



Chester County Intermediate Unit

SUBSTITUTE HANDBOOK
2009-2010 SCHOOL YEAR

Important Email Addresses and Telephone Numbers

AESOP 1-800-942-3767
<http://www.aesoponline.com>

Joanne Redden 484-237-5087
AESOP Operator JoanneR@cciu.org
5:30AM – 12:30PM (and evening)

Caitlin Navarro 484-237-5292
Assistant AESOP CaitlinN@cciu.org
Operator
6:30AM – 2:30PM

Pat McLaughlin 484-237-5088
Assist. Director of PatM@cciu.org
Human Resources

Welcome to the Chester County Intermediate Unit

Welcome to the Chester County Intermediate Unit (CCIU). As a CCIU substitute teacher, you are an integral and valuable member of Chester County's educational community.

CCIU substitute teachers work in regular and special education classes throughout the county. In addition to intermediate unit programs and schools, CCIU provides substitute teachers to the Coatesville Area, Owen J. Roberts and West Chester Area School Districts, Graystone Academy and the Montgomery School. As a result, by joining CCIU's substitute teaching staff, you will have a greater opportunity for steady employment.

Although CCIU is the largest provider of special education services in the county, when accepting an assignment for a school district, you will most likely be assigned to a regular education class. However, when accepting an assignment for an IU program or school, you may be given a class in which the students have severe emotional, physical and/or mental disabilities.

CCIU is one of 29 intermediate units created by the Pennsylvania General Assembly in 1971. We provide over 124 programs and 300 services that directly and indirectly benefit approximately 85,000 students. Our programs include: instructional, remedial and enrichment services for regular, occupational and special education students and staff.

CCIU operates seven schools, including:

- the Child and Career Development Center, a school for children, aged 5-21 years old, with severe emotional, physical and/or mental disabilities;
- the Chester County Alternative Education Program, a school for students in grades 5-12 with severe behavioral issues;
- the Center for Arts and Technology Brandywine Campus and Pickering Campus, the county's two occupational high schools;
- the Chester County Technical College High School, offers career and technical programs for high school students and associate degree programs to college students;
- the Chester County High School, a school for students who have dropped out of high school and now wish to return and earn their high school diploma; and
- the Chester County Middle College High School, a high school for students who are academically able who are not achieving their full potential in the traditional high school setting.

CCIU also operates cross-district special education classes for students with less severe handicaps, which are located throughout the school districts. CCIU also has programs at Embreeville State Hospital and the Human Services Building.

CCIU teachers and instructional assistants are highly dedicated educators committed to providing quality education for all children. We trust you will add a new dimension of professionalism to an already exemplary staff. We solicit your suggestions and want to know your concerns. Please keep us informed so we may provide the support you need to ensure your success and the success of our children. Together we can create a foundation that will be built upon for years to come.

Patricia A. McLaughlin

Patricia A. McLaughlin
Assistant Director of Human Resources

RESPONSIBILITIES OF A SUBSTITUTE TEACHER AND SUBSTITUTE INSTRUCTIONAL ASSISTANT

1. Be knowledgeable regarding the contents of this handbook and keep it available for ready reference.
2. Arrive at school on time. You are expected to make every effort to report to your assignment at the time given to you by AESOP. We realize that unforeseen circumstances may delay you from time to time. Please contact Caitlin Navarro if you will be late for a job so we can relay this information to the school.
3. Report to the school's main office promptly upon arrival for instructions regarding the school routine, bulletins, and possible schedule changes and to determine if you have any duty assignments (cafeteria, hall, etc).
4. Follow the regular teacher's lesson plan and schedule as closely as possible and perform all duty assignments and responsibilities of the regular teacher. Check to see if the classroom teacher has left special instructions for you on the AESOP System.
5. Remain until the end of the established regular teacher day or dismissal time established by the principal. We request that you do not leave the building during planning periods or lunch period.
6. Seek help if it is needed.
7. Familiarize yourself with the school's emergency procedures.
8. Deposit in the office any money or property which is collected from the students for any purpose. A report listing the name and amount or item should be attached.
9. Check the regular teacher's mailbox periodically during the day.
10. Leave the classroom neat and orderly. Correct, organize and label completed class-work with an appropriate explanation for the regular teacher.
11. Leave a note for the regular teacher indicating accomplishments and any problems encountered. Some of our schools have specific forms for this purpose. In the case of an extended teaching assignment, the report should be more comprehensive.
12. Bring your "bag of tricks" in case lesson plans are absent. (Note, however, that the most frequently voiced criticism concerning a substitute's performance centers around the fact that the lesson plan was not followed).
13. The classroom teacher's and school computers are not to be used unless permission is extended to you from the classroom teacher and/or other school authority.

14. Treat student records in a professional and confidential manner.
15. Be tactful and ethical regarding criticism of the school, students and teachers.
16. Inappropriate language, threatening statements, intimidations, or profanity used by substitutes will not be tolerated.
17. Make every effort to become knowledgeable regarding the district's goals, instructional program, policies and special services.
18. Occasionally, a school may re-assign you from the position you accepted to a position where they feel you are needed more. You will be expected to fulfill the assignment providing the assignment is within reasonable limits. Reasonable limits include: helping out in the offices, hall monitoring, cafeteria duties, recess and bus duties.
19. Smoking is prohibited on school premises.
20. Leaving school premises during the teacher's planning period is prohibited.
21. Cell phone use and reading of personal books and newspapers are prohibited during classroom time.
22. Immediately report to the school administration all incidents involving student injuries.
23. Your dress, grooming and personal cleanliness should always reflect a professional standard. The following pages outline the dress code guidelines for both women and men. Certain assignments may deviate from the standard dress code, such as physical education classes or field trips. In those cases, practical dress is expected.
24. Do not bring a personal computer with you to an assignment.
25. You should not take pictures of students unless you have received permission from the school administration.
26. Do not show any videos, or DVDs unless it is part of the classroom teacher's lesson plan or you have prior approval from the building administration.

