



WPI

Pre-Collegiate
Outreach Programs

Participant Code of Conduct & Policies

Office of Pre-collegiate Outreach Programs
Worcester Polytechnic Institute

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PARTICIPANT CODE OF CONDUCT & POLICIES

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WPI PARTICIPANT CODE OF CONDUCT & POLICIES

I. Introduction

Worcester Polytechnic Institute (“WPI”) is a vibrant community of individuals focused on learning, scholarship, research, and service to the local, national and international community. WPI’s Participant Code of Conduct (the “Code of Conduct”), is designed to foster and maintain an environment where participants grow academically and socially. WPI, and specifically the Office of Pre-collegiate Outreach Programs 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 WPI participants are encouraged to familiarize themselves with, and must adhere to, the Code of Conduct & Policies.

II. Expectations of Behavior

All participants are subject to the Code of Conduct, 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 participants are expected to abide. Each category includes examples of prohibited behaviors; however, the list is not exhaustive, and the Office of Pre-collegiate Outreach Programs reserves the right to identify additional prohibited behaviors, 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, except as permitted by law, and then only as authorized in writing by WPI.
- C. **Engage in ethical behavior, including academic integrity and respecting intellectual property rights.** Prohibited behaviors include violation of the Academic Honesty Policy, the Computer Network Acceptable Use Policy, the Copyright Compliance Policy, the Intellectual Property Policy, and the inappropriate use of copyrighted materials such as music, videos, and software.
- D. **Engage respectfully and civilly with other members and guests of the WPI community.** Prohibited behaviors include violation of the Equal Opportunity, Anti-Discrimination, & Harassment Policy, 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 any sexual activity is consensual and mutually agreed upon, and not a violation of the Sexual Misconduct Policy, which includes sexual harassment, sexual exploitation, gender motivated stalking, relationship abuse, and sexual assault.
- 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 affects 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, and any other WPI policy 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. Outreach Programs

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

- A. Health/Medical

1. If a participant should require a special diet for health reasons, that information needs to be shared with the Office of Pre-Collegiate Outreach Programs by June 1.
 2. If a participant has medication, 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 administered by the nursing staff. Participants are able to carry an EpiPen or Inhaler in their possession.
- B. Participants may not be in possession of or under the influence of alcohol and/or other drugs during the programs.
 - C. The following items are prohibited: weapons, including but not limited to firearms (including antique guns), crossbows, explosives, ammunition, fireworks, starting pistols, incendiary or toxic chemicals, paintball equipment, air rifles, bb pellets, dart guns, torches, stun guns, swords, knives, mace/pepper spray, or any other type of weapon or projectile-firing device. The use, storage, or possession of hoverboards is also strictly prohibited.
 - D. The WPI campus has security and is patrolled by campus police; however, participants are encouraged to exercise all safety precautions by not traveling around campus alone.
 - E. 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 guardian for an excused departure from campus.
 - F. Participants may not have vehicles on campus.
 - G. The WPI pool is closed to all academic program participants.
 - H. Cell phones, tablets, laptops, and all electronic devices may not be used during instruction periods, unless specifically stated by the instructor.
 - I. WPI shall not be liable for any injury or damage to personal property. Participants hereby indemnify and hold WPI harmless from any and all liability for any such injury to person or property.
 - J. WPI shall not be liable to you for any loss suffered by you if the premises or any personal property are damaged or destroyed for any reason.

IV. Residential Programs

All policies and procedures outlined herein apply to participants living in WPI housing (“Residence Hall Facility” or “Space”). Participants are expected to abide by the following.

