



# STUDENT HANDBOOK

# Pre-College 2020

MECA

MAINE COLLEGE OF ART

## PRE-COLLEGE 2020 STUDENT HANDBOOK

**Welcome to Maine College of Art's Pre-College Program.**

This handbook provides information on policies and procedures for students participating in our program. Parents/Guardians and students are required to read and become familiar with the information in this handbook and to sign + return the Pre-College 2020 Policy Agreement to be found on the last page.

In addition, please download additional paperwork entitled “**Admitted Student Forms**” from our website at [meca.edu/pre-college](http://meca.edu/pre-college). You are required to return the following four (4) forms in addition to the Pre-College 2020 Policy Agreement to be found on the last page of this handbook :

- Photography Release Form
- Pre-College 2020 Medical Form
- Travel Information
- Roommate Questionnaire

**All 5 forms must be either mailed by Friday, May 22, 2020 to:**

Pre-College Program 2020  
Maine College of Art  
522 Congress St.  
Portland, ME 04101

**Or forms must be emailed by Friday, May 22, 2020 to:**  
[cstudy@meca.edu](mailto:cstudy@meca.edu)

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Return to [cstudy@meca.edu](mailto:cstudy@meca.edu) or mail to:  
Pre-College Program 2020  
Maine College of Art  
522 Congress St  
Portland, ME 04101

# GENERAL INFORMATION

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## Schedules + Expectations

Pre-College is a rigorous program that is similar to the first semester of an art college experience. Students will be in class 8:45am through 5:30pm Monday through Friday, in addition to evening Studio Time, 6:30–9:30pm, 3 times a week, and Sunday Studio from 1-5pm. Other evenings include various social activities. Attendance at all classes and activities is mandatory.

## Grading

Students receive one letter grade for their Pre-College experience which will be averaged from the two Majors and their participation in Figure Drawing. The grades are equal to quality points as follows:

| Letter Grade | Quality Points |               |
|--------------|----------------|---------------|
| A            | 4.00           | Excellent     |
| A-           | 3.75           |               |
| B+           | 3.50           |               |
| B            | 3.00           | Above Average |
| B-           | 2.75           |               |
| C+           | 2.50           |               |
| C            | 2.00           | Average       |
| C-           | 1.75           |               |
| D+           | 1.50           |               |
| D            | 1.00           | Below Average |
| D-           | 0.75           |               |
| F            | 0.0            | Failed        |

## Transcripts

Transcripts will list the class grades and the student's Grade Point Average. Students who earn a C or better earn college credit from Maine College of Art. Students who wish to request copies of their transcript should go to: [meca.edu/transcript-request](https://meca.edu/transcript-request)

## Attendance

Students are expected to attend all classes, workshops and events as outlined in the Pre-College Schedule. Students are responsible for notifying the Pre-College Coordinator of any late arrivals or absences due to illness to any scheduled classes or events.

## Absence + Tardiness

After two classes or required events to which a student is either tardy or absent without a valid excuse, a written warning will be issued and parents will be notified. Unexcused absences will be reflected in grades and evaluations.

# GENERAL INFORMATION

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## Figure Study + Live Models

The Figure Drawing classes use nude models. Some majors may use a combination of clothed and nude models. Faculty discuss this experience with students before the models are brought into class. Students are expected to approach this experience with maturity in their actions and words.

If parents have any questions or concerns about the use of models, please call the Office of Continuing Studies at **207.699.5061** by Friday, May 3, 2020.

## Disability Services

If you would like to request accommodations for a documented disability, please contact the Director of Student Life at **207.699.5035**. Upon request and verification of the disability, MECA will provide reasonable accommodations to remediate the competitive disadvantage that a disability can create in the educational setting.

Please request accommodations by emailing [disabilityservices@meca.edu](mailto:disabilityservices@meca.edu) by Friday, May 1, 2020.

## Loss of Personal Property

Maine College of Art is not liable for any loss by theft, fire, water or any other cause, of student's personal property. Concerned residents may procure personal loss insurance, if desired.

