



Participant Code of Conduct

Office of Pre-Collegiate Outreach
Programs

Worcester Polytechnic Institute



PARTICIPANT CODE OF CONDUCT

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Office of Pre-Collegiate Outreach

Participant Code of Conduct

I. Introduction

WPI's Pre-Collegiate programs help participants explore STEM fields while honing their leadership and collaborative skills, building confidence, and encouraging friendships—all with the common goal of helping them pursue their passions and position themselves for future successes. WPI's Office of Pre-Collegiate Outreach Programs (POP) Participant Code of Conduct, is designed to foster and maintain an environment where participants grow academically and socially. WPI has the authority to define and interpret appropriate standards of behavior, rights, and remedies; develop policies and procedures to support WPI's institutional goals and mission; and enforce the Code of Conduct. All participants are encouraged to familiarize themselves with, and must adhere to, the Code of Conduct.

II. WPI Expectations of Behavior

Everyone is required to adhere to WPI's Expectations of Behavior, and all WPI policies whether the conduct occurs on-campus, off-campus, or at university affiliated functions. Listed below are broad categories of expectations and responsibilities to which all community members are expected to abide. Each category includes examples of prohibited behaviors; however, the list is not exhaustive, and WPI reserves the right to identify additional prohibited behaviors (and corresponding policies and/or procedures), as necessary and appropriate.

- A. **Respect the safety of community members by avoiding behavior that harms, endangers, or intimidates others.** Prohibited behaviors include abuse, assault, bullying/cyberbullying, fraud, hazing, impairing the well-being of another community member or self, retaliation, or threat.
- B. **Conduct oneself in a manner that creates and facilitates a safe environment.** Prohibited behaviors include violating lab or fire safety procedures, possession of explosive/dangerous devices or materials, and possession of a weapon.
- C. **Engage in ethical behavior, including academic integrity and respecting intellectual property rights.** Prohibited behaviors include violation of the [Academic Integrity Policy](#), the [Acceptable Use Policy](#), the [Copyright Policy](#), [Copyright Compliance Policy](#), and the [Intellectual Property Policy](#).
- D. **Engage respectfully and civilly with other members and guests of the WPI community.** Prohibited behaviors include violation of the [Notice of Non-Discrimination](#), which prohibits discrimination or harassment based upon race, gender, religion, sexual orientation, gender identity or expression, age, ability, and ethnic or national origin.
- E. **Treat fellow participants with respect, specifically associated with any words or actions of a sexual nature.** This includes making sure that there are no violations of the [Title IX and Sexual Misconduct Policy](#).
- F. **Conduct all affairs with integrity and cooperate with university officials.** Prohibited behaviors include failure to provide valid identification to a WPI official, failure to comply with directions of an authorized WPI official and lying or intentionally furnishing false information to a WPI official.
- G. **Avoid behavior that causes disruption in the WPI or broader community.** Prohibited behaviors include disorderly or harassing conduct on or off-campus, at university-sponsored, affiliated, or supervised functions that adversely affect the WPI community or institutional reputation.
- H. **Respect others' privacy.** Prohibited behaviors include invasion of privacy and unauthorized sharing of content or photographic images to which a person has a reasonable expectation of privacy.
- I. **Respect the property of the university and of others.** Prohibited behaviors include misappropriation, theft, damage, destruction of personal, public, or WPI property.
- J. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include unauthorized entrance, trespassing, unauthorized use or possession of lock picks, keys or card access.
- K. **Respect and abide by all WPI policies.** Prohibited behaviors include violation of the Policies on Illegal Drugs and Alcohol, Controlled Substances, Recreational Marijuana, the Tobacco-Free Campus Policy (including vapes, E-cigarettes,) and any other WPI policies appropriately posted on campus, WPI's website, or in this document.
- L. **Respect and abide by all city, state and federal laws and regulations.**



III. *Summer Programs*

Participants are expected to abide by these policies and procedures during their participation in WPI Pre-Collegiate Outreach summer programs:

- A. Health/Medical
 - 1. If a participant has any dietary concerns or allergies, that information needs to be shared with the Office of Pre-Collegiate Outreach Programs by June 1.
 - 2. If a participant has medication (either over the counter or prescription), it must be in the original packaging, with the prescribing physician and dosage listed. This information needs to be shared with the Office of Pre-Collegiate Outreach Programs by June 1. Medications will be held and administered by the Summer Healthcare Staff. Participants are permitted to keep an Epi-Pen or Asthma Inhaler in their possession.
- B. Athletic Facilities:
 - 1. The WPI pool is closed to all POP program participants.
 - 2. POP summer program participants cannot use the free weights.
- C. Campus Safety:
 - 1. Participants must follow directions given by authorized campus personnel. This includes but is not limited to:
 - i. POP Professional Staff
 - ii. Program Assistants (PAs)
 - iii. Residential Program Assistants (RPAs)
 - iv. WPI Faculty and Staff
 - v. WPI Police
 - 2. The WPI campus is patrolled by campus police; however, participants are encouraged to exercise safety precautions by not traveling around campus alone.
 - 3. Each participant must stay on campus within the limits set during orientation of the program unless the Office of Pre-Collegiate Outreach Programs has written consent from a legal parent or caregiver for an excused departure from campus.
 - 4. WPI is not responsible for any injury, damage or theft to personal property. Participants agree to protect and hold WPI harmless from any liability for such injuries or damages.
 - 5. Participants may not have vehicles on campus.
- D. Class Etiquette:
 - 1. Cell phones, tablets, laptops, and all electronic devices should not be used during instruction periods, unless specifically stated by the instructor.
 - 2. Participants are expected to be in class during instructional hours unless excused by a POP summer staff.
 - 3. Participants are expected to abide by appropriate lab safety rules, including, but not limited to wearing close-toed shoes and long pants, pulling back any long hair, or other reasonable expectations set forward by the instructor.

IV. *Residential Programs*

All policies and procedures outlined herein apply to participants living in WPI housing. Participants are expected to abide by the following:

- A. Class Attendance
 - 1. Participants are expected to arrive promptly and attend each class unless they have received approval from the Summer Healthcare Staff to be absent.
- B. Family Visits and Leaving Campus
 - 1. To gain the most from this program, we recommend participants stay on campus for the duration of the program.
 - 2. Participants are not allowed to leave campus unless they are accompanied by a staff member or a parent/caregiver. To leave campus, a parent or caregiver must submit an electronic leave request form at least 48 hours in advance and sign the participant out in the Bartlett Center. Off-Campus Release Forms are available from the Office of Pre-Collegiate Outreach Programs staff.
 - 3. Non-summer program guests are not allowed to visit with summer program participants on campus or enter the residence halls once programs begin.

C. Occupancy

1. Participants are only allowed to occupy the room that they are assigned to during the dates of the program.
2. A room change will only be considered at the request of the participant not the parent or caregiver. Room changes are granted at the discretion of POP staff under extenuating circumstances.
3. All participants are expected to turn in their key(s) and remove all belongings from the residence halls at the conclusion of the program. Failure to turn in a key when vacating a residence hall will result in a lock change fee to be paid by the participant.
4. WPI reserves the right to change housing assignments at any time as deemed necessary by professional staff. Vacant spaces within a multi-occupant room must remain set up/available to accommodate another participant. The Office of Pre-Collegiate Outreach Programs reserves the right to assign another participant to a vacant space at any time without prior approval from the current participant(s), if necessary.
5. Participants requiring a Personal Care Attendant (PCA) that will have access to their on-campus residence must comply with the [PCA Policy](#) as set forth by the Office of Accessibility Services.
6. Roommates must complete a roommate agreement together on the first day of the program and adhere to boundaries set in the agreement.

D. Community Related

1. Participants must always carry their WPI identification card and present it to staff or any authorized campus authority upon request. You must cooperate with WPI staff members acting in accordance with their duties.
2. All participants must abide by program curfews, check-ins, and quiet hours, as stated on the opening day of the program.
3. Courtesy hours are always in effect, meaning participants should be mindful of how their music, noise, and other activities affect the rest of the community.