- A. Class Attendance
 1. Participants are expected to arrive promptly and attend each class unless you are sick and have notified the Summer Programs Nurse.
 2. Participants may not leave campus unless accompanied by a staff member, or a parent/guardian has completed an Off-Campus Release Form and an approved individual has arrived to accompany you off campus. Off-Campus Release Forms can be obtained from the Office of Pre-collegiate Outreach Programs staff.
- B. Occupancy
 1. Participants are only allowed to occupy the room that they are assigned to during the dates of the program, which are outlined in the registration or application.
 2. A room change freeze is in effect for the first two days of the program. In order to be considered for a room change, a conversation must have taken place with your Residential Program Assistant (RPA), attempted a roommate mediation to resolve the conflict, and a conversation with a Graduate Intern. Relocating to a different room without permission is prohibited. Roommate changes will only be considered at the request of participant not the parent or guardian of the participant.
 3. Upon conclusion of the program, participants must vacate their room immediately. All participants are expected to have turned in their key(s) and removed all belongings from the residence halls by this time. Failure to turn in a key when vacating a residence hall will result in a seventy-five dollar (\$75) lock change fee.
 4. WPI reserves the right to change your housing assignment at any time. Vacant spaces within a residence hall facility 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 Disability Services.
 6. Each roommate has equal rights to inhabit the space and to have reasonable privacy and peace in that space.
- C. Community Related
 1. You must present your WPI identification card to the staff or any authorized campus authority upon request. You must cooperate with WPI staff members acting in accordance with their duties.
 2. There are no guests allowed in the residence halls at any time.
 3. All participants must abide by program curfews, check-ins, and quiet hours, as stated on the opening day of the program.
 4. Courtesy hours are in effect at all times and are defined as times during which participants are to consider the impact of their music, noise, etc. on other members of the community.
- D. Care and Use of Facilities
 1. The University requires proper care and use of residence hall facilities at all times. You are responsible for keeping

- your space and its contents in good order and free from damage.
2. The Office of Pre-collegiate Outreach Programs reserves the right to grant WPI staff members or authorized agents' permission to enter your space 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. You should notify your Residential Program Assistant (RPA) of any maintenance requests.
 4. Odors which are offensive to others should not emanate from your space. Such substances may include, but are not limited to: perfumes, deodorant scents, or other substances that may cause an odor to be detected outside the space.
 5. The furnishings provided in the lounges, dining halls, and other public areas of the residence hall facility are for the use of all participants and may not be "relocated" for use in your space.
 6. Participants are not permitted to paint their space.
 7. Screens and windows must remain in place at all times. Participants are prohibited from throwing or hanging any items out of their windows.
 8. Stereo equipment or speakers may not be directed out of windows.
 9. At the discretion of a WPI official, you may be required to remove items in your space that are visible from the outside.
 10. You are not permitted on the roof of any residence hall facility at any time.
 11. Tampering with equipment (elevators, vending machines, and laundry machines) is prohibited.
 12. 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.
- E. Health and Fire Safety
1. All participants are required to follow fire evacuation procedures. Failure to evacuate is a violation of Massachusetts 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 is prohibited in any residence hall facility and will be confiscated whether or not 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 must be UL listed, interior lights, may not be used as extension cords, or multiple strands connected to one another.
 - vi. Refrigerators larger than 4.3 cubic feet and/ or use more than 120 volts (2 amps) of electricity.
 - vii. Toaster ovens, toasters, hot plates, hot pots, George Foreman style grills, electric skillet or any other appliance.
 4. Miscellaneous
 - i. You may not hang anything from the ceiling, fire equipment, or pipes in the space on fire safety equipment 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, as to not cause damage.
 - v. Furniture should not be set up in a way that creates an increased risk to fire safety; this includes blocking egresses, unsafe stacking/placement, etc. Temporary or permanent structures that are affixed to University issued furniture are strictly prohibited.
- F. Damage
1. Damage to your space 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 damages should contact their Residential Program Assistant (RPA).
 3. If damage occurs on a 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 the participant's room is left unclean/excessive trash and is in a manner that was not initially presented to the participant WPI reserves the right to administer a cleanliness
 5. Any intentional damage to WPI property or to property on WPI premises belonging to others is prohibited.
- G. 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 you for a residence hall facility must be returned to Office of Pre-collegiate Outreach Programs when you move out of a space.
 - iii. Any duplication of WPI-issued keys or IDs is prohibited.
 - iv. Lost keys must be reported immediately to Office of Pre-collegiate Outreach Programs.
 - v. In the event that you lose a key, a lock change is required and will be processed through Office of Pre-collegiate Outreach Programs. A seventy-five-dollar (\$75) charge will be assessed to the participant.
 2. Lockout Policy: Should you find you are locked out of your space, you should notify any staff member of the Office of

Pre-collegiate Outreach Programs Office who will get in touch with the appropriate staff for assistance.