## Cars

Pre-College students may not bring cars to the program.

# STUDENT CODE OF CONDUCT

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## General Student Code

The primary goal for practicing the stated Student Code of Conduct is to ensure student safety during the summer college experience. Pre-College students are responsible for exhibiting high standards of conduct and professionalism both in and out of the classroom/studio. Maine College of Art maintains that students are responsible for their actions, personal conduct, and the resulting consequences. Maine College of Art reserves the right to dismiss any student whose activities directly or significantly interfere with MECA's endeavors to create an environment in which students can achieve their goals of artistic excellence, creativity and/or which threatens any educational process and/or the health and safety of any member of the MECA community.

Violations of the Student Code of Conduct are subject to disciplinary action. All decisions of disciplinary action are made at the discretion of Maine College of Art staff based on the severity of the violation.

Participation in Pre-College is considered a privilege and, if for any reason including disruption of the experience for others or any significant concerns by the College staff, any Pre-College student may be dismissed without warning.

If a student is dismissed from the Pre-College program for violation of the Student Code of Conduct, there will be no refund of tuition or fees and parents will be responsible for the immediate collection of the dismissed student.

**Pre-College participants and their parents/guardians must read and sign (indicating their understanding), and return the Pre-College 2020 Policy Agreement before participating in the program.**

## Drug + Alcohol Policy

The Pre-College Program maintains a zero tolerance policy for drugs and alcohol. The use of alcohol or drugs by any Pre-College student, on or off the Maine College of Art campus, will result in immediate dismissal.

## Illegal Drugs + Drug Use

All students are required to adhere to the Maine College of Art policies regarding illegal drugs and federal, state, and local laws. Illegal drugs are strictly prohibited in the residence halls. Use, possession, manufacturing, distribution, and/or acting under the influence of alcohol and/or illegal drugs in the residence halls are grounds for disciplinary action up to and including contract termination. The abuse and/or distribution of prescription drug(s) are strictly prohibited.

# STUDENT CODE OF CONDUCT

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The following is a partial list of behaviors prohibited by this policy. It is intended to serve as a guide to appropriate behavior and is not an exhaustive list:

- The possession and/or use of illegal drugs or illegal drug paraphernalia
- The possession of a more-than-therapeutic quantity of either prescription or over-the-counter medications
- The possession and/or use of another person's prescription medicine
- Exhibiting signs of being under the influence of illegal drugs (such as altered mental state, vomiting, agitation, etc.)
- Sale, service, provision, or production of illegal drugs or prescription medicine with any person
- Supporting the violation of the drug policy (being present in a room/space or providing a room/space where a drug violation is taking place)
- Admitting to using drugs anywhere on campus

Failure to comply with the drug policy may result in an investigation and/or charges by the Portland Police Department.

## Drugs: Marijuana Policy

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on campus illegal, even if state law allows for legal use of medical or recreational marijuana. Therefore, MECA does not permit medical or recreational use of marijuana anywhere on campus.

The following is a partial list of behaviors prohibited by this policy. It is intended to serve as a guide to appropriate behavior and is not an exhaustive list:

- The use or possession of marijuana including medical, synthetic, wax, oil, or other compounds of marijuana
- The use or possession of marijuana paraphernalia including but not limited to bongs, pipes, vaporizer, rolling papers, grinder, etc.
- Being present in a room/space or providing a room/space where a marijuana violation is taking place
- Sale, service, provision, or production of marijuana or any marijuana product
- Exhibiting signs of being under the influence of marijuana (such as altered mental state, vomiting, agitation, smelling like marijuana etc.)
- Strong smell of marijuana in room

# STUDENT CODE OF CONDUCT

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Additionally, any substance that is suspected to be used in a manner inconsistent with its labeling may be cause for disciplinary action or removal from the Pre-College program.

## Tobacco Policy

MECA is a Tobacco-Free and Smoke-Free Campus. The use of tobacco and all tobacco products including non-FDA approved nicotine delivery devices, such as electronic cigarettes and vaporizers, are not permitted in any MECA owned or leased property (including the residence halls) or within 20' of any building entrance, loading dock, or ventilation system.

