



# **Alliance Charter Academy Staff Handbook**

*Academic Excellence Through Personalized Learning  
and Community Partnerships*

*2016-2017*

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# Alliance Charter Academy Staff Handbook

## ACA's Mission

Our mission is to personalize learning through a collaboration of family, community and school; to nurture the innate curiosity of our students; to ignite their passion for learning; and to prepare them for lifelong success.

## ACA's Vision

Instruction that supports diverse, personalized approaches towards learning:

- Student-centered, authentic, flexible and creative.
- Meets diverse educational needs and learning styles (tutors, inquiry-based, field trips, hands-on, mentors).
- Delivered by positive and enthusiastic teachers who are knowledgeable about their subjects.
- Student-driven, wherein student assumes responsibility and ownership for his/her education

Curriculum that supports families with educational resources, guidance and opportunities:

- Comprehensive and state standards based.
- Supports diverse educational needs and learning styles.
- Focuses on student-centered, individualized learning.
- Incorporates challenging and engaging learning materials and activities.

Assessment that supports diverse and personalized approaches:

- Ongoing and formative.
- Assumes high expectations for students.
- Respects different learning styles by providing a variety of assessment methods.
- Involves students in goal planning and reflective self-assessment.

Environment is a safe and nurturing learning environment for all community members:

- Provides opportunities for all students to learn positive academic, social, and life skills.
- Respects diversity while valuing community goals and partnerships.
- Safe, fun, and respectful.
- Inclusive and encouraging of open and honest communication among all students, parents, and staff.
- Small class sizes and warm, welcoming spaces.
- Students, parents, and staff work to promote the culture of ACA.

## **Closure Information**

ACA classes will follow Oregon City School District's inclement weather closures or late starts. In the case of an emergency closure in the middle of the day, families will need to have a plan in place to transport their children home. Check the ACA website or PDX Flash Alerts at <http://www.flashalertportland.net> for the most up-to-date closure information.

## **Committees**

As part of their contract, ESes and teachers will meet once a month with their Professional Learning Communities (PLC) to collaboratively work toward meeting school improvement goals.

## **Communication with ESes**

ESes and teachers partner in the education of our students at ACA. Communication between the ESes and teachers is essential. If a student is struggling academically, socially, or behaviorally, the ES may be a support for the teacher and the student. Contact the ES to alert them of any struggles a student may be having. ESes may be able to provide some of the student's background history, or they may be able to give more focused support for the student in weekly ES meetings.

## **Communication - School**

**Email:** Every teacher at ACA has a staff email. In compliance with the federal law, this email needs to be used for school correspondence. The format is the same for all teachers: FirstNameLastName@aca.k12.or.us (example: [JillMohr@aca.k12.or.us](mailto:JillMohr@aca.k12.or.us)). **Google** is our online communication tool for email, documents, and calendars.

**Mailboxes:** There are staff mailboxes in the office.

**Newsletter:** There is a weekly newsletter highlighting events in the school community.

**Calendars:** The large calendar in the hall, just outside of the office, lists current monthly events. There is also an academic calendar on our website and in Google Calendars.

**Website:** The ACA website hosts a list of our current events and announcements. It may be accessed at [www.alliancecharteracademy.com](http://www.alliancecharteracademy.com).

**Staff Meetings:** Staff meetings are scheduled throughout the year. Please refer to the academic calendar for dates and times.

**Synergy:** Synergy is our gradebook and attendance student information system.

**TalentEd:** TalentEd is our web-based system for staff professional growth & evaluation.

**School Messenger:** School Messenger is our automated telephone messaging system. Alerts and updates may be delivered through this system.

## **Computer and Online Connections**

### **ACA Wireless:**

ACAStaff (staff only, YouTube access) contact admin for password  
ACAStudent Password: WEBSTUaca

### **ACA Website:**

[www.alliancecharteracademy.com](http://www.alliancecharteracademy.com)

### **Gmail/Communication:**

Login: (first name and last name) example: jillmohr  
Password: your ACA password

### **ACA Computer Login (netbooks, lab, laptops):**

Login: (first name and last name) example: jillmohr  
Password: (your ACA password)

### **Learn 360:**

Website: [www.learn360.com/](http://www.learn360.com/)  
Login: (your ACA email)  
Password: (user defined)

### **Oregon Career Information Service (CIS):**

Website: [www.oregoncis.uoregon.edu](http://www.oregoncis.uoregon.edu)  
Login: alliance123  
Password: go4alliance

### **Oregon City School District's Research Tools:**

You may access the district research tools through the following website:  
<http://www.orecity.k12.or.us/students/research>

### **Portland Community Television Streaming:**

Follow this link <http://portlandclassroomtv.org/account/CreateAccount.aspx> and input the access code EF474D638602, then follow the easy instructions to register.

