Nucamp

Student Code of Conduct

Volume 2, May 30th 2020

1. Introduction

We are committed to providing a friendly, safe and welcoming environment for experienced and aspiring technologists, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion.

The purpose of our Community Code of Conduct is to ensure that all participants have the best possible experience, while fostering an open and welcoming environment.

1.1 Scope

This Community Code of Conduct applies to:

1. Community online communication channel including Slack, mailing lists, and social media groups.
2. Community events including workshops.
3. Contributions to community open source projects including, but not limited to code, comments, wiki edits, and shared documents.

1.2 Our Standards

Examples of behavior that contributes to creating a positive environment include:

- Using welcoming and inclusive language

- Being respectful of differing viewpoints and experiences

- Gracefully accepting constructive criticism

- Showing empathy towards other community or class members

- Focusing on what is best for the community and the class

Nucamp admits and enrolls students who possess the capacity for success both intellectually and personally at coding. It is our belief that each student is responsible for their behavior at all times. When accepted for membership into the Nucamp community, each student assumes the responsibilities and rights emerging from Nucamp's goals and objectives. These include, but are not limited to promoting the intellectual, development of students, and nurturing each student's preparation for responsible participation not only at Nucamp but also in local, state, regional, national, and international settings.

Once accepted for admission into the Nucamp community, Nucamp assumes that each student who enters Nucamp possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of, and commitment to honor, morality and integrity; and a respect for laws and the rights of others. This assumption prevails unless a student negates it through misconduct.

Nucamp adopts only such policies, rules and regulations that seem necessary for the welfare of the educational community. Regulations include those items that fall within local, state, and federal laws. Each

student associated with Nucamp is expected to be familiar with and to follow all policies, rules and regulations promulgated by Nucamp. Failure to abide by the policies, rules, and regulations may result in dismissal from Nucamp bootcamp instruction.

In addition to the Student Code of Conduct, rules and regulations developed by Nucamp to maintain a safe and orderly environment may be found on the Nucamp website.

1.3 General Examples of Unacceptable Behaviors:

While the full extent of Nucamp considered unacceptable behavior is discussed in depth in this Code of Conduct, in general, examples of unacceptable behavior by participants include:

- The use of sexualized language or imagery and unwelcome sexual attention or advances

- Trolling, insulting/derogatory comments, and personal or political attacks

- Public or private harassment

- Publishing others' private information, such as a physical or electronic address, without explicit permission

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

The Student Code of Conduct may be revised when, in Nucamp's discretion, the need arises. This may occur during the course of an instruction cycle. Members of the Nucamp community requesting changes to the Code of Conduct may do so through the Nucamp administrative officers Students will be notified of changes as they become effective. Notification will be made via email.

Please note: In most circumstances, Nucamp Coding Bootcamp will treat attempts to commit code of conduct violations as if those attempts had been completed.

2. Academic Integrity

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the teaching assistant and to disciplinary action as outlined in the Nucamp Coding Bootcamp disciplinary procedures.

2.1 Introduction

Academic integrity is honesty concerning all aspects of academic performance. Academic integrity must be fully integrated into the Nucamp academic environment, including norms for student life and classroom

expectations. Integration is best accomplished when faculty and students understand and accept standards of academic behavior, and when the standards are fairly and uniformly enforced.

The faculty's authority over the classroom and grades reinforces the principles of academic integrity and the consequences of academic misconduct. Expectations and policies regarding academic dishonesty should be clear within and across academic units, and the classroom should be conducted in a manner to support those policies. Teaching assistants need to know the following enforcement system and are obligated to use it when academic dishonesty occurs. Enforcement supports honest students and promotes our commitment to academic integrity. Enforcement also allows for the ability to better monitor the quantity and nature of academic dishonesty incidents and to track students who repeatedly commit acts of academic dishonesty so that such behavior by students is discouraged but dealt with accordingly.