GENERAL RULES OF CLASSROOM DISCIPLINE

1. Do not leave your classroom unattended. Try to be in the classroom when students arrive.
2. Be reliable and consistent. If you say you are going to do something, then carry it through.
3. Respect every student. Rules and written guidelines for conduct can never take the place of mutual respect.
4. Do not ignore poor behavior.
5. Do not favor one student over another. Watch that you do not create a "teacher's pet."
6. Use your voice to control behavior. Develop a strong, resolute tone that the students will recognize.
7. Show zero tolerance for put-downs in your classroom.
8. Do not try to speak over the students' talking. Do not try to drown the students out. Quiet them down before speaking.
9. Develop a routine for dealing with the students; for example, to ask or answer questions, students must put their hands up. If you do not use this routine, the question-and-answer process will quickly deteriorate into a blurting session, with students responding at inappropriate times and in an inappropriate manner.
10. Show zero tolerance for abusive behavior. The theme of respect for self, others and property should be adopted.
11. Seat behavior problems and potential behavior problems around your desk.
12. Keep behavior problems and potential behavior problems busy 100 percent of the time.
13. If a student from another class comes to your classroom door asking to speak to a student, find out if it is an emergency. If not, then do not allow the person at the door to disrupt your class further by talking to the student he or she has asked for.
14. Do not place students in the hall, out of your sight, to do work.
15. Show zero tolerance for swearing or foul language in your classroom.
16. Show zero tolerance for note passing.
17. Make your classroom a "junk-food-free zone." This includes gum, candy, potato-based chip products. Some students may react negatively to sugar and other chemicals (e.g., MSG) in junk food.

18. Expect to be tested by the students. They will push you as far as they can to define the limits of their behavior with you.
19. If you must ask for help from the school office on a "very often" basis, you had better reassess your discipline strategy.
20. If you have a sanction for a particular offense (e.g., swearing) given to one person, the next time you catch someone else with the same behavior, you must administer the same sanction.
21. When correcting tests while students are in the class, do not return them one by one corrected. Finish the entire set of tests, then give them back to the students. If you return them as they are completed one by one, this in itself will disturb the class.
22. If a problem occurred in the morning, it should be dealt with then. Resolution of the problem is less effective if you delay responding until later in the day.
23. Do not forget the five components of school rules. School rules must:
 - a. be fair
 - b. be consistent
 - c. respect rights and privileges
 - d. be understandable
 - e. be workable
24. Remember that people will act and react differently when in a group than when they are alone. Discipline techniques that may work when Johnny is alone may not work when he is with his friends.
25. The more organized you are, the better your discipline will be.
26. The more enthusiastic you are, the more enthusiastic the students will be. This will lead to better classroom management.

STANDARDS OF BUSINESS CASUAL DRESS FOR MEN

MEN'S CLOTHING ITEMS	OPTIONAL	NO
<u>Jackets</u>		
Suits	X	
Sport coats/blazers	X	
Fleece		X
Denim anything		X
<u>Accessories</u>		
Sweaters	X	
Vests	X	
Ties	X	
Leather belts	X	
Canvas belts	X	
Dress socks	X	
Casual socks	X	
White/athletic socks		X
No socks		X
Baseball caps		X
Denim anything		X
<u>Tops</u>		
Long-sleeved dress shirts	X	
Short-sleeved dress shirts	X	
Banded-collar dress shirts	X	
Long-sleeved sport shirts	X	
Short-sleeved sport shirts	X	
Flannel shirts		X
Turtlenecks	X	
Polo shirts (knit shirts)	X	
Sweatshirts		X
Monochrome T-shirts		X
Tank tops		X
Fleece		X
Denim anything (except CCIU logo shirts)		X
<u>Bottoms</u>		
Dress pants	X	
Khakis	X	
Jeans		X
Sweatpants		X
Walking shorts		X
Bermuda shorts		X
Denim anything		X
<u>Shoes</u>		
Lace-up leather dress shoes	X	
Leather walking shoes (leather soles)	X	
Dress boots	X	
Loafers	X	
Hiking boots		X
Boatshoes/topsiders	X	
Boots		X
Canvas shoes		X
Tennis shoes		X
Running shoes		X
Sandals		X

STANDARDS OF BUSINESS CASUAL DRESS FOR WOMEN

WOMEN'S CLOTHING ITEMS	OPTIONAL	NO
<u>Jackets</u>		
Suits w/coats w/matching skirts	X	
Suit coats with matching slacks	X	
Sport coats/blazers w/skirt	X	
Sport coats/blazers w/dress slacks	X	
Denim anything		X
Fleece		X
<u>Accessories</u>		
Sweaters	X	
Vests	X	
Scarves	X	
Jewelry	X	
Face jewelry		X
Nylons/pantyhose	X	
Dress socks	X	
White/athletic socks		X
Denim anything		X
<u>Tops</u>		
Long-sleeved blouses	X	
Short-sleeved blouses	X	
Sleeveless blouses	X	
Button shirts	X	
Turtlenecks	X	
Flannel shirts		X
Polo shirts (knit shirts)	X	
Sweatshirts		X
Monochrome T-shirts		X
Tank tops		X
Cotton top	X	
Halter tops		X
Fleece		X
WOMEN'S CLOTHING ITEMS		
OPTIONAL		
NO		
<u>Tops</u>		
Tube tops		X
Denim anything (except CCIU logo shirts)		X
<u>Bottoms</u>		
Dresses	X	
Spaghetti-straped/strapless dresses		X
Dress pants	X	
Khakis	X	
Jeans		X
Skorts (culottes)	X	
Tights (as pants)		X
Inappropriately tight pants or tight stirrup pants		X
Leggings		X
Sweatpants		X
Walking shorts		X
Bermuda shorts		X
Shorts		X
Dress shorts (as part of suit)	X	
Denim anything		X
<u>Shoes</u>		
Lace-up leather dress shoes	X	

Leather walking shoes (rubber soles)	X	
Loafers	X	
Open-toed dress shoes	X	
Boatshoes/topsiders	X	
Dress boots	X	
Hiking boots		X
Canvas shoes		X
Tennis shoes		X
Running shoes		X
Dress sandals	X	
Flat sandals		X

At-Will Employment

Your employment with the Chester County Intermediate Unit is at-will. This means that neither you nor the CCIU has entered into a contract during the duration of your employment. You are free to terminate your relationship with CCIU at any time, with or without reason. Likewise, CCIU has the right to terminate your employment, or otherwise discipline, or terminate you at any time, with or without reason, at the discretion of CCIU.

Harassment Policy

Harassment on the basis of race, color, creed, religion, sex, age, national origin, citizenship status, veteran status, marital status, physical or mental disability, or membership in any other class or category protected by applicable federal, state, or local law is not permitted by CCIU and may result in discipline up to and including termination. Unlawful harassment in employment may take many different forms, including, but not limited to:

- Any conduct that creates a hostile environment or that embarrasses or humiliates;
- Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments, jokes;
- Visual conduct such as derogatory posters, photographs, emails, cartoons, drawings, or gestures;
- Physical conduct such as assault, blocking normal movement, restraint, touching or physical interference with work;
- Threats and demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security or promotion, and
- Retaliation for having reported discrimination or harassment, or having assisted another employee in reporting discrimination or harassment.