## **Copiers**

For staff privacy and copier availability, please remind teacher assistants, parents, and students to use the copier in the office. The copier in the ES room is reserved for staff.

## **Department Heads and C4P Coordinators**

Department heads are responsible for coordinating the monthly learning community meetings. In most cases (unless specified) they will also be the coordinator for the C4P credits given by their department.

C4P Coordinator: Chad Wynne  
Music: Jon Cheskin (coordinates meetings for C4P)  
Social Science: Chad Wynne  
Math: Trevor Dyett  
English: Julie Swanson, Erin Holman (coordinates C4P)  
Science: Tennille Hostetler  
Art: Anne Paris  
Foreign Language: Kristen Kohl

## **Employee Absences**

### Personal Days

Site-based teachers and non-exempt classified staff may take personal time twice each school year. This time will be paid at the teacher's hourly rate less the cost for the substitute. Any part of a day or full day taken will be considered as one time in terms of the benefit. After the two have been taken, any further absences that do not qualify as sick or disability time will result in the full hourly rate being deducted. This benefit only applies to site-based teachers and non-exempt classified staff due to the flexibility of all other staff positions.

### Sick Time

If you are ill, please contact the office as soon as possible by telephone. If there is an emergency, please contact Jill Mohr to find a sub or to notify students that the class is cancelled. See Sick Time Policy in the Appendix.

In accordance with state law, ACA employees will accrue sick time based upon the following:

- Full-time employees will be front loaded 40 hours per year of sick time. This means that they will have access to this sick leave from the beginning of the school year and will not accrue sick leave hours based upon hours worked.
- Part-time employees will accrue sick time as hours are worked at the rate of 1 hour for every 30 hours worked.
- Employees may only use a maximum of 40 hours of sick time per school year.
- An employee may carry over up to 40 hours of sick time from one year to a subsequent year.
- Accrued sick time will be available after the first payroll period of employment.
- Sick time is to be used in one hour increments.
- Sick time can be used for all designated reasons according to the law such as:
  - For an employee's or family member's mental or physical illness, injury or health condition, or need for medical diagnosis or need for preventive care.
  - To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
  - To care for an infant or newly adopted or newly placed foster child under 18.

- o To deal with the death of a family member such as attend or make arrangements for a funeral or alternative to a funeral or to grieve.
- o To seek medical treatment, legal or law enforcement, assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's dependent.
- For all prearranged uses of sick time the employee must submit the absence form to the business manager 7 days prior to the absence.
- For all unforeseeable sick time absences the employee must submit the absence form to the business manager prior to the beginning of the work day. If circumstances prevent this, the form must be submitted as soon as possible and no later than 48 hours after the absence.
- For all foreseeable absences the employee is required to make a reasonable effort to schedule their sick time in a way that does not unduly disrupt the operations of ACA (i.e. with regard to class schedules, on a PLC week, when work schedule is lighter).
- ACA may require proof of personal illness or injury after three consecutive days of absence.
- Education specialists can voluntarily shift their student meetings for any that are missed due to absence.
- Employees have the option of sharing sick time with other employees.
- Sick time and medical leave will run concurrently.

#### Medical Disability Provisions

- A maximum of an additional 40 hours of accrued sick time per year may be used for a medical disability. These hours are only to be used after an employee's sick time maximum has been reached.
- Medical Disability is defined as needing to be under a doctor's care and out of work for at least one full work week in duration.
- The employee will be expected to arrange as best they can to have ACA incur the least amount of substitute expense during medical disability leave (ie an ES will arrange for absence to be during PLC week or will make up meetings if possible at a later date).
- If needed accrued days will be paid at 100% of the usual pay (at the time of use) for the hours needed.
- Full-time employees who are covered by short/long disability insurance can use this benefit only during the first 15 consecutive days following the beginning of the disability which are designated as the waiting period before insurance benefits are available.
- Sick time and medical leave will run concurrently.

Vacation: If you are going on vacation, please fill out an "Employee Absence Form" for director approval.

#### **Employee Benefits**

##### PERS – Public Employee Retirement System

All employees with 600 or more hours of service, paid during a calendar year, will qualify for and be required to participate in PERS. Participating employees will have the 6% employee contribution deducted from their paychecks. For benefit information go to

## Dependent Staff Member Benefit for Onsite Classes

We realize that an employee who is the primary educator for the family and who is working serving other ACA students may need to have their children enrolled in classes at ACA in subjects they might normally homeschool. We appreciate this sacrifice. Therefore, the school will offer a scholarship for any children, equal to the allotment overage less the materials fees and consumable curriculum for all classes enrolled that exceed the allotment. Curriculum ordered for core subjects will be charged to allotments before classes. At the end of the add/drop period, classes for which the student is enrolled will be ranked in descending order based upon materials/curriculum fees. The scholarship will be equal to the total cost of classes over the allotment less the materials/curriculum fees for those classes. For the purpose of this process, fees for vendor classes, i.e. fencing, will be considered as materials fees, most likely putting them in the classes covered by the allotment. Any classes added after the add/drop period will be charged according to the material/curriculum fees/cost. An employee may waive this scholarship by paying the entire allotment overage.