Nucamp's expectation is that students will not cheat or plagiarize, and that they will not condone these behaviors or assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but also undermines the scholastic achievements of all Nucamp students and attacks the mission of this bootcamp. Students are inherently responsible to do their own work, thereby ensuring the integrity of their academic records.

2.2 What is Academic Dishonesty?

Nucamp defines Academic Dishonesty as violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation. The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes, but is not limited to:

- Submitting material that is not yours as part of your course performance, such as submitting a downloaded code off of the Internet; or

- Using information or devices not allowed by the teaching assistant or

- Using unauthorized materials or

- Fabricating information or

- Collaborating with others on assignments without the teaching assistant's consent or

- Cooperating with or helping another student to cheat or

- Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, or communicating with anyone other than a proctor or teaching assistant during an exam.

2.3 Reporting Suspected Academic Dishonesty

Generally, teaching assistants are strongly encouraged to report any suspected violations of Nucamp's Academic Dishonesty Policy through formal channels. When a teaching assistant believes a student has

violated Nucamp's Academic Dishonesty Policy, they may, at their discretion, contact the student to inform the student of the issue.

2.4 Retaliation

Nucamp expressly prohibits retaliation against any person who has reported academic misconduct to a member of the Nucamp community or who has participated in any way in the conduct of a case of academic misconduct or in the imposition of a sanction for academic misconduct. Any person who violates this policy may be subject to disciplinary action, including suspension or expulsion from Nucamp.

2.5 Resolving an Academic Dishonesty Incident

When a teaching assistant, or any other Nucamp Manager believes a student has violated Nucamp's Academic Dishonesty Policy, they may resolve the incident in accordance with one of the following options. Teaching assistants are encouraged to consult with any member of the Nucamp administration regarding these procedures.

1. The teaching assistant or Nucamp Manager (the 'Initiator') may meet informally with the student to resolve the matter.

2. The Initiator may ask to meet with the student in the presence of witnesses to resolve the matter. In this case, the student will be informed in writing (via email) of the purpose of the meeting, and of their right to have a witness present. If a the Initiator or an appropriate substitute is unable to meet with the student, the Initiator will document the suspected violation and send it to the student, via certified mail or email, together with a letter stating the penalty to be imposed.

3. The Initiator may submit appropriate documentation and an indication of the severity of the violation to the Chief Learning Officer.

   a. Minor Academic Dishonesty: This option indicates that the suspected violation was non-egregious, and that the student should receive additional education in order to avoid future violations or suspected violations. The Initiator is encouraged to discuss the situation and the reasons for filing the report with the student.

   b. Major Academic Dishonesty: This option indicates that the suspected violation was egregious, and that the incident should be systematically reviewed by the Chief Learning Officer. The Initiator is encouraged to discuss the situation and the reasons for filing the report with the student.

When an Initiator files an academic dishonesty violation has been filed, it will generate one of the following outcomes:

   i. Reports of Minor Academic Dishonesty

      1. If a report of minor academic dishonesty is the first report that has been filed against a student, the Initiator will inform the student that an academic dishonesty violation has been filed and that the student must

attend a mandatory meeting with the Chief Learning Officer or a Nucamp Manager, either in person, via web conferencing, or over the phone, during which the student will receive additional education about academic integrity in an environment removed from perceived bias in order to avoid future violations or suspected violations.

    a. In this meeting, no determination of responsibility will be made, but the student will be advised: 1) that the academic dishonesty violation will remain on file 2) that it will be used to make determinations of responsibility if subsequent reports are submitted involving the student 3) of the possible sanctions that could be imposed if subsequent reports are submitted involving the student; and 4) that a single academic dishonesty violation with a minor indicator will not be considered a student conduct record and will be automatically expunged from the student's education record upon graduation. The student will also be directed to their teaching assistant, and to other resources that may help the student understand how to avoid future violations or suspected violations.

    b. The teaching assistant will be informed of the content of the mandatory meeting.

