by fire or otherwise, shall likewise be covered by this rule.

5. It is further agreed that the cost of new buildings, sites, and equipment, as well as new additions to existing buildings, shall be apportioned as outlined in Paragraph 2 of this title regardless of the district in which erected; provided that upon dissolution of the district in which erected; provided that the said Joint Board or withdrawal of one or more districts settlement shall be made to contributing district or districts on the same proportion as the assets were acquired, but based upon the valuation at the time of withdrawal. If the component Boards cannot agree, a board of three appraisers shall be appointed by the State Superintendent of Public Instruction which shall fix the values of such buildings, sites, and equipment, and whose decision shall be final.

6. Each of the several school districts comprising the West Allegheny Joint Schools shall be responsible for its present bonded or contracted indebtedness, and the Joint School System shall not assume any such bonded or contracted indebtedness unless expressly agreed upon in writing among the several school districts, except indebtedness for the lighting system on the North Fayette athletic field, shall be paid from receipts from athletic contests and rentals which are in excess of expenses of operation of athletics under the West Allegheny Joint School Board.

7. The expenses of maintaining said Joint School System shall be paid by warrant, drawn of the treasurer of said Joint System by the president and secretary of the Joint School Committee, as well as all expenses to maintain properly said Joint School System.

TRANSPORTATION

1. The Joint Board, under the supervision of the Joint School Committee and upon the recommendations of the Standing Committee on Transportation, shall organize, supervise, and administer the transportation service, the cost of which shall be prorated among the participating districts, subject to the approval of the County Board of School Directors and the State Council of Education, as provided in Section 925 of the Public School Code of 1949.

SUPERVISION AND PROFESSIONAL MATTERS

1. The general administrative affairs of the Joint School System and of the Joint Board shall be under the direction of a supervising principal. He shall assume direct responsibility for the Joint Board in the execution of policies determined by them. He shall be responsible, through delegation of detailed duties to the necessary assistants for the educational program of the Joint Schools.

2. In the formation of the Joint School System, it is agreed by the component boards of the Joint Board to retain all employees subject to any necessary reassignment as recommended by the supervising principal and the Personnel Committee, with the approval of the Joint School Board. It is further agreed by the said Boards that any numerical reduction which may be permissible for more practical operation shall be effected by

rearrangement and by reassignment in the normal course of changing personnel due to the usual amount of yearly resignations and teacher turnover.

3. Upon the formation of the Joint School System, salary schedules of the component Boards shall be examined by the Personnel Committees and the supervising principal and any iniquities in salary schedules shall be rectified with the approval of the Joint School Board.

OTHER MATTERS

1. These Articles of Agreement may be modified or supplemented at any time by a majority affirmative vote of each component Board.

2. This Agreement shall continue in full force and effect for a period of five years, from July 1 _____, 1949, and shall automatically become effective thereafter for five year periods unless one component board notifies all other component boards of its intention to withdraw at least two years prior to the expiration of a five year period, or upon the affirmative vote of the voters of the respective districts to form a union district under the provision of the Public School Code of 1949 as amended. Upon the formation of a union district, the regulations applying to a union shall become the articles of agreement and any of the foregoing which may be incompatible with the same shall be declared void.

IN WITNESS WHEREOF the parties hereto intending to be legally bound have caused this Agreement to be signed in the names of the respective School Districts by the Presidents thereof and attested by the respective Secretaries, and have caused their respective seals to be hereunto affixed, the date above written.

<u>NAMES</u>	<u>OFFICE</u>	<u>SCHOOL DISTRICT</u>
J. H. Ferguson	President	Findlay Twp.
Jay V. Stewart	Secretary	Findlay Twp.
T. L. Noir	President	North Fayette Twp.
Elva Dufour	Secretary	North Fayette Twp.
Robert F. Little	President	Oakdale Borough
Anna E. Dunbar	Secretary	Oakdale Borough