### Full-Time Employee Benefits

- The definition of full time is 30 hours per full-site program week or 22 ES students. ES student hours are calculated at 1.25 per student per week.
- Full time employees qualify for medical, vision, dental, life, and short/long-term disability insurance to be fully paid at the beginning of their first full month of employment.
- Full time employees also can opt to use the flexible benefit plan for:
  - A maximum of \$2,000 in medical expenses per plan year
  - Premiums for other dependents on the ACA medical plan
  - Qualifying child care expenses
  - All deductions for these options will be made through monthly paychecks
- Open enrollment is Nov. 7-Nov. 23rd for health and dental insurance and flexible benefits.

### Part-Time Employee Benefits

- Part-time employees with at least 18 but fewer than 30 regularly scheduled hours per week may opt for the following benefits:
  - A percentage based on 40 hours/week of the employee's premiums for medical, vision, and dental insurance
  - Enrollment in the flexible benefit plan as described above
- Open enrollment is Nov. 7-Nov. 23rd for health and dental insurance and flexible benefits.

### **Feature Films or Videos**

Feature films/videos with a **PG or PG-13 rating**, require prior written parental *consent* before a student views the film. In the consent form, the instructor will summarize in writing the 1) title and brief description, 2) purpose for the showing, 3) match with course objectives, and 4) proposed day of



showing. Instructors are required to preview all film media before showing to students. Edited or unrated films/videos may be shown with the approval of an administrator.

**“PG-13” Rating for grades 7-12:**

1. The teacher must have previewed the movie.
2. Signed permission must be granted from the parent to view.
3. If any parent objects, the teacher will provide an educationally related alternative for that student.

**“PG-13” Rating for grades K-6:**

May not be shown under any circumstance.

**“PG” Rating K-12:**

1. The teacher must have previewed the movie.
2. Signed permission must be granted from the parent to view.
3. If any parent objects, the teacher will provide an educationally related alternative for that student.

**Safety Drills**

During the two weeks of school, teachers and ESes must review and practice the fire, lock down, lock out, and earthquake procedures with your students. ACA will have school-wide drills at various times throughout the year.

**Formal State Work Samples (Now Called LPARs)**

Teachers in math, science, and language arts will collect and score at least one formal state work sample during the year for every child in their class. Refer to the LPAR/ESA Flow in the Google Drive.

**Grades**

**K-6<sup>th</sup> Grade Students:** Students in grades K-6 do not receive “traditional” report cards with grades. Instead of traditional report cards, ESes create student learning records that identify the state standards that the students cover.

**7<sup>th</sup>-8<sup>th</sup> Grade Students:** Students in grades K-8 do not receive “traditional” report cards with grades. Instead of traditional report cards with letter grades, ESes create learning records identifying the state standards that the students cover.

Seventh and eighth grade teachers **have the option** of giving grades for their site-based class. If a teacher chooses to give grades to seventh or eighth graders, the teacher will need to enter those grades into Synergy so that the parents and ESes may keep track of their students’ progress.

## **Earning High School Credit Prior to 9<sup>th</sup> Grade**

High school credits may be earned during a student's 8<sup>th</sup> grade year if the credits meet the following requirements:

- The class is a comprehensive core in social science, science, English language arts, and math that is needed to meet graduation requirements
- Instructor approval is granted for participation

The class will be recorded in the student's transcript file. Eighth grade students requesting to enroll in on-site high school classes will only be added based on class availability.

Eighth grade students seeking to earn high school credit through credit for proficiency for a comprehensive home study course, must fill out an "Eighth Grade C4P Petition Form." The petition will need to be reviewed and approved by the department head prior to the student beginning their course of study.

**High School Students:** All high school students will receive grades (Pass/No Pass or A-F) for their classes. High school students receive a transcript with grades in addition to the learning record. Class grades are updated on a bi-weekly basis into Synergy so that students, parents, and ESes may keep track of his or her students' progress.

## **Online Safety Trainings:**

All staff members are required to complete their yearly online safety training **prior** to teaching in their classroom.

## **Parent Supervision**

Grades K -3: Parent or responsible adult designee must be in the classroom with the student.

Grades 4-6: Parent or responsible adult designee must be on campus during student's class time.

Grades 7-12: Students who are dropped off for class must be picked up promptly after class or attend study hall.

