

# **GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT**

Updated August 2022

We're so excited to have you join us at Grand Circus for our coding bootcamps. We strive to create a professional and welcoming environment that is conducive to learning both the technical and soft skills necessary for a career in tech. In order to maintain this environment, all members of our student community must abide by a code of conduct outlined here. These policies apply whether in-person or online.

## **DECORUM AND NON-DISCRIMINATION**

At Grand Circus, one of our core values is "when you're here, you're family." That means that at all times, students are expected to treat one another, staff, and visitors with respect. Grand Circus is committed to increasing the diversity of the tech industry, and as such, Grand Circus Policy prohibits discrimination, harassment, retaliation, sexual misconduct, dating between staff and students, domestic violence, and stalking against staff, visitors, and students.

Grand Circus is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community's differences in age, disability, race or ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, genetic information, veteran or military status, and other characteristics that make our community unique. All students and staff members have the right to participate fully at Grand Circus free from discrimination, harassment, and retaliation. Grand Circus prohibits discrimination and harassment of any kind, including sexual harassment.

Students are prohibited from being intoxicated during class hours.  
Grand Circus is a gun-free zone.

## **AGREEMENT TO ACADEMIC PROGRESS & ACADEMIC HONESTY**

To maintain the high quality of Grand Circus graduates, Grand Circus will assess students' academic progress throughout the duration of this bootcamp and as a gateway to graduation.

A student may be removed from the bootcamp for failing to maintain a 60% average across the first four assessments or across all seven assessments. A student with a lower than 60% cumulative assessment average after Assessment 4 or Assessment 8 will go before an Academic Progress Panel and may be removed from bootcamp or receive additional conditions to remain in the program.

Every student who identifies as job-seeking at the start of the class must complete Career Services requirements (specifically, an approved resume and an approved LinkedIn profile by specified due dates; the completion of one mock behavioral interview, and two 1:1 career coaching sessions). Any student who has not met those requirements by the start of Final Projects will go through a Career Services review and may be removed from bootcamp.

Near the end of Final Projects, each student must pass a Technical Endorsement where they answer technical questions about their group project. A complete list of possible questions will be provided before the Technical Endorsement. A student who does not pass their Technical Endorsement will be given an opportunity to retake the Technical Endorsement the next class day. A student who does not pass the Technical Endorsement or retake will be removed from the bootcamp without obtaining a certificate of completion..

Grand Circus Detroit LLC reserves the right to share feedback on students with employers. Grand Circus Detroit LLC reserves the right to remove students whose academic progress inhibits bootcamp progression.

Plagiarism is strictly prohibited. Those who engage in plagiarism may fail the assignment, the unit, or be removed from the course at the sole discretion of Grand Circus.



# GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT

Updated August 2022

Students commit to completing assigned work themselves or with authorized help from others.

- Submitted assignments (including labs, exercises, capstones, or other activities) and assessments (including any quizzes) must be the students' own work, except for any collaboration explicitly permitted by the instructor.
- Students may not make solutions provided by Grand Circus staff available in any form, online, or to any other person. Students may not make their solutions to assessments available in any form, online or to any other person.
- Students may not make any attempt to dishonestly improve their score, or to dishonestly affect any other student's score, positively or negatively, on any assignment or assessment.

Students may be required to attest that they followed this policy whenever turning in an assignment or assessment.

Grand Circus is invested in the success of each of its students. As such, Grand Circus may provide reasonable accommodations to students who have requested a specific educational need. Grand Circus may provide reasonable accommodations at its discretion on a case-by-case basis and cannot guarantee that any requested accommodations will be made.

## ATTENDANCE

Grand Circus is engaged in creating a professional environment that fosters learning at an accelerated pace. To maintain a rigorous classroom and to set employability expectations, Grand Circus maintains a strict attendance and punctuality policy. *Please note that all times are Eastern Standard Time (Eastern Daylight Time when daylight savings time applies in Michigan).*

Attendance for remote bootcamp is recorded and based on student's live digital participation in any staff-facilitated lectures, standups, meetings, or online check-ins scheduled at any point during class hours. Live digital participation is defined as a student joining the relevant call or meeting using the technology indicated by the staff facilitator. Students are required to have microphone and/or webcam on and operating for the entire or partial duration of such events. Failure to comply with participation requirements set out by staff members may result in students being marked absent or tardy. Technical difficulties should be communicated with the instructional team and the Program Manager with as much notice as possible.