E. Care and Use of Facilities

1. Participants are expected to always show proper care and use of residence hall and campus facilities. Participants are responsible for maintaining their space and its contents in good condition and free from damage. A fee will be charged for any damages or improper use of WPI property.
2. The Office of Pre-Collegiate Outreach Programs reserves the right to grant WPI staff members or authorized agents' permission to enter participant spaces for the purpose of assessing and repairing the physical facilities and to ensure the maintenance of appropriate health and safety standards, which may include policy violations.
3. Participants should notify their Residential Program Assistant (RPA) of any maintenance issues.
4. The furnishings provided in the lounges, dining halls, and public areas of the residence halls as well as other campus facilities are for the use of all participants and may not be relocated for use in personal space(s).
5. Participants are not permitted to paint or permanently alter their space in any way.
6. Screens and windows must always remain in place. Participants are prohibited from throwing or hanging any items out of their windows.
7. At the discretion of a WPI official, participants may be required to remove vulgar, provocative, indecent, etc... items from their space that are visible from the outside.
8. Participants are not permitted on the roof of any WPI building at any time.
9. Tampering with equipment (elevators, vending machines, laundry machines, etc.) is prohibited.
10. Sports or similar activities are not permitted in the lounges, residential corridors, stairwells, or any public area of the residence hall facility. This includes, but is not limited to: Frisbee, football, basketball, rollerblading, golf, and use of Nerf or other toy guns.

F. Health and Safety

1. All participants are required to follow fire evacuation procedures. Failure to evacuate is a violation of Massachusetts state law and WPI policy.
2. Tampering with fire safety equipment is prohibited. All fire and safety equipment in the residence hall facilities (smoke and heat detectors, sprinklers, and water pipes) must be kept clear of obstruction.
3. The following items are prohibited in any residence hall facility and will be confiscated regardless of whether they are in use:
 - i. Kerosene, gasoline, or other flammable liquids.
 - ii. Halogen lamps and decorations on light fixtures.
 - iii. Incense and/or candles (whether lit or unlit), scented lamps, and open flame devices of any kind.
 - iv. Extension cords that do not have a built-in surge protector.
 - v. Any lights used for decorative purposes that are not UL listed interior lights, are being used as an extension cord(s), or are multiple strands connected to one another.

- vi. Refrigerators larger than 4.3 cubic feet and/or that use more than 120 volts (2 amps) of electricity.
 - vii. Toaster ovens, toasters, hot plates, hot pots, George Foreman style grills, electric skillets or any other appliance.
 - viii. Air conditioners.
 - ix. Weapons including but not limited to chemical sprays or irritants, knives and blades of any kind, and any other sharp object or tool that could be used as a weapon.
4. Miscellaneous
- i. Participants may not hang anything from the ceiling, pipes, fire safety equipment (i.e. sprinklers), or light fixtures.
 - ii. Posters and/or hangings may only be hung using putty, painters' tape, or 3M strips.
 - iii. Obscene or offensive materials are strictly prohibited.
 - iv. Care shall be taken when removing decorations, so as not to cause damage.
 - v. Furniture should not be set up in a way that creates an increased risk to fire safety; this includes blocking egress, unsafe stacking/placement, etc. Temporary or permanent structures that are affixed to University issued furniture are strictly prohibited.
- G. Damage
- 1. Damage to spaces and furnishings beyond normal wear is the participant's financial responsibility. Individuals identified as being responsible for damage, theft, or losses in common areas of the residence hall facility will be responsible for the cost of repair and/or replacement.
 - 2. Any participant aware of any person responsible for specific damage should contact their Residential Program Assistant (RPA) or another appropriate WPI professional staff member.
 - 3. If damage occurs on a particular floor or in public areas of a residence hall facility and it is not possible to determine the individual(s) responsible, participants of the floor or residence hall facility will share the financial responsibility for such damage.
 - 4. If a participant's room is left unclean, has excessive trash, and/or is deemed to be in a manner that was not initially presented to the participant, WPI reserves the right to administer a cleaning fee.
 - 5. Participants are prohibited from intentionally damaging WPI property or any property on WPI premises belonging to others. Any such damage will result in the participant being financially responsible and/or removed from the program.
- H. Keys/Lockouts
- 1. Participant Keys: Each participant is issued a key for their assigned space.
 - i. WPI keys and IDs should not be loaned to others at any time.
 - ii. All keys issued to participants for a residence hall facility must be returned to the Office of Pre-Collegiate Outreach Programs when the participant moves out of the space.
 - iii. Any duplication of WPI-issued keys or IDs is prohibited.
 - iv. Lost keys must be reported immediately to the Office of Pre-Collegiate Outreach Programs.
 - v. If a participant loses a key and a lock change is required, the change will be processed through the Office of Pre-Collegiate Outreach Programs. A lock change fee will be assessed to the participant.
 - 2. Lockout Policy: Should a participant find themselves locked out of their space, they should try and contact their roommate. If the roommate is unable to assist, they should then notify any staff member of the Pre-Collegiate Outreach Programs Office who will get in touch with the appropriate staff for assistance.
- I. Animals
- 1. Animals are prohibited from all residence and dining hall facilities unless appropriate approval is obtained from the Office of Accessibility Services. Any unapproved animal found in a residence hall facility may be removed without prior notice.
 - 2. Participants requiring a Service Animal (SA) or an Emotional Support Animal (ESA) that will live in university housing with the participant are required to notify the Office of Pre-Collegiate Outreach Programs no later than June 1. All animals residing in university housing are required to have a specific WPI identification card provided to the participant. The Office of Pre-Collegiate Outreach Programs will verify the required animal with the Office of Accessibility Services. Participants with SAs or ESAs must comply with the [Animals On Campus Policy](#) at all times.