FINANCE

School Board	Supervising Principal	Principal	Teacher
Consider carefully the budget prepared by the supervising principal, recommend any changes thought necessary, and finally adopt the original or revised budget when it meets with the approval of the board.	Prepare an annual school budget and present it to the board for approval. Make a monthly report concerning the condition of the budget.	Prepare and forward to the Supervising Principal such budgetary information as is requested by the Supervising Principal.	Cooperate with the principal in the preparation of budgetary information.
Adopt salary schedules for teachers and other employees of the board.	Prepare a salary schedule to be approved by the board. Administer the salary schedule.	Recommend to the supervising principal proposed changes in the salary schedule.	Recommend to the principal proposed changes in the salary schedule.
Direct the supervising principal to establish an adequate system of financial accounting and to propose systems for payroll procedure and insurance.	Present uniform system of financial accounting for the approval of the board, and when approved, administer the system. Institute and supervise a system of payroll procedure and develop an adequate insurance system for the schools.	Be responsible for the internal financial accounting system for his school.	Cooperate with the principal in the administration of the internal financial accounting system of the school.
Meet with the school auditors and cause to be printed and distributed an annual report or reports showing in detail the receipts and expenditures of each fiscal year and such other matters as may be of interest to the citizens of the school.	Make an annual report and such other reports as are required by law or by rules and regulations of the local board of education.	Be guided in making requisitions for purchases by the budget for the individual school.	Cooperate with the principal in the preparation of the annual report of the school.

SUBSTITUTE TEACHER SERVICE

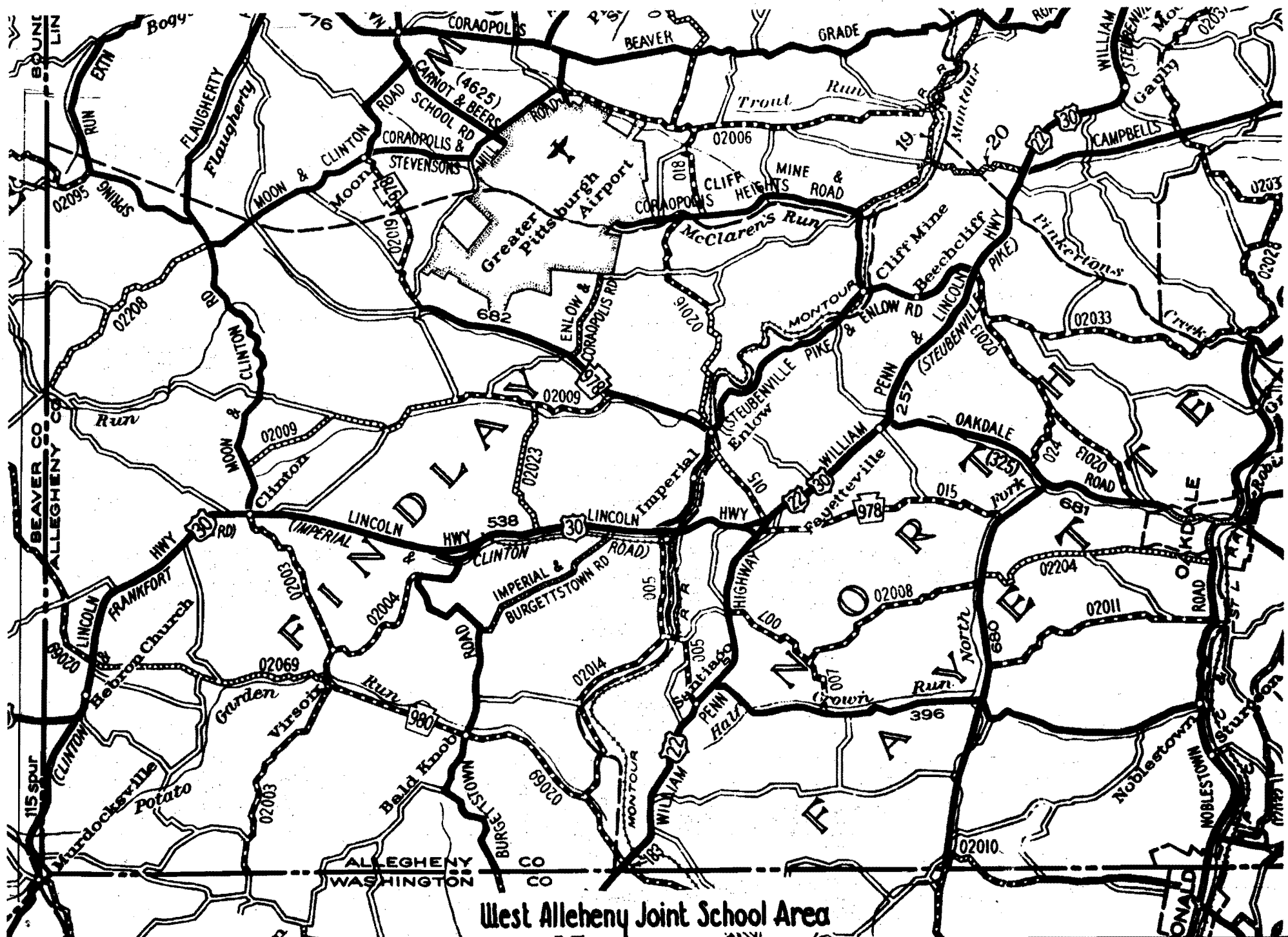
School Board	Supervising Principal	Principal	Teacher
<p>Appoint and contact with qualified teachers who have been recommended by the supervising principal of schools to act as substitute teachers.</p> <p>Approve the duties of substitute teachers. Determine policies concerning the conditions under which substitute teachers may be used, whether the teacher or the district shall bear the expense, and the relationship of substitute teachers to other members of the staff.</p>	<p>Nominate qualified teachers to act as substitute teachers. Formulate the duties of substitute teachers for the approval of the board.</p> <p>Formulate for the boards adoption policies concerning substitute teachers.</p>	<p>Make recommendations to the supervising principal for the nomination of qualified teachers to act as substitute teachers in the school to which he is assigned.</p> <p>Assist the Supervising principal in formulating the duties of substitute teachers. Assist the supervising principal in formulating for the board's adoption policies concerning substitute teachers.</p> <p>Substitutes are furnished on call by the building principal and released by the building principal when the term of service is ended.</p> <p>Principals are responsible for sending to the secretary a list of days absences of teachers and substitutes each month.</p>	<p>Assist the principal in formulating the duties of substitute teachers. Make suggestions to the principal concerning substitute teachers policies.</p> <p>Plan books should be kept two weeks in advance. In case of absence the substitute teacher will be able to carry on the regular routine.</p> <p>At the beginning of each term instruct pupil as to conduct when a substitute is required.</p> <p>If unable to report for duty notify the principal or his associate as soon as possible stating reason for absence.</p>