## **Parking**

Parking is allowed only in designated spaces. You run the risk of being towed at your expense if you are illegally parked. This applies to side streets as well. Please be considerate of our neighbors and do not block driveways, garbage/recycle bins, or mailboxes. For the safety of our school, please do not park in the fire lane in front of the school except to load/unload for five minutes. The spaces on the cafeteria side of the school are reserved for administration only.

## **Plagiarism Policy**

The plagiarism contract should be discussed with all high school and middle school students in their ES meetings. Teachers should also review ACA's plagiarism policy (located in the Google Drive) with their students as appropriate for the students' grade level.

## **Posters**

All advertising posters will need administrative approval prior to posting. A location for hanging the poster will be determined upon poster approval.

## **Professional Development Units**

All staff members need to verify, with TSPC, the Professional Development Unit (PDU) requirements for their specific license renewal. PDU information will be placed in the Professional Development folder on the Google Drive.

## **Punctuality**

All teachers are expected to be in their classrooms before class starts. All ESes are expected to be in their designated student meeting space before the beginning of their ES meeting times. This is not only a safety issue, but as staff members, we also want to model punctual behavior. If you have an emergency and are going to be late for a class or for an ES meeting, contact the office or your supervisor so that we may have a substitute step in. **Teachers should never leave the classroom without a staff member in attendance.**

## **Reimbursement for Staff Purchases**

- Item must relate to specific class or course of study on the Learning Record.
- Verify that class funds, allotment funds or department funds are available before purchasing.
- All purchases over \$50 must have prior authorization from an ACA administrator or the business manager.
- Only the items for which you are requesting reimbursement for may be on the receipt.
- Original receipt required.
- Sign and date each receipt.
- Second signature verifying that the item was received by the school (fellow teacher or ES, not office staff please).
- Tape receipts to a separate sheet of paper and attach to Purchase Request Form (purple sheet). Please staple in upper right-hand corner.
- Completed Purchase Request Form turned in to the office manager's mailbox.
- Checks are cut once per week and will be placed in your mailbox.

## **Staff Code of Conduct**

All staff must review the Staff Code of Conduct, which is based on state and federal regulations for licensed and registered teachers (last section of Staff Handbook).

## **Staff Compensation**

### **ESes**

In the 2016-17 school year, ESes are paid according to the salary schedule per ES student,

contingent on timely completion of monthly learning records. Learning records are due by 3:00 pm on the 15th of the month, or the following Monday if the 15th falls on a Friday, Saturday or Sunday. The ES will only be paid for those learning records updated on time as indicated on the ES payroll form..

Travel to ES meetings in the home: \$10 per visit per family. Home visits beyond the minimum of one annual visit should be made if the ES has determined it is needed and/or the family has requested home visits. Visits beyond the three required monthly visits will not be paid unless there is prior approval. Additional reimbursement may apply to meetings with extensive travel on a case by case basis (contact Associate Director).

The following will be paid at \$20 an hour:

- Required attendance at an IEP or 504 meeting (travel time not included) (signed off by an appropriate staff member).
- Families will be allowed one missed ES meeting without advance notice; thereafter any meeting missed without notification will result in a charge to the student's allotment. If a family misses a meeting, contact the associate director immediately so that a notification letter may be sent. Families will receive one grace period and thereafter any meeting missed without notifying the ES should be reported to the associate director and included on the next timesheet (signed off by the associate director).

### **Teachers**

The following will be paid at \$20 an hour:

- Classroom teacher substitutes
- Staff meetings
- Monthly Learning Community meetings
- Required attendance at an IEP meeting (signed off by SpEd staff member)
- Department meetings (maximum of two hours per month)
- Tutors will be paid based on tutor contract. Tutors should not tutor prior to receiving an approved copy of the contract, as payment will only be made as indicated by the contract
- Site-based teachers will be compensated for the time spent in a classroom leading or supervising an activity for Showcase

### **Department Head**

A stipend will be based on responsibility and size of the department.

### **Committees/Clubs**

- \$20 an hour will be paid for Summer, Leadership and Site Committee meetings
- ACA initiated clubs (ie, NHS, Battle of the Books, Student Leadership, etc.) will be paid a stipend to be determined by the administration

### **Concert/Department/Showcase Nights Pay**

The following will be paid at the hourly teaching rate:

- Music teachers will be compensated for the event hours
- Teachers leading department nights (ie. Math/Science Night) will be compensated for the event hours

**Any work that is not stipulated in your employment contract, and is not included in the above list, requires written approval from Administration before you may be compensated.**

### **Staff Meetings for Teachers**

Staff meeting will be recorded on the Google Calendar. To respect the time of the presenters and other staff members, we request that you arrive on time and stay to the conclusion of the meeting.

### **Staff Meetings for ESEs**

Staff meeting dates will be posted on the Google Calendar. **All ESEs are required to attend staff meetings.** To respect the time of the presenters and other staff members, we request that you arrive on time and stay to the conclusion of the meeting.