Any employee who feels that she/he has been the subject of harassment, whether by a co-worker or supervisor should report this action immediately to Patricia McLaughlin, Assistant Director of Human Resources or to Iain Strachan, Director of Human Resources.

Confidentiality

In the course of employment you may have access to confidential information, either orally or in writing pertaining to the schools, teachers and students. You are responsible not to disclose any confidential information you obtain in this position to anyone other than those with direct performance of your duties. Employees who improperly use confidential information will be subject to disciplinary action (up to and including discharge), and possible legal penalties.

Confidentiality of Personal Information

Our policy prohibits us from providing personal information on any employee without prior consent from that individual. If a school district administrator or teacher requests to speak to you regarding a substitute teaching assignment, we will contact you directly to request permission to release your telephone number.

Renewal of Emergency Certification

Individuals who work specifically for the CCIU on an emergency certificate must renew their certificate annually. Instructions and a renewal application will be sent to you by the first week of August. Failure to return the renewal application in a timely basis will jeopardize your employment as a substitute teacher.

Change of Address and/or Telephone Number

Any change in address or telephone number should be submitted to the Human Resources Office in writing.

Ending Employment

If you desire to be removed from the substitute list either temporarily or permanently please provide us with written notification.

Receiving an AESOP Call

Substitutes may be called between 5:30 AM – 12:00 PM for same day assignments. If you are already scheduled to work, the system will not call you for a job scheduled on that day. AESOP will call out from 5:30 PM – 9:30 PM for future assignments.

You can review available substitute jobs on-line at <http://www.aesoponline.com> or by calling 1-800-942-3767.

Remember to record your confirmation number after accepting your assignment.

Changing Your Telephone Number

Please click on 'Personal Information' on your AESOP homepage to change your phone number. We ask that you please notify HR if your phone number changes.

Reviewing Assignments

You have the option to review all future assignments to confirm dates, start times and job numbers by calling 1-800-942-3767 or on-line at <http://www.aesoponline.com>.

School Closings

In case of emergencies or bad weather, substitutes are responsible for keeping alert to the possibility of school closings or delayed openings. School announcements are made over most local radio and television stations.

Canceling an Assignment

Employees are expected to honor the commitment they make upon accepting an assignment, but we understand that occasionally there may be circumstances that would require you to cancel an assignment. We request that you cancel the assignment as soon as you are aware of the need to do so; this will provide us with more opportunity to find a replacement. Cancellations on the morning of the assignment are not looked upon favorably unless there is a valid reason.

Canceling a Half Day Assignment

If you need to cancel an assignment on the day the assignment is scheduled and that particular assignment is for a half day beginning either mid-morning or in the afternoon you **must** cancel the assignment through the AESOP system **and contact Caitlin Navarro at 484-237-5292 or Joanne Redden at 484-237-5087 as soon as possible.**

Continuing Education

The Chester County Intermediate Unit will provide tuition reimbursement for one credit hour in CCIU continuing education classes for each 30 days of substitute teaching in IU classes. Credits received for continuing education classes may be applied toward the requirements mandated in Act 48. A catalog of continuing professional education classes offered by the IU can be picked up in the Educational Service Center or on line at [www: cciu.org](http://www.cciu.org). Contact Caitlin Navarro at 484-237-5292 prior to registering for a class to receive confirmation that the 30 days of substituting requirement has been met.

Maintaining an Active Employment Status

Substitutes must work a minimum of one day per month for the months of October through May of each school year to maintain an active employment status, unless there are extenuating circumstances. Circumstances that would qualify as exceptions would be as follows: military leave, health issues, family health issues, long-term assignments, district employees, extended vacations and retirees exceeding the maximum days allowed by PSERS.

It is the substitute's responsibility to notify the supervisor of the AESOP program of those qualifying circumstances. If a substitute fails to work at least one day during the month and does not notify the supervisor, their status will be changed to inactive.

If an individual with an inactive status would like to resume working, he or she will be required to submit a new employment application and reapply for any clearances that have expired.

2009-2010 Professional Development Opportunities

Substituting Effectively in Today's Diverse Classrooms

The Chester County Intermediate Unit is pleased to announce professional development opportunities for substitute teachers for the 2009-2010 school year. Join us for monthly learning and sharing sessions designed specifically for substitute teachers.

<u>Date</u>	<u>Topic</u>	<u>Presenter</u>
September 8 Student Services	Stress Reduction	Ron Farkas, Director of
October 13 CDC	IEP's – What to do with Them	Diane Tallman, Vice Principal
November 10	Learning Styles/Learning Preferences	Janine Presloid, Staff Development Trainer
February 9	Classroom Management Strategies	Cris Chambers, Assist Director of Student Services Charles Robey, CCIU Behavior Consultant
March 9	Instructional Strategies to Support Learning	Patty Gieschen, Staff Development Trainer
April 13	Long-Term English Learners in Our Classrooms	Jane Hershberger, Supervisor, Migrant Education Programs
May 11	Brain Based Learning	Dr. Joseph O'Brien, Executive Director

Location: CCIU Educational Service Center, 455 Boot Road, Downingtown, PA

Time: 4:00-5:00 PM

IU Contacts: Pat McLaughlin at patm@cciu.org or Caitlin Navarro at caitlinn@cciu.org

Please register online at www.cciu.org, Click on the link "Courses," "CPE Online Catalogue" and then "Hourly Workshops" Search term: Sub

Please note: **ACT 48 credit** is available for substitutes who hold a Pennsylvania teaching certification.