CLASSIFICATION, PROMOTION AND TRANSFER OF PUPILS

School Board	Supervising Principal	Principal	Teacher
Approve the policies concerning pupil classification, promotion and transfer of pupils as recommended by the Supervising Principal.	Recommend to the board practices and conditions for the classification, promotion and transfer of pupils.	Recommend to the Supervising Principal changes desired in classification and promotion of pupils.	Recommend to the principal pupils that may benefit by reclassification, promotion or transfer. Carry out the policies of the board regarding classification, promotion and transfer of pupils.
	Carry out the policies of the board regarding classification, promotion and transfer of pupils.	Recommend the transfers necessary to provide overcrowding and recommend the transportation needed.	Keep accurate records concerning attendance, residence and new entrants and withdrawals during the school year.

EXCEPTIONAL PUPILS

School Board	Supervising Principal	Principal	Teacher
Approve the plan of the superintendent to care for individual differences of children.	Formulate and put into effect, after approval by the board, a plan of organization which takes into account the individual differences of pupils.	Put into effect, after approval by the board, a plan of organization in his school which takes into account the individual difference of pupils.	Under the direction of the principal make such adjustments as are necessary to care for the individual differences of the children under his direction.
Consider the recommendations of the superintendent concerning atypical children and determine the policies needed in the light of these recommendations.	Have general over-sight of the program for speech defectives, mentally handicapped, blind, deaf, or crippled children.	Have direct over-sight of the program for speech defectives, mentally handicapped, blind, deaf, or crippled children in his own school.	Under the direction of the principal, cooperate when requested.
Should make budgetary plans for all exceptional pupils.	Supervising Principal should review plans that will provide for educational opportunity for all exceptional pupils both handicapped and those with special ability.	Shall cooperate with the Supervisor of Special Education or other Specialist working with the child.	The teacher shall make recommendations to the Principal concerning any pupil in need of special care or direction.
	Make recommendations to the Board for necessary personnel and equipment for such program and have oversight of the program.	Shall recommend to the Supervising Principal or to the Board a plan of instruction for exceptional pupils such as homebound instruction, exclusion from school, postponement of admittance or inter-communication system with executone, special transportation for crippled children or sight-saving classes, extra courses or enriched program for exceptional pupils.	



West Allegheny Joint School Area