V. Conduct

The Office of Pre-Collegiate Outreach Programs as described herein has the authority to render decisions and apply conduct sanctions to participants found responsible for violating the Code of Conduct. The office will render decisions based upon the “preponderance of the evidence” standard (i.e., “more likely than not”).

The Office of Pre-Collegiate Outreach Programs may choose to apply any sanctions, as necessary and appropriate based on the facts and circumstances of the situation. WPI makes every attempt to respond quickly to alleged violations of the Code of Conduct, and acknowledges that in some cases, there may be grounds for criminal and/or civil charges as well. It is possible that the WPI conduct process and any criminal or civil charges will proceed concurrently and may extend beyond the duration of a participant’s time at WPI. The sanctions below may be imposed on a participant for violation of the Code of Conduct. This list is instructive, not exhaustive.

- A. **Disciplinary Warning:** An official verbal or written notice to the participant that the conduct is in violation of WPI rules or regulations.
- B. **Parent/Caregiver(s) Notification:** Parent/caregiver(s) are notified of the participant’s behavior or health and welfare.
- C. **Disciplinary Expulsion:** Loss of privilege of registration, attendance, residence on the campus, and use of WPI facilities or resources. Participants expelled during the program are not eligible for a refund. Participants who are expelled are expected to depart from campus within 24 hours. If parent/caregiver(s) cannot come to campus, the parent/caregiver(s) authorize WPI to make arrangements for the participant on their behalf and acknowledge they will accept financial responsibility for any such arrangements.

In accordance with the Drug Free Schools and Communities Act Amendment of 1989, WPI prohibits the unlawful possession, use and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities policy. Offenders are subject to local, state, and federal law as well as disciplinary action by WPI. If drugs or alcohol are found, the participant will be sent home immediately without a refund.

VI. Refund Policy

Participants are expected to abide by these policies and procedures during their participation in programs run through the Office of Pre-Collegiate Outreach Programs.

- A. Participants may withdraw from a program up until May 15 for a partial refund. In such cases:
 - 1. Frontiers participants will be refunded in full minus their initial \$500 deposit.
 - 2. Launch participants will be refunded in full minus a \$100 administrative fee.
 - 3. Ignite participants will be refunded in full minus a \$100 administrative fee.
- B. No refund or reduction in program fees will be made for a participant who withdraws after May 15, arrives to the program late, leaves the program early, or is dismissed from the program due to violation of the program guidelines and policies.
- C. There is no administrative fee charged to participants who transfer a registration to a new program. Transfers are only allowed if a participant qualifies for the new program and space is available. Participants are responsible for paying any difference in program cost.
- D. Requests for program transfers, changes or cancellations must be communicated in writing to the Office of Pre-Collegiate Outreach Programs by May 15.
- E. Late withdrawal due to injury or illness will be considered on a case-by-case basis and will require a note from a physician. If a refund is granted, it may not be processed until programs are over.