WHAT TO DO IN CASE OF A WORK-RELATED INJURY
EFFECTIVE JULY 2009

If you suffer a work-related injury, your health and well being are our first concern. If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

1. If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor. S/he or a designated person in your building, will provide you with an SDIC packet, you can call "First Step" @ 1-800-445-6965 ext. 101. You must also call Caitlin Navarro, Worker's Compensation Coordinator @ 484-237-5292.
2. If you require a prescription for your work-related injury or disease, do not use your personal health plan prescription card. Please use the Jordan-Reses First Fill Sheet which you will receive in the claim package. When you call in your report of injury to SDIC, they will assign you a claim number. Please use this claim number when seeing a panel physician.
3. If you suffer a work-related injury, **CHESTER COUNTY INTERMEDIATE UNIT** or our insurer will pay reasonable surgical and medical services and supplies, orthopedic appliances and prosthetics, including training in their use when needed. In order to insure that your medical treatment will be paid for by **Chester County Intermediate Unit** or our insurer, you must select from one of the health-care providers listed below for your initial care:

Occupational & Travel Health – Paoli
Paoli Pointe, Suite 103
11 Industrial Boulevard
Paoli, PA 19301
(610) 648-1293

Area of Specialty: Occupational Medicine

Occupational & Travel Health – Lankenau
100 Lancaster Avenue
Medical Office Building South, Suite 317
Wynnewood, PA 19096
(610) 645-2881

Area of Specialty: Occupational Medicine

Brandywine Hospital
201 Reeceville Road
Coatesville, PA 19320
(610) 383-8138

Area of Specialty: Occupational Medicine

Concentra Medical Center PA
113 Butler Avenue
Lancaster, PA 17601
(717) 391-3087

Area of Specialty: Occupational Medicine

Worknet
241 Rohrerstown Rd. Suite 200
Lancaster, PA 17603
(717) 431-1770

Area of Specialty: Occupational Medicine

Occupational & Travel Health – Collegeville
Main Line Health Center
599 Arcola Road, Second Floor
Collegeville, PA 19426
(610) 648-1293

Area of Specialty: Occupational Medicine

MedCenter 100
625 North Pottstown Pike
Exton, PA 19341
(610) 903-0640

Area of Specialty: Occupational Medicine

Occupational Health Center
830 West Cypress Street
Kennett Square, PA 19348
(610) 444-6214

Area of Specialty: Occupational Medicine

L. Peter Soraruf, MD
687 Unionville Road
Kennett Square, PA 19348
(610) 444-2002

Area of Specialty: Family Medicine

Kennett Family Practice Associates
402 McFarlan Road, Suite 102
Kennett Square, PA 19348
(610) 444-5678

Area of Specialty: Family Medicine

Pottstown Medical Center
Careplex
81 Robinson Street
Pottstown, PA 19464
(610) 326-2300

Area of Specialty: Occupational Medicine

Orthopedic Surgery & Sports Medicine
Karl Rosenfeld, MD
Lewis Sharps, MD
Richard Zamarin, MD
100 First Avenue
Phoenixville, PA 19460
(610) 933-2288

-OR-

254 West Lancaster Avenue
Paoli, PA 19301
(610) 644-7755

Area of Specialty: Orthopedics

Chester County Orthopedic Associates
Kennett Medical Building
402 McFarlan Road, Suite 101
Kennett Square, PA 19348
(610) 444-1344

-OR-

915 Old Fern Hill Road
Building A, Suite 1
West Chester, PA 19380
(610) 692-6280

Area of Specialty: Orthopedics

Levin & Luminais Eye Associates
Gary Levin, MD
Steven Luminais, MD
3000 Zinn Road
Thorndale, PA 19372
(610) 384-9100

Area of Specialty: Ophthalmology

NovaCare Rehabilitation
1 (866) 723-NOVA (central scheduling)

Area of Specialty: Physical Therapy

Michael Fitchett, DC
685 Unionville Road, Suite 1
Route 82 and 926
Kennett Square, PA 19348
(610) 444-2878

Area of Specialty: Chiropractic Medicine

Raytel Imaging
For the nearest facility of Raytel,
Contact: (800) 453-0574

Area of Specialty: MRI's/EMG's/X-Rays

Lancaster Orthopedics Group
231 Granite Run Drive
Lancaster, PA 17601
(717) 560-4200

Area of Specialty: Orthopedics

RPS Orthopedic Associates
2081 East High Street
Pottstown, PA 19464
(610) 323-3747

Area of Specialty: Orthopedics

Core Orthopaedics
Michael J. Maggitti, MD
Kenan Aksu, DO
Oaklands Corporate Center
Suite 109, 460 Creamery Way
Exton, PA 19341
(610) 524-6580

Area of Specialty: Orthopedics

John Donahue, MD
1569 Medical Drive, Suite 200
Pottstown, PA 19464
(610) 323-8161

Area of Specialty: Orthopedics

Alan Cooper, MD, Sports Medicine Institute
1601 Medical Drive
Pottstown, PA 19464
(610) 705-3055

Area of Specialty: Orthopedics

Physical Therapy Workshop Inc
245 East Chestnut Street
Coatesville, PA 19320
(610) 446-7060

Area of Specialty: Physical Therapy

Christopher Stevens, DC
62 Jennifer Drive
Chester Springs, PA 19425
(610) 524-9333

Area of Specialty: Chiropractic Medicine

Ripley Chiropractic
801 W. Lancaster Ave, Suite 300
Downingtown, PA 19335
(610) 269-6428

Area of Specialty: Chiropractic Medicine

For Prescriptions:

Please use your Jordan Reses card at your

local pharmacy to bill SDIC directly (CVS, Giant, Eckert, Rite Aid, Wal-Mart, Walgreens).

4. Please call in advance for an appointment if you need treatment. You must continue to treat with one of these providers for ninety (**90 days**) from the date of your first visit.
5. If, after this ninety (90) day period, you still need treatment and the **Chester County Intermediate Unit** has provided this list as set forth above, you may choose to continue with this health care provider, or you may choose another provider. You must notify Patricia A. McLaughlin, Assistant Director Human Resources, of this action within five (5) days of your first visit to the health care provider of your choice. Your bills will be paid if you have provided proper notice and if your provider files reports as required. (These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.)
6. If one of the health care providers listed above refers you to a specialist, the **Chester County Intermediate Unit** or our insurer will pay for these services as provided by law.

All workers' compensation claims will be processed on behalf of the School District by:

SCHOOL DISTRICTS INSURANCE CONSORTIUM
P.O. BOX 1249
NORTH WALES, PA 19454
Phone: 800-445-6965

**Chester County Intermediate Unit
1-800-942-3767**

AESOP

SUBSTITUTE EMPLOYEE PHONE INSTRUCTIONS

You can call AESOP to review current assignments, review available jobs, cancel a job, and review personal information.

Remember, AESOP only works from touch-tone telephones!

TELEPHONE SHORTCUTS:

Pressing * will take you back to the previous Menu.

WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE CONFIRMATION NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.

WHEN AESOP CALLS YOU

To Offer You a Job

You must say "Hello" and AESOP will present the following options:

If you are interested in a job, Press 1

AESOP will play you the School District Name and School Name. Enter your pin number followed by the # key. AESOP will now read off all of the detail of the assignment.

