



Pre-College Community Policy Form

Student Information

Student First Name

Student Last Name

Birthdate

Community Policy

As in all communities, members have not only rights, but also responsibilities. Participants in our programs are treated as responsible young adults and are expected to behave in a manner that respects and considers the rights of others in the community. As a supplement to the participant responsibilities specified in the Waiver of Liability and Release agreement, in-person participants are expected to comply with the policies listed below, along with all Bentley University policies and procedures.

We make every effort to address student life issues in a proactive manner; we deal with disciplinary issues fairly and as quickly as possible. The staff and administration handle each case individually, keeping in mind the specific circumstances as well as the best interests of the larger community. Although consistency is desirable, it will not always be the governing principle in settling disciplinary issues. Disciplinary action will be taken when there is a preponderance of evidence that a rule or guideline of the program has been violated. The staff and administration appreciate honesty and straightforward communication regarding community policies. Refer to the website for more information about our [Incident Response](#) procedures.

Note to Parents and Guardians

We strive to keep parents well informed throughout the program. Our experience has shown that our participants are best served when parents/guardians and our staff have a positive, honest and open working relationship.

General Expectations

Bentley's pre-college programs are designed for the express purpose of learning. Our expectations are exceptionally high, both inside and outside of the classroom. Pre-college participants are considered members of the Bentley community during their program and thus are held to the same standards of conduct as all community members. By living out the BENTLEY CORE VALUES, your time at Bentley can be safe, secure and successful.

THE BENTLEY CORE VALUES

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace these core values to guide our conduct:

CARING We practice understanding, compassion and kindness. We recognize the whole person and their wellbeing, and we think beyond ourselves and our immediate goals to consider the impact our actions have on other people.

COLLABORATION We welcome new perspectives as we work with others toward a common goal. We seek out opportunities for partnership and teamwork, readily sharing our knowledge and expertise with others.

DIVERSITY We are all different and that makes our community stronger. We embrace and seek to understand those with different beliefs, backgrounds and life experiences. We celebrate those differences as opportunities to learn and grow. We protect and affirm the right of all people to be themselves.

HONESTY We act with honesty and integrity in our academic, personal and professional affairs. We are dedicated to ethical and transparent behavior, and we hold ourselves accountable for our words and actions.

IMPACT We recognize our potential to make a difference. We use the power of business and innovation to positively impact individuals, organizations and the communities we serve at home and abroad.

LEARNING We are here to learn and develop. We are passionate about knowledge and want to continue to learn throughout our lives. We are eager and willing to try new experiences and ways of thinking. We appreciate that much of our learning will occur by interacting with others, inside and outside of the classroom.

RESPECT We treat others as they would like to be treated. We recognize the inherent dignity and worth of all members of our community and strive to better understand and appreciate everyone. We are committed to keeping our community free of vandalism, hate speech, violence, and harassment

Participant Policies

A participant who violates a policy or is knowingly and willingly in the presence of a violation is subject to disciplinary action, up to and including dismissal from the program. In addition to the examples cited below, behaviors that jeopardize the welfare of oneself or the community or

bring the name of Bentley University, its partners, or any of our programs into disrepute, whether on or off campus, are considered violations.

1. Participants are expected to act with respect for the well-being and rights of others. Behavior that is deemed to be injurious to the program, individual participants, or the larger campus community is unacceptable. Therefore, impinging on the rights of others through harassment and/or hazing is a breach of such standards. Such behaviors include but are not limited to: sexual assault or harassment; physical or verbal assault or threats; behaviors intended to intimidate or humiliate others or those that may cause emotional distress or physical harm; abusive physical behavior; and the use of abusive language whether these behaviors be in person or online.
2. Participants are expected to respect both community property and the property of others. This includes physical, electronic and intellectual property. Theft, possession or use of stolen property, deliberate destruction or abuse of personal or community property, tampering with software or equipment, or in any way misusing electronic resources or accounts are violations of this standard.
3. Participants are expected to maintain a safe environment. Examples of violations of this standard are: possessing or using fireworks, firearms, or other dangerous weapons, items, or substances (including pocket knives). Because a possible fire exposes so many community members to extreme danger, the burning of anything or the use of an open flame indoors (candles, matches, lighters, incense, tobacco products, etc.) is a violation of this standard.
4. To promote physical and emotional safety as well as community building, we ask participants to be aware of the impact that their relationships have on other members of the community and how they might take away from the focus of the program. Though we recognize that exploring relationships and sexual behavior is normal for adolescents, we discourage participants from engaging in sexual behavior with others, regardless of the participants' sex. Both public and private intimate behavior that is deemed to be inappropriate is grounds for dismissal.
5. To ensure safety and accountability, we provide clear guidelines for where participants can be throughout the day and evening, and all participants are expected to uphold any policy concerning their whereabouts. Examples of violations include but are not limited to: a residential participant outside of their assigned apartment after final evening curfew; a residential participant at any time in an apartment other than their own; a commuter participant at any time in the residence hall; a commuter participant remaining on campus after sign-out; a participant who leaves the designated program boundaries, either on-campus or on a trip, without proper authorization.
6. Participants are expected to take part in scheduled activities, including attendance at all classes, group meetings, activities, and excursions. Unexcused absences from, or persistent late arrivals to, any required events (for example, check-ins, courses, presentations, trips, etc.) are a violation of this policy.
7. Participants may not operate a motor vehicle during the program. Participants may take trains, buses, cars, etc. only when participating in an organized activity with program staff.