H. Animals

1. Animals are prohibited from all residence and dining hall facilities unless you obtain approval from the Office of Disability 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 thirty (30) days prior to the arrival of the animal. 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 Disability Services. Participants with SA 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. 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 written notice to the participant that the conduct is in violation of WPI rules or regulations.
- B. **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 immediately. If parent/guardians are not able to come to campus, the parent authorizes WPI to make arrangements and acknowledges financial responsibility.
- C. **Parent/Guardian(s) Notification:** Parent/guardian(s) are notified of the participant’s behavior or health and welfare.

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 through the Office of Pre-collegiate Outreach Programs.

- A. Application fees are non-refundable.
- B. Students may withdraw from a program up until June 1 for a refund, minus a \$50 cancellation fee. No refunds will be processed after June 1.
- C. No refund or reduction in program fees will be made for a student who arrives to the program late, leaves the program early, or is dismissed from the program due to violation of the program guidelines and policies.
- D. There is no charge to transfer a registration to a new program, space permitting (other than any difference in program fees).
- E. Requests for program transfers, changes or cancellations must be communicated in writing to the Office of Pre-collegiate Outreach Programs.
- F. 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.
- G. Programs and sessions canceled due to inclement weather are not rescheduled.

VII. Additional Policies and Procedures

The following are a list of additional policies and procedures that are complementary to the Code of Conduct. This list is not exhaustive, and participants must abide by all WPI policies and procedures.

A. Academic Honesty Policy

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions, particularly those dedicated to independent project-based education, such as WPI. Participants who engage in academic dishonesty, specifically cheating, fabrication, facilitation and/or plagiarism limit their learning, cheat their classmates out of deserved rewards and recognition, and demean the degree that WPI awards.

Any act that interferes with the process of evaluation or misrepresents the work being evaluated (or the resulting evaluation) and the participant's actual state of knowledge is an act of academic dishonesty. For additional information, please refer to the [Academic Honesty Policy](#).

B. Computer Network Acceptable Use Policy (AUP) and Copyright Compliance Policy

Worcester Polytechnic Institute (WPI) maintains computing resources, including data and information, which are essential to performing University business. These are WPI assets over which the University has both rights and obligations to manage, protect and utilize to fulfill its mission. The Acceptable Use Policy was established to create usage standards in compliance with other University policies as well as regulatory requirements.

This Acceptable Use Policy (AUP), the Campus Code of Conduct, the Administrative Data Management Policy, and several other university policies govern WPI's computing resources collectively. For additional information, please refer to the [Acceptable Use Policy](#).

C. Equal Opportunity, Anti-Discrimination & Harassment Policy

WPI prohibits and will not tolerate unlawful discrimination or harassment in any WPI program or activity based on an individual's race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status. For additional information, please refer to The [Equal Opportunity, Anti-Discrimination, & Harassment Policy](#).

D. Gender Identity Policy

WPI is committed to fostering a safe and inclusive living and learning community for all participants. With regard to gender identity, our policy is to house participants based on the gender they identify with and in the manner, which is most comfortable for them.

To accomplish this, the following applies:

- We encourage participants to complete all application materials indicating the gender that aligns with their current gender identity.
- We use preferred names and gender pronouns on all program materials. (i.e. Official nametag, WPI ID Card, Class roster, etc.)
- We house all participants on residence hall floors according to their gender identity in single rooms or triple rooms depending on their preference and roommate availability. *(Please note: Participants over the age of 14 may identify their gender preference without guardian permission. All others must have permission of guardians to be housed according to a gender other than their gender assigned at birth.)*
- Every residence hall floor will have one single gender restroom/shower facility and one gender inclusive restroom/shower facility. All participants should use the restroom of their choice.