Students are expected to be engaged in bootcamp-relevant work during indirectly-moderated class hours, e.g. lab time or other independent work, as well as during group projects. Students whose behavior inhibits the progress of bootcamp may be removed from the program.

Violations of the attendance policies may result in any of the following:

- The individual will not be included in the final project
- The individual will be administratively withdrawn from the program

## Full-time Bootcamps:

Class starts promptly at 9:00 am, and a student will be considered tardy if the student is not in class any time thereafter. The student will be considered absent in the event that the student misses more than three hours of class in a single day. Five tardies will be counted as one absence. If a student exceeds **five absences** (including tardies) over the course of the program, at Grand Circus' discretion, the student may be administratively dismissed from the program.



# GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT

Updated August 2022

## **After Hours Bootcamps:**

Class starts right at 6:30 pm, and a student will be considered tardy if the student is not in class any time thereafter. The student will be considered absent in the event that the student misses more than 1.5 hours of class in a single day. Five tardies will be counted as one absence. If a student exceeds **five absences** (including tardies) over the course of the program, at Grand Circus' discretion, the student may be administratively dismissed from the program.

## **Class Cancellation**

In a situation requiring classes to be canceled, delayed, or shortened, an announcement will be posted in Slack:

- Daytime Bootcamps: Class hours will be announced via Slack no later than 7:00 am on the day of class
- After Hours Bootcamps: Class hours will be announced via Slack no later than 4:00 pm on the day of class.

Class hours will not be changed for local shutdowns due to inclement weather or other concerns. Please communicate with your Program Manager if a local shutdown creates a challenge for your class participation.

## **DRESS CODE**

For day-to-day classes, you are expected to dress "smart casual" (no torn jeans, casual shorts, athletic wear, pajamas, etc.). Students will be given advance notice when possible if guests will be joining and if you need to dress more "business professional."

## **NO RECORDINGS**

It is a violation of Grand Circus policy to record lectures with a recording device unless prior approval is received from Grand Circus management (instructors are not authorized to approve recordings).

## **CAREER SERVICES**

Grand Circus provides soft skills training and coaching. Participating in a Grand Circus bootcamp does not guarantee a job placement or a job interview. An individual may be removed from bootcamp for failing to meet Career Services requirements before the start of Final Projects. An individual may be removed from Career Services support in the event that he or she breaks the Grand Circus Code of Conduct.

## **REFUND POLICY**

Outside of the specific cases listed below, all tuition and fees are non-refundable. Books and supplies are non-refundable after the first day of class.

**Refund for Denied Admission:** All tuition and fees paid by the applicant will be refunded if the applicant is denied admission or if Grand Circus revokes admission before the program start date. This does not include the non-refundable deposit if an applicant withdraws from the process or does not pass the Unit 1 pre-work.

**Refund for Cancellation:** An applicant requesting cancellation within three (3) business days after making an initial payment, but prior to the program start date is entitled to a refund of all tuition and fees paid with the exception of the non-refundable deposit noted below. This paid deposit is non-refundable.



# **GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT**

Updated August 2022

**Deposits:** Bootcamp deposits are non-refundable. If you do not pass the Unit 1 pre-work, your deposit will not be refunded. Should a student choose to move from one cohort to a future class, the deposit cannot be applied to the future bootcamp. For example, if a student would like to move from a June coding bootcamp to an October coding bootcamp, two deposits must be paid.

## **GRIEVANCES**

Grand Circus is a licensed school through the State of Michigan. If a student has a grievance, they can contact the Michigan Department of Licensing and Regulatory Affairs office directly.

Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial  
Licensing Bureau Inspections & Investigations Section  
P.O. Box 30018, Lansing, MI 48909

517-241-9221 or [www.michigan.gov/pss](http://www.michigan.gov/pss)



# GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT

Updated August 2022

The Grand Circus Bootcamp is a training program for aspiring entry-level developers. As a student in the program, you are required to read and acknowledge the following agreement. Please confirm you have reviewed and agree to the following.