### **Students on IEPs and 504s**

Prior to the start of the school year, it is essential to review your class list to determine if you have a student who is on an IEP and/or a 504 plan. Every teacher who has a student on an IEP has a legal obligation to not only review the modifications and accommodations, but to also actively work toward meeting the modifications and accommodations. If you need assistance, the iTeam is available to help you.

### **Student Attendance**

All teachers need to take attendance within the first 10 minutes of their class period. According to ACA's Tardy Policy, a student will be marked absent from class when missing more than 25% of the class period. For longer block periods, teachers may wish to wait until the end of the tardy window before entering attendance into Synergy. Teachers should not wait until the middle or end of the day before entering their attendance. Students could be missing and the school would be unaware of this concern.

### **Student Supervision**

Parents are responsible for their children's safety at all times. ACA is neither a closed nor secure campus. Under no circumstances should a student in grades K-6 be left unsupervised without an adult.

### **Syllabus**

All onsite classes must have a syllabus. Please give the parents and students a copy of the class syllabus on the first day of classes. On the syllabus, please include:

- name of class
- grade levels
- teacher contact information
- whether the class is comprehensive (comprehensively covers the standards for the subject)
- standards covered
- student expectations

- grading policy and credits awarded (if any)
- homework policy
- teacher expectations
- parent expectations
- attendance policy
- materials that students are expected to bring to class

Please move an electronic copy of your syllabus into the “2016-2017 Syllabus Folder” in the Google Drive by the first day of class.

### **Teaching License Renewals**

**It is the responsibility of every teacher and staff member to make sure that his or her teaching license or charter registry is current. Expired licenses will prevent teachers from being able to be on-site.** TSPC **emails** renewals 90 days before license expiration. Email updates need to be filed with TSPC. The TSPC website is [www.tspc.org](http://www.tspc.org). When you receive your renewal notice you will need to:

1. Take the Civil Rights Test if you have not already passed it.
2. Turn your Professional Development Unit (PDU) in to your supervisor.

Failure to renew a license in a timely manner may result in a \$150 fee to expedite the process.

### **Teacher Assistant (TA)**

If you would like to have a student TA in your classroom, please send an email to the ESEs or contact students individually. TAs are optional. If you do request a TA, it is recommended that you create clear guidelines for the role of the TA in your classroom. Students may receive TA community service or a .125 high school credit per semester (but not both) for working as a TA in your classroom. There is a TA contract in the Teacher Files on the Google Drive.

### **Weapons on Campus**

Bringing, possessing, concealing or using a weapon is prohibited on the school grounds.

## ***Staff Contact List***

|                         |                                 |
|-------------------------|---------------------------------|
| Noah Beck               | NoahBeck@aca.k12.or.us          |
| Joy Best                | JoyBest@aca.k12.or.us           |
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# CODE OF PROFESSIONAL CONDUCT For EDUCATION PRACTITIONERS

Teachers  
Support Staff  
Administrators  
Substitutes

## **Employee Conduct and Responsibility:**

All employees shall also be expected to:

1. Maintain appropriate relationships with students and staff and not use such relationships for personal gain or private advantage
2. Distinguish between personal views and those of ACA to avoid misrepresentation of ACA
3. Represent their own professional qualifications in a true and accurate manner
4. Perform in accordance with the employee's current position description, performance goals and authorized directives from their supervisor
5. Use ACA property for personal use only with expressed permission

## **The Ethical Educator:**

### **OAR 584-20-035**

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, and the profession.

1. The ethical educator, in fulfilling obligations to the student, will:
  - a. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.
  - b. Refrain from exploiting professional relationships with any student for personal gain, or in



support of persons or issues

c. Maintain an appropriate professional student-teacher relationship by:

- i. Not demonstrating or expressing professionally inappropriate interest in a student's personal life
- ii. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student
- iii. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator
- iv. Not sharing information concerning a student's grades, attendance, records, classroom behavior and family information except with staff members who work directly with the student and may need the information for educational purposes.

2. The ethical educator, in fulfilling obligations to ACA, will:

- a. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment
- b. Conduct professional business, including grievances, through established lawful and reasonable procedures
- c. Strive for continued improvement and professional growth
- d. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties
- e. Not use ACA's name, property, or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority

3. The ethical educator, in fulfilling obligations to the profession, will:

- a. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty.
- b. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities
- c. Respond to requests for evaluation of colleagues and keep such information confidential as appropriate

### **Evaluation of Staff**

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a staff member's performance of their job responsibilities. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or nonrenewal, dismissal and discipline.

