

Code of Conduct

Architecture Foundation of Oregon
Architects in Schools Program



The [Architects in Schools \(AiS\)](#) program is administered by the Architecture Foundation of Oregon (AFO) in direct alignment with AFO's [Mission](#) and [Equity Statement](#). The ultimate priority of AiS is to introduce the youngest Oregonians to the design of the built environment and how it impacts their lives. Through AiS, students use the design process as a tool to relate what they are learning in school to their lives outside of school.

AiS is made possible through a close collaboration between AFO, schools, teachers, design/construction firms, and volunteers including design/building professionals, architecture students, and engineering students. In addition to providing youth with a high-quality and safe experience through AiS, it is expected that all participants are treated with and treat each other with respect and help ensure a safe environment for everyone, both in-person and online. We see all participants as essential partners who contribute to the success of this program.

In order to ensure that the children served in AiS remain a priority and receive a high-quality education experience, and to ensure that participating teachers and volunteers are supported, it is important that all participants adhere to the following expectations.

Expected Behavior

- Commit to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion (or lack thereof).
- Treat each other respectfully and professionally as would be expected in any workplace setting or situation at all times.
- Express positivity toward education, design, and the future.
- Be authentic and celebrate each other's authenticity.
- Address all student and partner relationships with a trauma-informed approach. [Resources on how to implement trauma-informed practices can be found here.](#)
- Refrain from demeaning, discriminatory, or harassing behavior and speech in all communication and interactions with students and partners. Report any unacceptable behavior and violations of this Code of Conduct to Kim Ruthardt Knowles (kim@af-oregon.org, 503-317-7537).

Consequences for Unacceptable Behavior

AFO's goal is to support a program environment in which all participants can be comfortable, have a positive experience, and feel encouraged and safe. We have a no tolerance policy for any actions that threaten this experience for participants. Any program participant, teacher, or volunteer that acts inappropriately and/or in a way that undermines the experience of any participant, will be spoken with, asked to leave the AiS program and potentially required to permanently refrain from further participation in AiS and AFO.

AFO staff has authority to ask a volunteer to cease participation at any time.

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Reporting Unacceptable Behavior

Please contact Kim Ruthardt Knowles (kim@af-oregon.org, 503-317-7537) immediately:

- If you witness or are subject to unacceptable behavior, have concerns, or are caused to feel uncomfortable in any way due to another participant in the AiS program.
- If there is anything else that AFO staff can do to ensure a safe and positive experience for you and other AiS participants.

Communication with AiS Partners

AFO will provide the email address you list on your application as your main form of communication to your AiS team. If you feel it is easier to communicate in another manner, that is understandable. But please know that this is your choice and not required or recommended by AFO staff.

Please note that AFO staff may contact you by phone and email and that you can always reach AFO staff by phone and email.

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