E. Hazing Policy

Massachusetts law prohibits the practice of hazing by a participant organization. Hazing and its practices in any form is prohibited. For additional information, please refer to the [Anti-Hazing Policy](#).

F. Intellectual Property Policy at WPI

While the role of the faculty can be significant in the development of intellectual property, others such as participants, research personnel, staff, and visitors are also able to conceive and develop intellectual property. The payment of tuition should allow a participant reasonable use of university facilities. Inventions resulting from participant efforts involving such use should rightfully belong to the participant(s).

For additional information, please refer to [The Intellectual Property Policy](#), which includes information on Ownership of Inventions, Royalties for Inventions, etc...

G. Policies on Illegal Drugs and Alcohol and Controlled Substances

WPI supports, promotes, respects and expects adherence to federal and state laws regarding alcohol and drugs. For additional information, please refer to the [Policy on Illegal Drugs and Alcohol and Controlled Substances](#).

H. Safety Policy & Age Appropriate Activities for Minors

Massachusetts State Law does not allow youth under the age of 14 to work in hazardous occupations. Youth, ages 14 - 17, may be

permitted to be employed, or volunteer on campus provided that all of the conditions in Part A and B of this document are met and volunteer work meets with HR Labor Relations requirements. It is the responsibility of the supervisor to ensure that additional Department Head, EHS, and Human Resource approvals are received, and safe work conditions are followed, with regards to minors.

Part A - Training and Supervision Guidelines

- Supervisors are responsible for the safety of minors while they are on the premises.
- Youth, ages 14 - 17, must be supervised at all times.
- Youth, ages 14 - 17, must attend appropriate Safety Training prior to the first day of assignment.
- Youth, ages 14 - 17, who are paid by WPI must comply with all requirements for being employed on the limited duration payroll, including, but not limited to, completing an I-9 within 3 days of hire, and, further, adhere to all policies applicable to limited duration employees.
- Youth, ages 14 - 17, who are volunteers (unpaid) are not considered WPI employees and ALL volunteer activities must be approved through HR to ensure compliance with current labor laws. Youth must have a completed parental release and consent form prior to the first day of work.

Part B - Task Restrictions

Regardless of the level of supervision and training, youth ages 14 - 17, shall **not** be permitted to work in the immediate area where potential exposure to the following hazards exist:

- Acutely Toxic Chemicals
- Biological Toxins
- Bloodborne Pathogens (BBP)
- Carcinogens, Mutagens, Teratogens
- Class 3b or 4 Lasers (fully enclosed lasers are not included in this restriction)
- Controlled Substances
- Dangerous current or high voltage
- Power Tools/Machinery
- Radiation Exposures
- Reactive Chemicals (explosives, pyrophoric, water reactive, peroxide formers, etc.)
- Reproductive Toxins/Hazards
- Risk Group 3 & 4 Pathogens
- Select Agents

Exceptions for Enrolled Students and Summer/Academic Program Participants

This policy does not apply to youth enrolled at WPI as a student. Minors attending summer programs, organized events, or tours for recruitment purposes are exempt from Part A only. Tours must be conducted with permission of the Department Head or designee. The supervisor shall be responsible for proper supervision and provide appropriate personal protective equipment for visitors including, at a minimum, eye protection devices. Tours must be supervised at all times while on the premises.

I. Sexual Misconduct Policy

Sexual misconduct encompasses a range of prohibited behaviors and conduct of a sexual nature including, but not limited to, sexual harassment, sexual exploitation, gender motivated stalking, relationship abuse, and sexual assault. For information about resources, processes, and responses to sexual misconduct, refer to the [Sexual Misconduct Policy](#).

J. Time, Place, and Manner Statement

WPI reserves the right to regulate the time, place, and manner for activities occurring on WPI-owned or controlled property. Please refer to the [Guidelines for event space usage](#).

K. Tobacco-Free Campus/ No Smoking Policy

WPI is a Tobacco-Free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including E-cigarettes. For additional information, please refer to the [Tobacco-Free Campus/ No Smoking Policy](#).