Participants who are approved to leave campus may travel in vehicles with friends or family members who are 18 years of age or older only if they have permission through an approved Leaving Campus request. Commuter participants may not transport any other participant who is actively signed-in to the program.

8. Unauthorized video/audio taping, photography, or web postings are grounds for dismissal from the program. Authorized taping, photography or web postings include images, sounds or video of oneself or of others taken within a public setting or event which would be considered free from any possibility of embarrassment (when in doubt, check with a staff member). Unauthorized examples include private conversations or recordings that were taken secretly or unexpectedly.
9. Eating disorders, cutting, burning, suicidal gestures, and other similar behaviors are profound and potentially life threatening. These types of behaviors require the treatment and attention of specialists. Our programs are not designed to provide such specialized treatment for these behaviors. Therefore, if a participant engages in any of these types of behaviors during the program, they must go home to ensure their safety and the well-being of others.
10. Participants are expected to abide by Program policies as well as state and federal laws governing the use of alcohol, tobacco, and illegal drugs. Therefore, it is not acceptable to: possess, use, distribute, provide, or cause to be brought on campus any illegal drug, controlled substance, tobacco product, anabolic steroid, alcohol, or any related paraphernalia (including tobacco, marijuana or hashish pipes or papers and alcohol containers); misuse prescription or over-the-counter medications or chemical substances; or appear on campus showing evidence of having been drinking or using illegal drugs.
11. Participants are expected to be positive and cooperative in all of their dealings with the program staff and faculty. If a participant repeatedly breaks these policies, does not abide by the written or verbal directives of the staff and faculty, or does not follow stated and written procedures, they can expect to be dismissed for the accumulation of such incidents.

Daily Sign-In and Sign-Out Procedures for Commuter Participants

All commuter participants are required to honor designated drop off and pick up times and locations. These are the times when our staff are available to administer the sign in/out process. Any departure from this schedule requires prior approval from the Pre-College office.

Immediately upon arrival, commuter participants must sign in with program staff before proceeding to their scheduled activities. At the conclusion of each day's commuter program, they must sign out with program staff prior to departure. Unless attending other approved campus activities, commuter participants are not permitted to remain on campus after signing out. Commuter participants who do not follow these procedures will be in violation of our attendance policy. Participants attending other Bentley activities outside of program hours should notify the Pre-College office in advance to avoid any perceived violations.

Evening Sign-In Procedures for Residential Participants

All residential participants are required to honor quiet hours, times in the dorm buildings and times

to be in their individual assigned rooms. Days are long and intense, and everyone – participants and staff - needs to get sufficient, uninterrupted sleep.

Residential participants must sign-in to the dorms each evening at 10:00pm. At this time, the noise level inside the residence halls must be kept to a minimum to allow anyone the ability to go to sleep.

By 11:00pm, all residential participants must be in their assigned apartments where they should remain until 6:00am. With the exception of approved residential activities led by Bentley staff, if a participant is found out of his/her assigned room past 11:00pm, the first violation will result in a warning. The second violation is grounds for dismissal.

Residential participants may not leave the residential building between the hours of signing in and 7:00 am the next day without permission. If, without prior consent of the residential staff, a participant leaves their building after signing in and before 7:00 am the following day, it is grounds for dismissal.

Participants are not permitted in any other residential building on campus.

Leaving a Program without Permission

Except for group trips and specifically designated sign-out times, the Bentley campus is a closed campus for participants of our programs; participants may not leave campus without permission. If a participant leaves the program without using the established sign-out procedures, that person will no longer be able to participate in the program. We cannot guarantee the safety of a participant who is not compliant with this policy and will not take responsibility for a participant who has left the program in an unauthorized fashion.