2. If a report of minor academic dishonesty is not the first report that has been filed against a student, it will be treated as a major report of academic dishonesty.

  ii. Reports of Major Academic Dishonesty

1. The Chief Learning Officer will inform the student that an academic dishonesty violation has been filed and communicate the corresponding sanction, which by default should be the dismissal from Nucamp, but may be adjusted at the discretion of the Chief Learning Officer.

2.6 Student Appeal Process

All imposed sanctions may be appealed on the grounds of lack of a fair review or severity of sanction within five working days of being notified of the sanction. Students who wish to appeal a sanction should submit a written request for appeal to the Chief Executive Officer, Nucamp. The letter must include: the appeal date; a detailed explanation of the grounds for the appeal; any information that was not available at the time of the formal hearing, and the signature of the student filing the appeal. Electronic submissions of appeals will be accepted. Students may not appeal a sanction more than once.

2.7 Maintenance of Records

Records of academic integrity violations will be maintained by Nucamp for a period of 5 calendar years.

3. Grade Appeal

Students who believe a teaching assistant has unfairly or inaccurately evaluated their coursework may appeal a grade.

4. Equal Educational Opportunity

Nucamp is committed to providing equal opportunity in education for all students without regard to a person's race, color, national origin, creed, religion, age, gender, gender identity, sexual orientation, mental or physical disability, or any other status protected by law. Nucamp community will not tolerate any unlawful discrimination, harassment, or abuse of or toward any member of Nucamp community.

Nucamp holds as basic the integrity and well-being of every person in the community. It is committed to providing an educational environment which is fair, consistent, caring, and supportive of intellectual and personal growth. Further, it is committed to protecting the rights of its community members to engage in dialog and to express ideas in an environment which is free from harassment, discrimination, and exploitation. This freedom of expression does not, however, entail the freedom to threaten, intimidate, harass, or abuse.

Nucamp prohibits any activities which cause or threaten physical or mental harm, suffering, or exhaustion; which demean the dignity and personhood of any individual; or which interfere with one's academic progress. Examples of such actions are verbal threats or abuse, harassment, intimidation, stalking, threatened or actual physical assault, or consistent disregard of the rights and welfare of others. In particular, Nucamp will see as a violation of this policy, any behavior which communicates a message that is threatening, intimidating, or demeaning or which causes physical harm to a person or persons because of race, color, national origin, creed, religion, age, gender, gender identity, marital status, sexual orientation, mental or physical disability, or any other status protected by federal, state, or local law. Any person or persons who are found to have violated this policy will be subject to disciplinary action up to and including suspension, expulsion, or termination.

5. Accommodation of Persons with Disabilities

As stated in its Equal Opportunity policy, Nucamp will not discriminate against any student because of the presence of a mental or physical disability. As part of its long-range plan, Nucamp has committed the financial and human resources necessary to provide access to Nucamp facilities according to the recommendations and requirements of the ADA. Where a student with a disability is able to perform essential academic/program requirements or job functions, Nucamp may be obligated to provide reasonable accommodation to the needs of that student, unless such accommodations would provide undue hardship to Nucamp.

Students with medically recognized and documented disabilities and who are in need of special accommodation have an obligation to notify Nucamp of their needs by email to the Chief Learning Officer. Students with disabilities who want to appeal a decision regarding accommodation should contact the Chief Executive Officer in writing or email.

6. Concern and Safety for Others

Nucamp holds the safety and well-being of every person in the community as a basic principle in all of its student policies. Students are therefore expected to demonstrate common sense and good judgment in all areas where safety, health and cleanliness are concerned. Nucamp expressly prohibits activities that cause or threaten mental, emotional or physical harm, suffering or exhaustion; or which may cause damage or constitute a safety or health hazard for Nucamp students and staff and/or its component parts, as well as for self and/or others. Such actions are subject to disciplinary review and/or dismissal.

Nucamp reserves the right to restrict students whose behavior violates this policy from all bootcamp activities and locations until professional clearance is obtained that indicates the student may return without posing a threat to the Nucamp students and staff and/or its component parts, or to others.