TERMS
I understand photos/videos may be taken of me throughout the course of the program and I authorize Grand Circus Detroit LLC to use them for marketing purposes.
I understand that the Grand Circus Bootcamp is an intensive 14-week (Full-Time) / 28-week (After Hours) training initiative. I have reviewed and understand its code of conduct and will comply with the written policy.
I understand that Grand Circus Detroit LLC has the right to remove me from the program at any time for violations of Grand Circus Detroit LLC policies, at their discretion.
I understand that my participation in the program is strictly voluntary. If I choose to leave or drop the program at any time, my deposit and tuition will not be refunded.
I understand that Grand Circus Detroit LLC will consistently evaluate students throughout the 14 weeks (Daytime) / 28 weeks (After Hours). Grand Circus Detroit LLC reserves the right to share feedback on students with employers. Grand Circus Detroit LLC reserves the right to remove students, including myself, whose academic progress inhibits bootcamp progression.
I understand that I must conduct myself with professionalism and decorum consistent with Grand Circus' code of conduct, and that failure to do so may result in my removal from the program.
I understand that a properly configured laptop is required for this program. I am required to properly configure my laptop and choose to do so at my own risk.
I understand that I am not guaranteed a job or an interview because I have attended this program.
I understand that the career services are offered to those participants who have successfully completed the program, as determined by Grand Circus Detroit LLC.
I understand that Grand Circus Detroit LLC does not provide academic credit and that I must work with my learning institution to address such issues and can utilize Grand Circus Detroit LLC as a resource in this exploration.
I understand that any items on the course syllabus are subject to change at any time and without prior notice at the discretion of Grand Circus staff. The syllabus is used strictly as a reference and specific course content is catered to the specific needs of students.
I understand that I may be removed from bootcamp if I have under a 60% assessment average after the fourth or eighth assessment.
I understand that I may be removed from bootcamp if I have not completed Career Services requirements, including Resume and LinkedIn profile approved according to the provided rubrics, by the deadline stated before Final Projects.
I understand that I may be removed from bootcamp if I fail to pass the Final Project Technical Endorsement and retake.



# GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT

Updated August 2022

## GRAND CIRCUS CAREER SERVICES POLICIES

Grand Circus offers Career Services to bootcamp students who are eager and ready to earn a new career in tech. During the bootcamp, students will be expected to attend soft skills sessions, career 1-1's and company info sessions among other activities. Below is a list that outlines what we expect students to complete during and after bootcamp in order to receive career services.

I Agree To...
Participate in at minimum two career 1-1's during bootcamp
Be responsive to communications from Grand Circus career services team within two business days (or within reason accounting for unforeseen or extenuating circumstances). This can be via email or Slack message.
Complete one mock behavioral interview with a Grand Circus team member.
Update my job-search spreadsheet tracking tool during bootcamp when I receive it and after graduation.
Turn in an approved resume to the career services team on the assigned due date.
Submit an approved LinkedIn profile to the career services team on the assigned due date.
Email a career services team member within one business day of receipt of any job offer, including job offer, name and address of the entity extending the offer, and the title and compensation rate of the position being offered.
Email a career services team member an offer letter once it is received.
Be willing to work in the field of technology within 6 months of graduation in a position that is a reasonable commuting distance from the main city from which you are job-seeking, or remotely.

Students and alumni who choose to not complete these requirements are at risk of being without career prospects at the conclusion of bootcamp and it may increase the length of time it takes to find a job in tech. We strongly encourage students to follow the guidelines set forth and use the resources that Grand Circus will provide in order to secure the best possible outcome - a job!

### What is Career Assistance at Grand Circus?

Grand Circus students have access to career assistance during the bootcamp and after graduation. This consists of company info sessions, career 1-1 coaching, soft skill workshops



# **GRAND CIRCUS BOOTCAMP STUDENT CODE OF CONDUCT**

Updated August 2022

and other ongoing support during bootcamp to help prepare for long-term career development.

After graduation, alumni continue to have access to career services. Alumni who are in compliance with Career Services requirements can continue to contact the career services team for advice on interviews, applications and contract/salary negotiations, among other topics.