To Accept the assignment	Press 1
To hear the assignment again	Press 2
To reject but allow additional calls today	Press 3
To reject this assignment and prevent additional calls today	Press 4

When you have successfully accepted an assignment, AESOP will play back the confirmation number.

To prevent further calls today	Press 2
If you are unavailable	Press 3
To prevent AESOP from ever calling (If you select this option, AESOP will never call you again)	Press 9

WHEN YOU CALL AESOP

YOUR MAIN MENU

- 1.) Dial 1.800.942.3767
 - 2.) Enter your ID Number followed by the # key
 - 3.) Enter your pin number followed by the pound key
-

MAIN MENU OPTION #1 TO HEAR A LIST OF AVAILABLE ASSIGNMENTS

From the Main Menu **Press 1**

AESOP will play a list of up to five available jobs

To accept the assignment	Press 1
To hear the assignment again	Press 2
To reject this assignment and not hear it again	Press 3

To listen to the next assignment	Press 4
To replay a bypassed assignment	Press 5
To return to the main menu	Press 6

When you have successfully accepted an assignment, AESOP will play back the confirmation number.

**MAIN MENU OPTION #2
TO REVIEW OR CANCEL YOUR UPCOMING ASSIGNMENTS**

From the Main Menu **Press 2**

To review your assignments for the next 7 days	Press 3
To return to the previous menu	Press *

AESOP will now read off details of the assignment.

To hear this again	Press 2
To cancel this assignment	Press 3
To listen to the next assignment	Press 4
To return to the main menu	Press 6

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

**MAIN MENU OPTION #3
TO REVIEW OR CANCEL A SPECIFIC ASSIGNMENT**

From the Main Menu **Press 3**

AESOP will ask you to enter the confirmation number.

To cancel this assignment	Press 3
To listen to the next assignment	Press 4
To return to the main menu	Press 6

To cancel this assignment	Press 1
To return to the Main Menu	Press 9

**MAIN MENU OPTION #4
TO REVIEW OR CHANGE YOUR PERSONAL INFORMATION**

From the Main Menu **Press 4**

To review or change your name recording	Press 1
To change your pin number	Press 2
To change your phone number	Press 3

Special Things to Note:

When AESOP calls you:

The phone number that appears on Caller ID is: 1.800.942.3767

Typically, AESOP will not leave a message on your home answering machine

Please say 'Hello' in order for AESOP to begin the phone call.

If you are sick and wish not to work, Press 2 – To prevent further calls today.

AESOP Online

<http://www.aesoponline.com>

By using AESOP Online, you can quickly view all available jobs. You can also accept or cancel assignments and review current jobs. The system offers a link to MapQuest to provide you with driving directions to our schools. Your home page has an interactive calendar for a quick glance of scheduled assignments and non-work days. You will receive messages on the home page regarding long-term and permanent job openings, inclement weather delays, sub networking meetings and general items of interest.

How Does It Work?

AESOP Online works in conjunction with your AESOP telephone system. It uses the database already there and compliments the telephone operation of AESOP. All data is instantly inputted and is available in AESOP as soon as it is entered into the system either by telephone or online.

AESOP Online is used to access AESOP from your home or office computer, or any computer as long as you can connect to the Internet. Simply enter <http://www.aesoponline.com>. Enter your ID and pin number to access your account.

Training on AESOP Online

To access AESOP Online, simply enter your ID number (phone number) and your pin number on the log-in screen. The welcome screen will appear. On the left side of the welcome screen are User Guides and Videos that that will provide you with training for the AESOP Online system.

Time Card Deadlines and Paycheck Schedule for the 2009-2010 School Year.

Work Dates	Deadline for receipt of timecards	Check Date
6/16/09 to 6/30/09	7/01/09**	7/16/09
7/01/09 to 7/15/09	7/16/09**	7/31/09
7/16/09 to 7/31/09	8/03/09**	8/14/09
8/1/09 to 8/15/09	8/18/09	9/01/09
8/16/09 to 8/31/09	9/02/09**	9/16/09
9/1/09 to 9/15/09	9/17/09	10/01/09
9/16/09 to 9/30/09	10/02/09	10/16/09
10/1/09 to 10/15/09	10/19/09	10/30/09
10/16/09 to 10/31/09	11/03/09	11/16/09
11/01/09 to 11/15/09	11/16/09**	11/30/09
11/16/09 to 11/30/09	12/02/09	12/16/09
12/01/09 to 12/15/09	12/16/09**	12/31/09
12/16/09 to 12/31/09	1/04/10**	1/15/10
1/1/10 to 1/15/10	1/18/10	2/01/10
1/16/10 to 1/31/10	2/2/10	2/16/10
2/1/10 to 2/15/10	2/16/10**	3/01/10
2/16/10 to 2/29/10	3/2/10	3/16/10
3/1/10 to 3/15/10	3/17/10	4/01/10
3/16/10 to 3/31/10	4/05/10	4/16/10
4/1/10 to 4/15/10	4/19/10	4/30/10
4/16/10 to 4/30/10	5/3/10**	5/14/10
5/1/10 to 5/15/10	5/18/10	6/01/10
5/16/10 to 5/31/10	6/02/10	6/16/10
6/1/10 to 6/15/10	6/16/10**	6/30/10
6/16/10 to 6/30/10	7/02/10	7/16/10

Timecards must be **received in payroll by 4pm** on the second business day following the 15th and the last day of the month.

****EARLY DEADLINE FOR RECEIPT OF TIMECARDS**

You may fax your timecards to 484.237.5158

Substitutes may call Caitlin Navarro at 484.237.5292 or Joanne Redden at 484.237.5087.

Pay Policies

In the event a payday falls on a weekend or a holiday, pay shall be made available to employees on the previous business day.

Employees may have their pay directly deposited into their bank account. Moneys may be divided and sent to as many as three separate accounts. Direct deposit to any bank is done at no cost to the employee.

No checks can be issued until you have completed the necessary paperwork with the Human Resources Department.

The Intermediate Unit recognizes different levels of substituting. The pay schedule reflects the difference in commitment and responsibility required in each situation.