The Concern for Self and Others policy has been applied in a broad spectrum of cases. It is, of course, not possible to list all forms of conduct that could be considered a violation of this policy. The following are examples of conduct that could violate the Concern for Self and Others policy, but they are provided for illustration only and should not be considered all inclusive.

6.1 Sexual Misconduct

Sexual misconduct offenses include, but are not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation.

6.2 Harassment and/or Discrimination

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

6.3 Physical/Non-physical Abuse

• Physical abuse or conduct that threatens or endangers another person's health or safety.

• Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.

• Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

6.4 Physical Assault

Physical attacks on another and/or an attempt or threat to harm another will not be tolerated at Nucamp. A student reacting to physical attack, or the threat of physical attack, with the use of physical contact will be reported to local law enforcement for the alleged physical assault. Unwanted physical contact by one person upon another may also constitute assault.

6.5 Weapons

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

6.6 Narcotics/Alcohol

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on Nucamp Coding Bootcamp owned or Nucamp Coding Bootcamp controlled property, and/or at any function authorized or supervised by the Nucamp Coding Bootcamp and/or in state owned or leased vehicles.

7. Conduct that is Detrimental to Nucamp's Learning Environment

Conduct that is deemed detrimental, harmful and/or damaging to the student's learning and/or that jeopardizes the safety of others as determined by the Student Success Manager. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of classroom property, or property of others.

7.1 Disruptive Behavior

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the Nucamp Coding Bootcamp.

7.2 Non-Cooperation

Staff and student workers at Nucamp are charged with responsibilities appropriate to their training and authority. Students are expected to comply with the directions of any Nucamp employee acting in performance of her/his duty. Students involved in violations of Nucamp policies are expected to be responsible for her/his actions and to accurately identify themselves to Nucamp employees when requested to do so. Any individual who believes that an employee has made an inappropriate request is encouraged to talk with Nucamp administrative leadership.

7.3 Illegal Gambling

Participation in illegal gambling activities on Nucamp Coding Bootcamp owned or Nucamp Coding Bootcamp controlled property, and/or any function authorized or supervised by the Nucamp Coding Bootcamp and/or in classroom, business property of partners.

7.4 Unauthorized Pets/Animals

Nucamp recognizes the important role of pets in the lives of some employees and students. This defines the policies within which pet visits to Nucamp locations are welcome.

For the purposes of this policy, the following definitions will apply:

Pet Owner: Anyone working or studying at Nucamp, including faculty, staff, administrators, students, temporary employees, or others who bring a pet to workshops.

Pet: A domestic animal that is owned by, resides with, and is cared for by an employee or student. This will include dogs, cats, and fish in aquariums holding less than 25 gallons of water. For the purposes of this policy, pets are not snakes, ferrets, rats and spiders. Those with questions about domestic animals that are not specifically addressed here should call the offices listed at the end of this policy statement. Decisions about the appropriateness of bringing a pet to workshops will be made on any potential risk to the pet and to people in the community, and to the perceived disruptions caused by the pet.

Service Animals: A specifically trained, domestic animal that is owned by, resides with, and is cared for by an employee or student that provides prosthetic assistance, emotional support, or performs some function to the pet owner that affects the owner's

6.4.1 Washington Industrial Safety and Health Act (WISHA), Responsibility:
Nucamp has a general duty to create a safe and healthful working environment for employees.

- Americans with Disabilities Act (ADA), Responsibility: Nucamp must provide reasonable accommodations for employees and students with documented disabilities as defined by law. This policy recognizes that Service Animals, under the ADA, are accepted on the NUCAMP workshops. Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service Animals are not defined as "pets."

- The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs or animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

- Service Animals are allowed to accompany people with disabilities in all areas of workshops where the public is normally allowed to go.