#### **1. Licensed Staff**

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes (SB 290 & HB 2186). Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Evaluations will:

- a. Strengthen the knowledge, skills, disposition and classroom practices of teachers;
- b. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district;
- c. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments;
- d. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;
- e. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

## 2. Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least once during the school year.

### **Confidentiality and Release of Information**

School personnel may not release any information, whether verbal or written, regarding a student to a third party without written parental consent. Exceptions include other school officials and teachers within the district who have "legitimate educational interest" ONLY, to law enforcement officials, to comply with a court order or subpoena, in health or safety emergencies or to child protective services.

Parents have full access to the educational records of their child. Parents can petition to change, amend, or destroy records. All information generated through the educational process is considered an education record. If a student is enrolled in another district, or is seeking or intending to enroll in another district, personally identifiable information from an educational record may be disclosed to an official of that district without the written consent of the parent.

Do not discuss any student with a third party on the telephone without prior written consent from the parent. This includes doctors, counselors, psychologists, etc. It is okay to complete checklists or other questionnaires regarding a student for a third party IF the parent request that you do so. You must return this information directly to the parent. Do not mail to the third party without written consent.

We may not share any information about a student with anyone except the parent unless we have written parental consent to do so. "Parent" is defined in the law to include the natural parent, legal guardian, or an individual authorized in writing to act as a parent in the absence of a parent or guardian. This does not include stepparents (unless the child has been adopted), grandparents, live-ins, etc. You may release any and all information to a noncustodial parent without written consent of the custodial parent unless there is a court order on file that specifically revokes these rights for the noncustodial parent.

This information is based on Federal and State laws. Failure to comply can result in a civil suit for "reckless disclosure."

## **Plan of Assistance**

In situations where performance is less than satisfactory, a staff member may be placed on a "Program of Assistance for Improvement." A Program of Assistance for Improvement" will be developed by the administration, with input from the teacher, when less serious deficiencies are noted in the teacher's performance. This plan will include a statement of areas needing improvement, a statement of expected performance, a list of suggested activities to develop expected performance, a designation of the monitoring system, and a final assessment.

## **Discipline**

Staff members will be disciplined according to the severity and frequency of the conduct at issue. Discipline may be in the form of verbal reprimand, written reprimand, or suspension depending on the circumstances of each case.

1. "Verbal Reprimand": The administrator will hold a conference with the employee. He/She will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored.
2. "Written Reprimand": The administrator will hold a conference with the employee. The employee may have a representative present of his/her choice. The administrator will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored. A "letter of reprimand" shall be written and placed in the employee's personnel file.
3. "Suspension": Employees may be suspended in order to maintain the health and/or safety of other employees and/or students. Employees may also be suspended pending investigation of complaints regarding their job performance or conduct.

## **Dismissal**

Staff members may be dismissed for any reason or reasons deemed in good faith sufficient by the director. Written notice of intended dismissal and reason(s) for dismissal must be given to the named staff member.

Teachers may be dismissed when their job performance or conduct falls within one or more of the broad reasons listed in ORS 342.865: inefficiency, immorality, insubordination, neglect of duty including duties specified by written rules, physical or mental incapacity, conviction of a felony or of a crime involving moral turpitude, inadequate performance, failure to comply with such reasonable requirements as the director may prescribe to show normal improvement and evidence of professional training and growth, or any cause which constitutes grounds for the revocation such teacher's teaching license.

## **Sexual Harassment**

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical

conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term of employment, submission to, or rejection of, the conduct affects employment opportunities, or the conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Each employee must promptly report any offending behavior to the building director by completing a Hazing/Harassment/Intimidation/Menacing Complaint form. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

### **Hazing/Harassment/Intimidation/Bullying/Menacing**

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated at ACA or while on school business or activities. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Each employee must promptly report any offending behavior to the building director by completing a *Hazing/Harassment/Intimidation/Menacing Complaint* form. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

### **Alcohol/Controlled Substance Use**

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:

1. Being under the influence or unlawfully using, possessing, purchasing, distributing, dispensing or manufacturing alcohol and/or drugs while on school premises, school-approved activities or events or otherwise engaged in school business.
2. Reporting to work or attending school, school functions or other activities while under the influence of alcohol or drugs. An individual shall be considered to be "under the influence" when, in ACA's determination, the controlled substance impairs the individual's ability to safely and efficiently function (i.e., perform assigned work, engage in learning and acceptable behavior, provide a positive role model) or brings discredit to ACA. "Reasonable grounds" may include, but are not limited to, such things as slurred speech, dilated pupils, peculiar odors and unsteady balance.

### **Drug-Free Workplace**

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol.

Each employee shall notify his/her supervisor of his/her conviction of any criminal drug statute, as defined above, no later than 5 days after such conviction and shall abide by the terms of this school policy establishing a drug-free workplace. Reasonable suspicion by ACA of employee use of a controlled

substance or alcohol shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking)
2. Direct observation of use in the workplace
3. The opinion of a medical professional
4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by the employer
5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above. Rules related to a specific statute or rule may be applicable and shall supersede the above. Sanctions against employees may include non-renewal, suspension and termination.

