The Coding School - Code of Conduct

Policies and Expectations:
The Coding School (TCS) is committed to fostering a respectful, inclusive environment where all participants feel safe and can do their best learning. We are committed to values of diversity and inclusion. A core part of our organization's mission is to make the future of STEM more representative and welcoming to all. Therefore, we take these responsibilities seriously and have high expectations for our learning community. All TCS members are required to read and agree to follow the Code of Conduct outlined below.

Every member of the TCS community - including students, instructors, parents, staff, volunteers, and event participants - are expected to contribute to a positive learning experience for everyone. TCS will enforce the Code for all programming - whether virtual or in-person - to help ensure a safe and inclusive learning environment for all. **Discrimination or disrespect** based on age, disability, ethnicity, gender identity and expression, body size, level of experience, nationality, race, religion, caste, sexual identity and orientation, and other marginalized identities **will not be tolerated under any circumstances.** This includes comments and actions that are intended as a "joke" or not directed at specific individuals.

Likewise, TCS has a Zero Harassment policy. **Harassment, including but not limited to inappropriate comments, offensive images, or unwelcome physical/virtual contact, will constitute grounds for removal from our current and future programs.** A student's References will also be notified if they are found in violation of the Code.

These expectations apply during all interactions with the TCS community, including during lectures, discussion forums, such as Zoom, Discord and Canvas, and one-on-one communication with other students, instructors and TAs, staff, sponsors and all other members. Whether online or offline, mistreatment will not be tolerated. This Code of Conduct applies whenever members of the TCS community interact, not just when communicating through a TCS platform or at a TCS-sanctioned event. If inappropriate conduct takes place outside of class, including through personal communication, TCS will still investigate the violation. We are not responsible for any externally created Discord servers, WhatsApp groups, or other chats, but we will investigate any reported violations.

This Code of Conduct is an evolving document. Students will be informed if changes are made and are expected to adhere to the most recent version of these expectations.

Examples of behaviors that contribute to a positive learning environment include:

- Using welcoming and inclusive language at all times.
- Being respectful of differing viewpoints, experiences, and cultures.
- Showing empathy toward others.
- Being an active listener and engaged participant.
- Valuing the contributions of all members of the TCS community.
- Respectfully pointing out unintentionally racist, sexist, or biased comments and jokes when they happen.

Examples of unacceptable behavior by participants include:

- The use of sexualized language or imagery, including nudity, and unwelcome physical contact, sexual attention, or advances online or in-person.
- Intimidating, harassing, abusive, defamatory, profane, discriminatory, or demeaning speech.
- Uninvited communication between students or event attendees and TCS guest speakers, panelists, instructors, TAs, staff, and volunteers.
- Unprofessional or offensive attire, gestures, or behaviors.
- Harmful or prejudicial verbal comments, written statements, or visual images.
- Disrupting any virtual meetings (i.e. "Zoom bombing"), including lectures and labs.
- Sharing official course information meant only for course participants with others who are not enrolled in the course, including video conferencing information and course materials.
- Continuously spamming communication channels in a way that distracts others and/or is not relevant or beneficial to the community as a whole.
- Publishing others' private information, such as a physical or electronic address, without explicit permission.
- Publicly "outing" of any aspect of someone's identity without their consent.
- Publishing screenshots or quotes from private chats or events without all quoted users' explicit consent.
- Publishing or distributing print, audio or visual recordings of any part of TCS events-including lectures, labs, and homeworks - in any medium (including social media and private communication channels)
- Actual or threatened personal or professional retaliation for a rejection or report of unacceptable behavior
- Failing to stop unacceptable behavior when requested by a participant, instructor or TCS staff

- Other conduct that could reasonably be considered inappropriate in a professional setting

<u>Reporting and Enforcement:</u>

Student learning platforms- such as Discord, Piazza, Canvas and the virtual meetings- will be monitored for Code of Conduct violations. However, the entire TCS community is responsible for upholding our expectations for fostering a respectful, open, and supportive learning environment.

TCS reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning, in response to any incident of unacceptable behavior, and TCS reserves the right to prohibit attendance at any future meeting, virtually or in person.

If you witness or experience a violation, please follow these steps:

1. Please fill out this form to report the concern as soon as possible:
   a. [QxQ Code of COnduct Violation Form](#)
   b. [TRAIN Code of Conduct Violation Form](#)
      i. Please include all relevant details, including screenshots or context, that will be helpful in understanding the violation. As the reporter, your anonymity will be protected to the greatest extent possible.
2. If you feel comfortable, you can raise the violation with a program instructor or staff so they can quickly mitigate the problem, such as deleting an offensive comment or removing a disruptive participant from class.
3. The staff at TCS will take these reports seriously, investigate them, and follow through with corrective action as deemed necessary. TCS reserves the right to ban students from current and future programming or report to the appropriate law enforcement for Code of Conduct violations.
4. If you need to speak with someone, please email student@qubitbyqubit.org for the QxQ program, train.student@the-cs.org for the TRAIN program, student@the-cs.org for the codeConnects program and add at the beginning of the subject line 'URGENT.' You may also call our office at: 424-310-8999 or 323-790-9992.