7.5 Leaving Children Unattended
Children are not allowed in classrooms.

7.6 Dress Code
As Nucamp prepares students for work in the technology industry, students are expected to dress appropriate to the technology business world during face-to-face instruction.

Articles of clothing appropriate for a student's religious beliefs are permitted.

8. Violation of Laws, Directives, and Signage

Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment. Violations of Nucamp Coding Bootcamp regulations, or signage. Damage to or falsely using fire alarms and/or fire extinguishers. Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes but is not limited to leading or inciting to disrupt classroom activities. Failure to comply with the lawful directives of Nucamp Coding Bootcamp employees acting within the scope of their duties, including those directives issued by a Nucamp Coding Bootcamp administrator to ensure the safety and well-being of others. Violations of Nucamp Coding Bootcamp policies, protocols, procedures or signage.

9. Equipment and Facilities Usage

9.1 Unauthorized Entry and/or Unauthorized Possession
Entry into, or use of any building, room, or other Nucamp Coding Bootcamp-controlled property or third-party premises on which Nucamp activities take place, grounds, or activities without authorized approval is strictly prohibited. This also includes, but is not limited to the unauthorized possession, duplication or use of Nucamp Coding Bootcamp keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

9.2 Unauthorized Entry into Nucamp Coding Bootcamp Events
Entering or attempting to enter any Nucamp Coding Bootcamp-sponsored activity without proper authorization from Nucamp teaching assistants or staff is prohibited.

9.3 Unacceptable Use of Nucamp Coding Bootcamp Equipment, Network or System
Unacceptable uses of any Nucamp Coding Bootcamp-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individuals account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

10.   Student Disciplinary Policies

10.1   Code of Conduct Committee

The Nucamp Code of Conduct Committee is a group of people that are responsible for handling conduct-related issues. Their purpose is to de-escalate conflicts and try to resolve issues to the satisfaction of all parties. The group must have at least 3 members, and include Nucamp CEO, Nucamp Chief Learning Officer and one Nucamp Manager.

10.2   Reporting a breach of Conduct of Conduct incident

Any student, teaching assistant or Nucamp staff who encounters a conduct-related issue may report it using the process described below.

1. Submit a Code of Conduct Report, preferably through the web site, or otherwise in writing. Your report will reach the Working Group. If you do not feel comfortable contacting the group as a whole, you may contact a member of the group directly. That member will then raise the issue with the Working Group as a whole, preserving the privacy of the reporter (if desired). If your report concerns a member of the Working Group they will be recused from Working Group discussions of the report. The Working Group will strive to handle reports with discretion and sensitivity, to protect the privacy of the involved parties, and to avoid conflicts of interest.

2. The Working Group will meet to review the incident and determine what happened. With the permission of the person reporting the incident, the Working Group may reach out to other community members for more context.

3. The Working Group will reach a decision as to how to respond to the report. This may include:

- A request for a private or public apology.
- A private or public warning.
- A permanent or temporary ban from some or all community events and spaces.

4. The Working Group will reach out to the original reporter to let them know the decision.

5. Appeals to the decision may be made to the Working Group, or to any of its members directly.

The first goal of the Working Group is to resolve conflicts in the most harmonious way possible. We hope that in most cases issues may be resolved through polite discussion and mutual agreement. Dismissals and other forceful measures are to be employed only if strictly necessary.

Breaches of code of conduct related to Academic Dishonesty follow a different process outlined in paragraph 2.

10.3   Abuse of the Student Disciplinary and/or Grievance Procedure

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.

- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.

- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.

- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.

- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.

- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.

- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.

- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure.

10.4   Disciplinary Action

Disciplinary action may involve one or a combination of the following alternatives:

Warning - A notice served upon the student advising him/her that he/she is violating or has violated Nucamp Coding Bootcamp regulations.

Probation - After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any Nucamp Coding Bootcamp regulations during the probationary period.

Dismissal - After a finding of violation of the Code of Conduct, dismissal of student. In this case, the cancellation policy applies at the date of dismissal.