An employee who violates the terms of this policy shall be subject to discipline up to and including dismissal. ACA may require that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the director. If the employee fails to satisfactorily participate in such program, employment may be suspended, his/her contract non-renewed or non-extended or he/she may be dismissed, at the discretion of the director.

### **Child Abuse Prevention**

All employees must report or cause a report to be made when there is reasonable cause to believe that a child has been abused (ORS 339.375 and 419b.010). Failure to report may result in a fine of up to \$720.00 (ORS 153.018 and 419.010). Records kept of observed indicators of abuse are considered part of the student records. Child means an unmarried person who is under 18 years of age (ORS 418.740).

Abuse means:

1. Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury
2. Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child
3. Rape of a child
4. Sexual abuse
  - a. Sexual exploitation, including but not limited
  - b. Contributing to the sexual delinquency of a minor and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes
  - c. Allowing, permitting, encouraging or hiring a child to engage in prostitution
5. Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child
6. Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's

health or welfare

7. Buying or selling a person under 18 years of age as described in ORS 163.537
8. Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured
9. Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety

Employees should report the information to his/her supervisor, and shall immediately report the information to the Clackamas County Department of Human Services or local law enforcement agency.

For the protection of ACA students and staff, staff must avoid situations where a staff member's behavior could be open to allegations, such as being alone with a student behind a closed door, having students in their home when no one is present, being in a room with a closed door and no windows, being alone with a student in locker rooms or bathrooms, or being on trips with students without another adult always present.

### **Child Abuse Prevention Training**

School staff are required to undertake training each year in the prevention and identification of child abuse and the obligations of school employees under ORS 419B.005.

### **Smoking on School Premises**

Possession, use, distribution or sale of tobacco in any form on School premises and at school-sponsored activities is expressly prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product. Violation of this policy will lead to appropriate disciplinary action.

### **Equal Employment Opportunity**

Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion and training of all employees regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age or other categories protected by law and disability if the employee, with or without accommodation, is able to perform the essential functions of the position.

### **Staff - HIV, AIDS and HBV**

ACA will strictly adhere in its policies and procedures to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS or HBV<sup>1</sup>. ACA recognizes a staff member has no obligation under any circumstance to report his/her condition to the district and the staff member has a right to continue working. If the staff member reports his/her condition to ACA, strict adherence to written guidelines outlined by the staff member shall be followed. These guidelines shall identify who may have the information, who will give the information, how the information will be given, where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes. When informed of the infection, and with written, signed permission from the staff member, the director will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the staff member's condition. Accommodations for a staff member infected with HIV, AIDS or HBV shall be the same as with any other illness. ACA shall also develop policies and/or procedures for confidentiality infection control and public relations/media.

### **Spills of Blood and Body Fluids (Mandatory Notice)**

Any contact with body fluids from another person presents the risk of infection. Some examples of body fluids include drainage from cuts and scrapes, vomit, urine, saliva, and blood. This risk, while very small, is increased if the fluid comes into contact with a break in the skin. In all cases, consistent cleanliness reduces communicability. Remember to report any exposure to your supervisor and risk management immediately.

### **Use of School Technology & Communication Services**

Alliance Charter Academy's electronic communication services must be used in a responsible, efficient, ethical and legal manner.

#### **Acceptable Uses**

Acceptable uses include activities that directly support teaching and learning of ACA's curriculum or that support attainment of ACA's mission and priorities. Uses may include functions such as electronic or voice mail, real-time electronic conferencing, reading or posting messages on computer bulletin boards, accessing school information databases and other shared resources and accessing external resources through the Internet. Personal use of these services is permitted if there is no additional direct cost to ACA and if personal use does not interfere with student learning, conflict with the work responsibilities of school employees, or result in personal financial gain.

#### **Unacceptable Uses**

Unacceptable behavior or uses include, but are not limited to, those that are illegal, have no reasonable basis for improving the teaching or learning of ACA's curriculum or completion of School business, are offensive, harassing, or potentially harmful to others, are for personal financial gain, or impair the maintenance, use, or availability of equipment or services by others. All communications and data interchanges are subject to monitoring. ACA does not consider any communication or data interchanges using School materials, equipment, or electronic infrastructure to be private.

#### **Staff Responsibilities for Personal and Student Use**

School administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students. Staff members are responsible for guiding students to educationally appropriate sections of the Internet. Staff must assure that non-Email Internet access is limited to those students who have been granted permission by a parent or guardian. Staff passwords are confidential and may not be shared with students, parents, or other staff members. Students may not access a computer that is logged in with a staff account unless the student is fully supervised by the teacher who is working one-on-one with the student. Staff must use only their school email for school correspondence. If a staff member logs into a secure website, (Gmail, Synergy, OPS) or has logged into their computer, they must log out before leaving their computer workstation. Disregard for these responsibilities is considered professionally unethical and/or neglectful and

will need be documented for legal purposes.