1. **Daily Substitute Teacher** - one who substitutes on a variable basis and who is paid a daily rate of \$80-\$113 with no benefits. The pay for a substitute is for 7.5 hours a day (A half day rate is $\frac{1}{2}$ of a regular day pay and is for assignments that are 3 hours and 45 minutes or less).
2. **Extended Daily Substitute Teacher** - one who substitutes for a teacher for more than twenty (20) consecutive days in the same class. The daily rate is then increased to \$120-\$169 per diem.
3. **Daily Substitute Instructional Assistants** - one who substitutes on a variable basis and who is paid a daily rate of \$83.00 (7.5 hours per day) with no benefits.
4. A \$5.00 per diem stipend is paid to daily substitutes, instructional assistants, and teachers who are assigned to the Center for Alternative Education Program, and Human Services.

Your pay reflects the information that is recorded in the AESOP system. If your assignment varies from what is recorded in AESOP you must let us know at the number given below. Failure to do this may lead to an inaccurate paycheck. If you have any questions, please feel free to contact Caitlin Navarro at 484-237-5292 or Joanne Redden at 484-237-5087.

Chester County Substitute Teaching Rates

Coatesville	\$90.00 per day \$100.00 after 20 non-consecutive days \$130.00 after 20 consecutive, same teacher days, retroactive to day one
Graystone Academy Charter School	\$100 per day
Owen J Roberts	\$105.00 per day \$115.00 after 21 consecutive, same teacher days, retroactive to day one
West Chester	\$95.00 per day \$120.00 after 20 consecutive, same teacher days, not retroactive
CCIU	\$113.00 per day \$124.00 after 20 non-consecutive days \$169.00 after 20 consecutive, same teacher days, retroactive to day one

*** as of August 15, 2009
(rates are subject to change)**

DIRECTORY OF SCHOOLS

As a substitute, you may be assigned to classes held in one of the following schools.

You will want to pay special attention to the starting and closing times, which vary from school to school, when accepting a job through AESOP.

In addition to this handbook, the directory of schools is also listed on the Chester County Intermediate Unit website: www.cciu.org.

Chester County Intermediate Unit

Child & Career Dev Center

1525 East Lincoln Highway
Coatesville PA 19320
610-383-7400

Milltown Square Programs

***Choices North**

***Changes**

***CHAAMP**

***Chester County High School**

150 E. Pennsylvania Ave. Suite 500
Downingtown PA 19335
610-518-2671

Center for Arts and Tech

Brandywine Campus

1635 East Lincoln Highway
Coatesville PA 19320
610-384-1585

Center for Arts and Tech

Pickering Campus

1580 Charlestown Road
Phoenixville PA 19460
610-933-8877

Impact/Human Services Building

1140 McDermott Dr. Suite 101
West Chester PA 19380
610-430-6141

Chester County Middle College High School

906 Springdale Dr
Exton PA 19341
610-280-9377

Downingtown Education Center

***Chester County Alternative Ed**

***REACH**

***STEPS**

***Downingtown Head Start**

335 Manor Avenue
Downingtown, PA 19335
484-237-6000

PA Clinical School

Embreeville
1822 West Strasburg Road
Coatesville PA 19320
610-486-0778

Community Services of Devereux

565 Nutt Road
Phoenixville PA 19460
610-933-8110

Choices South

300 Guernsey Rd
West Grove PA 19390
610-869-7517

Chester County Youth Center

505 S Wawaset Rd
West Chester, PA 19382
610-793-5910

Chester County Technical College High School

280 Pennock's Bridge Rd.
West Grove, PA 19380
610-345-1800

Chester County Head Start Centers

Coatesville Head Start Center

Stanley K. Landis Building
1530 E. Lincoln Hwy
Coatesville, PA 19320
610-383-6800

Coatesville Hillside Center

c/o the Lutheran Church of the Good Shepherd
107 S. 17 Avenue
Coatesville, PA 19320
610-384-5000

Downingtown Head Start Center

335 Manor Avenue
Downingtown, PA 19335

Kennett Square Head Start Center

c/o Kennett Presbyterian Church
211 S. Broad Street
Kennett Square, PA 19348
610-444-2880

Oxford Head Start Center

c/o Oxford Friends Meeting
260 S. 3rd Avenue
Oxford, PA 19363
610-932-1166

Oxford Head Start Center

c/o Oxford Presbyterian Church
6 Pine Street
Oxford, PA 19363
610-932-2721

Phoenixville Head Start Center

c/o CAT Pickering
1580 Charlestown Road
Phoenixville, PA 19460
610-933-3763

West Chester Head Start Center

c/o Curiosity Corner Day Care
307 Westtown Road
West Chester, PA 19382
610-692-5805

St Cecilia's Head Start Center

605 E Lincoln Hwy
Coatesville, PA 19320
610-383-7696

Avon Grove School District

Avon Grove High School

257 East State Road
West Grove PA 19390
610-869-2446

Fred Engle Middle School

107 Schoolhouse Road
West Grove, PA 19390
610-869-3022

Penn London Elem School

383 South Jennersville Road
West Grove, PA 19390
610-869-9803

Avon Grove Intern School

3rd-6th Grade Center
395 South Jennersville Road
West Grove PA 19390
610-869-2010