Leaving a Program with Permission

Participants may leave the designated program boundaries with approved family members or friends over the age of 18 only during authorized times with prior permission from the Pre-College office. To obtain permission to leave, the designated parent/guardian must submit a Leaving Campus form to the Pre-College office at least 48 hours in advance. Participants embarking on approved departures must then sign out with authorized program staff before leaving, and sign back in with authorized program staff upon returning.

Residence Hall Rooms

Participants living on campus are expected to maintain a reasonably clean living space throughout the program. This demonstrates respect for roommates and respect for self, and it promotes good health and hygiene. Participants must leave their rooms in an acceptable condition at the end of the program; participants (and their parents/guardians) are responsible for the cost of any repairs needed.

State and Federal Regulations

While the guidelines described reflect our own philosophy and mechanisms for dealing with breaches of our rules and standards, we are also obligated to adhere to all applicable state and

federal statutes. Thus, should we become aware of certain types of incidents – such as abuse (current or in the past), hazing and some forms of harassment – we are required to report them to outside authorities, including the local police and the Massachusetts Department of Social Services.

Technology and Electronics Policy

Many participants will bring laptops, tablets or other mobile devices, and these should be used primarily for the purpose of note-taking and assignments; participants have very little down time for videos, gaming, or other digital entertainment. Out of respect to others' preferences, participants are expected to use headphones when listening to any audio on their personal devices. Mobile devices are to be kept in silent mode during all program activities. Participants are not permitted to make or receive calls or engage in any other personal activities on their electronic devices during program activities. Participants are responsible for securing and safeguarding their own belongings, and Bentley University is not responsible for lost, stolen or damaged equipment.

Incoming Mail, Calls and Visits

We understand that families and friends will want to be in touch with the participants. Due to the short duration of our programs, we discourage participants or families from mailing items, as packages often arrive long after the participant has departed. We are not responsible for unclaimed items at the conclusion of the program.

The best time for residential participants to make and receive calls is between 10:00 PM and 11:00 PM Eastern each night or 7:00 AM and 8:00 AM Eastern each morning. We strongly urge family and friends to avoid contacting participants outside of these hours as they will inevitably be disrupting different elements of the program. Families can call the Pre-College office at any time (+1 781-891-2545) to ask a question, speak to a member of the senior staff, or get a message to a participant. All non-urgent inquiries should be made during standard business hours, from 8:00 AM to 5:30 PM Eastern Monday through Friday.

Due to regulations concerning interactions with minors, in addition to general space limitations, we are not able to receive unapproved visitors during the program. If a relative or friend wishes to visit a participant during the program, the procedures for approved leave must be followed to authorize the participant to sign out at the start of the visit and sign back in at the conclusion of the visit.

Notice of Non-Discrimination

Bentley University does not discriminate in admission, employment or access to any of its educational programs or activities, including financial aid, loans, athletics and housing, on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status, or any other protected status. The university maintains affirmative action plans for its workplace in compliance with federal law. Equal opportunity extends to all aspects of employment including hiring, promotions, training, working conditions, compensation and benefits. Bentley's policies and practices reflect the university's commitment to non-discrimination in all areas.

Agreement

Participants, together with their parents/guardians should read the community policies carefully. By signing this page, participants agree to support the community by complying with all policies and guidelines in addition to adhering to our general expectations and Bentley Core Values.

Our program staff reviews the expectations of the program with the participants and offers guidance. Should indications of inappropriate behavior arise, our staff will use their best efforts to intervene and discourage such actions. Participants should act independently to the greatest extent possible while also expecting guidance and advice from the staff. The staff is responsible for monitoring participant compliance with regulations and expectations, and they will bring significant violations of the community policies to the attention of the program administration.

We reserve the right to administer disciplinary action, up to and including termination from the program, within our sole and complete discretion. A participant who is dismissed is not entitled to a tuition refund in whole or in part. If a participant is dismissed from the program, their parent(s)/guardian(s) will be solely and fully responsible for their welfare as of the time of dismissal, including complete responsibility for the participant's transportation from the Bentley University campus to the participant's home.

The undersigned participant and their parent(s) or guardian(s) hereby release, discharge, and hold harmless Bentley University, its employees and agents, from any and all actions, causes of action, claims, lawsuits, judgments, and demands whatsoever, of any name and nature, which in any way relate to the undersigned participant's participation in a Bentley University pre-college program or the undersigned participant's travel to or from Waltham, Massachusetts, to attend the program.

Your signature typed below indicates that you have read and understand the community policies and procedures, including those on disciplinary action and indemnification, and agree to comply with them in all respects from the time of arriving on campus until returning home.

Student Signature

Date