### **Staff Ethics and Employee Conflicts of Interest**

School employees shall strive to act in an ethical manner at all times. Employees shall not engage in, or have a financial interest in, any activity that would raise a reasonable question of conflict of interest with their duties and responsibilities as staff members, or compromise their abilities to fulfill their obligations to ACA, its students, and its community in any way.

This means that:

1. Employees will not solicit for financial remuneration from students, parents or staff
2. Any device, publication or any other item developed during the employee's paid time shall be School property
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way
4. Employees shall not use or attempt to use his or her official position or employment at ACA to obtain financial gain or the avoidance of financial detriment for the employee, the employee's relatives, or for any business with which the employee or relative is associated
5. No employee will use any School facilities, equipment or materials in performing outside work unless such employee has prior authorization
6. Employees will reveal any conflict of interests

### **Receipt of Gifts, Entertainment, Food, or Honorarium**

School employees are subject to Oregon ethics laws which govern the receipt by employees of gifts which may not exceed \$50.00 from any individual giver on an annual basis. Oregon law defines gifts to include meals, entertainment, honoraria, and more. School employees must not accept more than \$50.00 worth of "gifts" annually from any one giver. This means that if an employee is offered lunch, conference materials, and an honoraria from a single source and those items total in value over \$50.00, the employee is in violation of ethics laws. Employees should be aware of any gifts they are offered or received from any source and keep a record of those gifts to ensure compliance.

### **Staff Complaints**

ACA will develop a complaint procedure which will be available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of school personnel policies and/or administrative regulations. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of school personnel policies. Disputes concerning an employee's dismissal, contract nonrenewal or contract non-extension will not be processed under this procedure. Reasonable efforts will be made to resolve complaints informally. Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary.

### **Licensure**

All teachers are expected to keep their licenses current. It is a teacher's responsibility to maintain accurate home address and email information with TSPC for license update and renewal information. Failure to maintain a current license will result in suspension of duties. Teachers must also keep track of the Professional Development Units (PDUs) which are required for teaching license or charter registry renewal. Please refer to the TSPC website for PDU requirements for your particular license.



### **Tutoring for Pay**

School employees shall not tutor for remuneration a student assigned to his/her class unless it has been approved by the iTeam. ACA is aware that some parents wish to provide additional help beyond that which ACA is providing to address the special needs of individual students. To that end, the Curriculum Manager maintains a list of tutors who have applied to ACA as being in private practice. ACA will make this list available by parent request.

### **Criminal History Records Check/Fingerprinting**

All newly licensed teachers, administrators, personnel specialists and school nurses and those applying for reinstatement of a license that has expired for more than three years will be required to submit to a nationwide criminal history records check and fingerprinting in accordance with the rules established by the Teachers Standards and Practices Commission. All employees not requiring licensure as stated above, but who are hired into a position that has direct, unsupervised contact with students shall be required to submit to a nationwide criminal history records check and fingerprinting at the time of hire.

### **Americans with Disabilities Act**

The ADA and Oregon law prohibit discrimination against qualified persons with disabilities. Under both the ADA and state law, a "person with a disability" is an individual who has a physical or mental impairment that substantially affects one or more major life activities. ACA will make reasonable accommodations for qualified persons with a disability, if that would allow the individual to perform the essential functions of the job. Employees protected by the ADA, or those that suspect they may be protected, should discuss their needs for possible accommodation with their supervisor.

# Appendix

## Sick Time Policy

“Employee” means an individual who is employed by the public charter school and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the public charter school.

The public charter school shall allow an eligible employee to access up to 40 hours of paid sick time per fiscal year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works for part time employees. Paid sick time of 40 hours shall be front-loaded for all full-time employees at the beginning of each fiscal year.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a fiscal year.

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s<sup>1</sup> mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The public charter school reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the public charter school. An employee refusing to submit to such an examination or to provide other evidence as required by the public charter school, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with the public charter school’s medical disability leave, the sick time and medical disability leave may run concurrently.

If the reason for sick time is a foreseeable absence, the public charter school may require the employee to provide advance notice of their intention to use sick time within 7 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take

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<sup>1</sup>“Family member” is defined by the Oregon Family Leave Act (OFLA).

reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the public charter school (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the public charter school prior to the beginning of the work day. If circumstances prevent this, the notification must occur as soon as possible and no later than 48 hrs after the absence.

The public charter school shall establish a standard process to track the eligibility for sick time of a substitute.

**Legal Reference(s):**

[ORS 342.545](#)

[ORS 342.610](#)

[ORS 659A.150 to -659A.186](#)

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Americans with Disabilities Act Amendments Act of 2008.

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