Coatesville Area School District

Coatesville Area Senior High

1445 East Lincoln Highway
Coatesville PA 19320
610-383-3730

Coatesville 9 & 10 Grade Center

1425 East Lincoln Highway
Coatesville PA 19320
610-383-3735

Scott Middle School

800 Olive St
Coatesville, PA 19320
610-383-6946

N Brandywine Middle School

256 Reeceville Road
Coatesville PA 19320
610-383-3745

S Brandywine Middle School

600 Doe Run road
Coatesville, PA 19320
610-383-3750

Caln Elem School

3609 East Lincoln Highway
Thorndale PA 19372
610-383-3760

Gordon Education Center

351 Kersey Street
Coatesville PA 19320
610-383-3740

Rainbow Elem School

50 Country Club Road
Coatesville PA 19320
610-383-3780

E Fallowfield Elem School

2254 Strasburg Road
E Fallowfield PA 19320
610-383-3765

Friendship Elem School

296 Reeceville Road
Coatesville PA 19320
610-383-3770

Kings Highway Elem School

841 West Kings Highway
Coatesville PA 19320
610-383-3775

Reeceville Elem School

248 Reeceville Road
Coatesville PA 19320
610-383-3785

Downingtown Area School District

Downingtown Senior High East

50 Devon Drive
Exton PA 19341
610-363-6400

East Ward Elem School

435 Washington Avenue
Downingtown PA 19335
610-269-8282

Downingtown Senior High West

445 Manor Ave
Downingtown PA 19335
610-269-4400

Lionville Elem School

526 West Uwchlan Avenue
Downingtown PA 19335
610-363-6580

Downingtown Middle School

115 Rock Raymond Road
Downingtown PA 19335
610-518-0685

Pickering Valley Elem School

121 Byers Road
Chester Springs PA 19425
610-458-5324

Lionville Middle School

550 West Uwchlan Avenue
Downingtown PA 19335
610-524-6300

Shamona Creek Elem School

501 Dorlans Mill Road
Downingtown PA 19335
610-458-8703

Beaver Creek Elem School

601 Pennsylvania Avenue
Downingtown PA 19335
610-269-2790

Uwchlan Hills Elem School

50 Peck Road
Downingtown PA 19335
610-269-5656

Bradford Heights Elem School

1330 Romig Road
Downingtown PA 19335
610-269-6021

West Bradford Elem School

1475 Broad Run Road
Downingtown PA 19335
610-384-9030

Brandywine Wallace Elem

435 Dilworth Road
Downingtown PA 19335
610-269-2083

Graystone Academy Charter School

139 Modena Road
Coatesville PA 19320
610-383-4311

Great Valley School District**Great Valley High School**

225 North Phoenixville Pike
Malvern PA 19355
610-889-1900

Charlestown Elem School

2060 Charlestown Road
Malvern PA 19355
610-935-1555

Great Valley Middle School

255 North Phoenixville Pike
Malvern PA 19355
610-644-6440

General Wayne Elem School

20 Devon Road
Malvern PA 19355
610-647-6651

Kathryn D Markley Elem

354 Swedesford Road
Malvern PA 19355
610-644-1790

Sugartown Elem School

611 Sugartown Road
Malvern, PA 19355
610-699-1500

Kennett Consolidated School District**Kennett High School**

100 East South Street
Kennett Square PA 19348
610-444-6620

Mary D Lang Elem School

409 Center Street
Kennett Square PA 19348
610-444-6260

Kennett Middle School

195 Sunny Dell Rd
Landenberg PA 19350
610-268-5800

New Garden Elem School

265 New Garden Road
Toughkenamon PA 19374
610-268-6900

Greenwood Elem School

420 Greenwood Road
Kennett Square PA 19348
610-388-5990

New Garden Kindergarten Ctr

335 Starr Road
Landenberg PA 19350
610-268-5600

Octorara Area School District

Octorara Area High School

226 Highland Road
Atglen PA 19310
610-593-8253

Octorara Area Elem School

104 Highland Road
Atglen PA 19310
610-593-8242

Octorara Area Middle School

228 Highland Road
Atglen PA 19310
610-593-8223

Octorara Primary Learning Center

87 Highland Road
Atglen PA 19310
610-593-8353

Owen J. Roberts School District

OJR High School

981 Ridge Road
Pottstown PA 19465
610-469-5101

North Coventry Elem School

475 Kemp Road
Pottstown PA 19465
610-469-5105

OJR Middle School

881 Ridge Road
Pottstown PA 19465
610-469-5102

East Vincent Elem School

340 Ridge Road
Spring City PA 19475
610-469-5106

East Coventry Elem School

932 Sanatoga Road
Pottstown PA 19465
610-469-5103

West Vincent Elem School

2750 Conestoga Rd
Chester Springs PA 19425
610-469-5108

French Creek Elem School

3590 Coventryville Road
Pottstown PA 19465
610-469-5104

Oxford School District

Oxford Area High School

301 South Fifth Street
Oxford PA 19363
610-932-6640

Jordan Bank School

536 Hodgson Street
Oxford PA 19363
610-932-6625

Penn's Grove Middle School

602 Garfield Street
Oxford PA 19363
610-932-6615

Nottingham School

736 Garfield Street
Oxford PA 19363
610-932-6632

Elk Ridge School

200 Wickersham Road
Oxford PA 19363
610-932-6670

Oxford Presbyterian Church

6 Pine Street
Oxford PA 19363
610-932-9640

Phoenixville Area School District

Phoenixville Area High School

1200 Gay Street
Phoenixville PA 19460
610-933-6694

East Pikeland Elem School

1191 Hares Hill Road
Phoenixville PA 19460
610-933-3836

Phoenixville Middle School

1330 South Main Street
Phoenixville PA 19460
484-927-5200

Schuylkill Elem School

290 South Whitehorse Road
Phoenixville PA 19460
610-935-0806

Barkley Elem School

320 Second Avenue
Phoenixville PA 19460
610-933-1101

Kindergarten Center

100 School Lane
Phoenixville PA 19460
610-933-1897

Tredyffrin/Easttown School District

Conestoga Senior High School

200 Irish Road
Berwyn PA 19312
610-240-1000

Hillside Elem School

507 Howellville Road
Berwyn PA 19312-1000
610-240-1500

T/E Middle School

801 Conestoga Road
Berwyn PA 19312
610-240-1200

Devon Elem School

400 South Fairfield Road
Devon PA 19333
610-240-1450

Valley Forge Middle School

105 West Walker Road
Wayne PA 19087
610-240-1300

New Eagle Elem School

507 Pugh Road
Wayne PA 19087
610-240-1550

Beaumont Elem School

575 Beaumont Road
Devon PA 19333
610-240-1400

Valley Forge Elem School

99 Walker Road
Wayne PA 19087
610-240-1600

Unionville-Chadds Ford School District

Unionville High School

750 Unionville road
Kennett Square PA 19348
610-347-1600

Hillendale Elem School

1850 Hillendale Road
Chadds Ford PA 19317
610-388-1439

Charles F Patton Middle

760 Unionville Road
Kennett Square PA 19348
610-347-2000

Pocopson Elem School

1105 Pocopson Road
West Chester PA 19382
610-793-9241

Chadds Ford Elem School

3 Baltimore Pike
Chadds Ford PA 19317
610-388-1112

Unionville Elem School

1775 West Doe Run Road
Kennett Square PA 19348
610-347-1700

West Chester Area School District

East High School

450 Ellis Lane
West Chester PA 19380
484-266-3800

J R Fugett Middle School

500 Ellis Lane
West Chester PA 19380
484-266-2900

B Reed Henderson High

400 Montgomery Avenue
West Chester PA 19380
484-266-3300

E N Peirce Middle School

1314 Burke Road
West Chester PA 19380
484-266-2500

Rustin High School

1100 Shiloh Road
West Chester, PA 19382
484-266-4300

G A Stetson Middle School

1060 Wilmington Pike
West Chester PA 19382
484-266-2700

East Bradford Elem School

820 Frank Road
West Chester PA 19380
484-266-2100

East Goshen Elem School

800 North Chester Road
West Chester PA 19380
484-266-1500

Exton Elem School

301 South Hendricks Avenue
Exton PA 19341
484-266-1400

Fern Hill Elem School

915 Lincoln Avenue
West Chester PA 19380
484-266-1600

Glen Acres Elem School

1150 Delancey Place
West Chester PA 19382
484-266-1700

Hillsdale Elem School

725 West Market Street
West Chester PA 19382
484-266-2000

Mary C Howse Elem School

641 West Boot Road
West Chester PA 19380
484-266-1300

Penn Wood Elem School

1470 Johnny's Way
West Chester PA 19382
484-266-1900

Sarah W Starkweather Elem

1050 Wilmington Pike
West Chester PA 19382
484-266-2200

Westtown-Thornbury Elem

750 Westbourne Road
West Chester PA 19382
484-266-1800

IU Program Descriptions

Autism

Countywide program
5-21 years

Specialized programming designed to meet the needs of School age students with Autism. The Autism programs service a wide range of students on the spectrum, including Pervasive developmental Disorder (PDD), High Functioning Autism (HFA) and Asperger's Syndrome.

Preschool Special Education

Countywide program
3-5 years

Provide classroom-based services as a result of a multidisciplinary evaluation as determined by the IEP team. Provide related services such as speech and language therapy, occupational therapy, physical therapy, vision and hearing services and behavioral support. Students may include children with developmental delays, Autism, hearing impairment, speech and language impairment, Mental Retardation and visual impairments.

Child Care Centers

Infant and Toddler Centers in Coatesville
Early Care and Education Center in Downingtown
6wks-5 years

The Child Care Centers run by CCIU provide day care for young children from 6 weeks to 5 years old. The Infant and Toddler Centers serve children of teens and others in the community. The Early Care and Education Center in the ESC building in Downingtown serves employees and the community.

Head Start

Centers in Coatesville, Phoenixville, West Chester, Kennett Square, Downingtown and Oxford
3-5 years

A comprehensive preschool program for economically disadvantaged children in Chester County.

Choices

North campus in Downingtown, Milltown shopping center
South campus in West Grove, UMC
High School students

A one year transitional educational program for students who need a structured therapeutic setting. The program includes an individual academic program that is consistent with PA State Standards, a door-door behavior system, close and frequent communication with parents and home school districts, social skills instruction and counseling.

School Based Mental Health Programs

CARE and TEACH located in the Child and Career Development School in Coatesville
INSIGHT and IMPACT located in West Chester at 1140 McDermott Drive
REACH and RISE located in the DEC building on Manor Avenue in Downingtown
Middle School thru High School students

These programs provide an integrated program of academic instruction and mental health counseling for students with severe emotional distress. The day consists of core academic instructions and a half day of mental health therapy and therapeutic support.

Changes Drug & Alcohol Treatment Program

Located at 150 E Pennsylvania Ave in Downingtown
High School Students

Providing drug and alcohol treatment to high School students while providing academic instruction that is consistent with home school requirements.

Chester County Youth Center & Shelter

Located at 505 S Wawaset Road in West Chester

Providing a full academic program to adjudicated youth and those requiring a shelter for various reasons.

Child & Career Development Center

Located at 1525 East Lincoln Highway in Coatesville
5-21 years

The average special education school enrollment is 520 students at Child & Career Development center. The programs include: Autism, learning support, emotional support, life skills support, Multi-disability, Career Center and Work Experience. On-site support services include: speech, physical, occupational, vision and hearing therapy and adaptive physical education.

Emotional Support classes

Countywide
K-12th grades

Emotional support classrooms provide academic and emotional support for students identified as emotionally disturbed who manifest behaviors which result in behavioral and academic deficits. Students receive academic and emotional support.

Life Skills Support

Countywide
Ages 5-21

Providing a continuum of services for students whose social/behavioral skills are developmentally delayed. The primary goal is to develop each student's cognitive, social, motor, behavioral and vocational potential.

Multi-Disciplinary Support

Countywide
Ages 5-21

Providing learning experiences for students who have been diagnosed with multiple disabilities.

Chester County Technical College High School

280 Pennocks Bridge Rd in West Grove
High School

This is a joint venture school with Delaware County Community College. This school will offer career and technical programs for high school students and allow students to become dual-enrolled in programs that blend high school with for-credit college courses.

Centers for Arts & Technology

CAT-Brandywine located at 1635 E Lincoln Hwy in Coatesville
CAT-Pickering located at 1580 Charlestown Rd in Phoenixville
High School

A career and technical public high school specializing in providing students with the technical training and academic preparation to be successful in work, in college and in life. Both schools provide academic and technical courses.

Chester County High School

Located in the Milltown Shopping Center, 150 E. Pennsylvania Ave., Downingtown
High School

A Public high school that provides students with a second chance to earn their high school diploma. The school has an individualized, self paced instructional program and the work is completed independently to meet graduation requirements.

Chester County Middle College High School

Located at 906 Springdale Drive in Exton
High School Grades 11 & 12

This high school is for students who are academically able; yet whose needs are not met in a traditional high school or who wish to withdraw from school. Students are given more responsibility for their education and are rewarded with greater freedom than the traditional high school setting.

Chester County Alternative Education Program

Located at 335 Manor Ave in Downingtown (DEC)
Grades 5-12

This school serves both special and regular education students in the county. These students have shown disruptive behavior in their home schools, largely due to academic, social and/or emotional deficiencies. The maximum class size is 12 students.

Communities Helping Autistic Adolescents Program (CHAAMP)

Located in the Milltown shopping center in Downingtown
Adolescents

The CHAAMP program allows students with autism to use the community as their classroom in order to prepare them for the transition from school to adult life. The program provides autistic adolescents with the skills necessary to lead an independent life.

PA Clinical School

Located at 1822 Strasburg Rd in the Towerview Building in Embreeville
All Male students ages 13-21

This program provides education for male students between the ages of 13 and 21 who have been involved in inappropriate sexual behaviors. The class size is no higher than 13 students with 1-2 additional support staff at all times.

Therapeutic Staff Support (TSS)

Countywide

The position is a one to one staff to student ratio, to provide behavioral support.

The purpose of this handbook is to assist you in the understanding of your duties and responsibilities as a substitute for the Chester County Intermediate Unit. A copy of this handbook will be posted on the CCIU website. Please review this section of the website occasionally for amendments to this publication.