## Unauthorized Access

Student access to roofs, fire escapes (except in the case of emergency), and ledges is strictly prohibited. Students are prohibited from entering any secured area, which includes secured areas of the basement or utility closets. This is a significant life safety issue and students violating this policy will be subject to immediate disciplinary action (including immediate dismissal).

## Personal Conduct

### + Sexual Activity

As participants in this program are considered minors and as the focus of Pre-College is the professional and personal development of the students as artists, sexual activity of any kind is prohibited during this program and will result in immediate dismissal.

## Harassment Policy

The Pre-College Program maintains a zero tolerance policy for harassment or intimidation of any kind. Maine College of Art does not tolerate harassment of any kind by members of the College community. Everyone has the right to report an incident of harassment or intimidation without fear of reprisal.

## Bias Harassment

Maine College of Art and the Pre-College program are committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Harassment based upon race, gender, gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited. Any form of such harassment will not be tolerated and is not in line with the spirit of the program or the character of its participants.

# STUDENT CODE OF CONDUCT

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## Sexual Harassment

Maine College of Art and the Pre-College program are committed to maintaining a safe learning environment that is free of acts of violence, harassment, and other forms of sexual misconduct that undermine the creation of a campus and program climate that supports, nurtures, and rewards educational advancement on the basis of ability and performance. All students are subject to this policy and are strongly encouraged to report any incidents of sexual assault or harassment that they are made aware of.

## Health

### + Prescription Medications

All participants are expected to be able to take care of themselves and show minimal competencies, such as getting enough sleep and eating appropriate meals.

Students are expected to be able to take medications on their own without the help of other students, Pre-College, or MECA staff and faculty. Students currently taking prescribed medications (i.e. antibiotics, antidepressants, asthma medication) should bring enough medication to last throughout the Pre-College program.

Sharps containers are available in the common room of Oak or the basement of Shepley.

## Fire Safety

Anyone who deliberately sets off a smoke or fire alarm will be dismissed immediately from the program.

Fire alarm systems and other building-installed fire equipment such as fire hose cabinets, portable fire extinguishers, and sprinkler systems are installed in buildings for life, safety, and protection of all occupants. Malicious tampering with or misuse of these devices and system components will result in severe disciplinary action, including dismissal of all persons involved.

## Tattooing + Piercing

In accordance with Maine State Law and MECA health and safety policies, students may not give or receive piercings and/or tattoos while in the Pre-College program regardless of whether or not students are of legal age to receive piercings or tattoos without parents permission. Parents will be notified immediately about violations of this policy; if a student is found to have pierced or tattooed another student, they will be removed from the program and parents will be required to take them home immediately.

# STUDENT CODE OF CONDUCT

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## Theft

Theft of College, student, or community property is prohibited. Maine College of Art believes in a community that does not steal from each other or the greater Portland community.

Maine College of Art is not responsible for theft in any of the buildings. While Pre-College students are highly discouraged from bringing valuables to the program, if students choose to do so, they must lock the items up and store them properly. Students should lock their rooms when they are not in their room or sleeping. Students should keep windows closed and locked when they are not home, especially students on the lower floors or with windows that access a fire escape.

The Maine College of Art does not cover the cost of stolen items, so renter's insurance may be a good option for program participants.

## Standards of Appropriate Behavior

Pre-College students are expected to follow the rules and policies as well as behave appropriately in and out of the classroom. Students also are expected to adhere to all rules and policies while on campus or participating in off-campus experiences. Volatile, self-destructive, or other behaviors that disrupt the teaching or administration of the Pre-College program are prohibited and will lead to dismissal from the Program.

Maine College of Art staff and faculty reserves the right to judge the severity of any act of misconduct and to determine the appropriate disciplinary actions/consequences including immediate program dismissal.

## Abuse

Conduct which threatens or endangers the health, safety, or emotional wellbeing of Maine College of Art community members including faculty, staff, and students will not be tolerated. Verbal, physical, or sexual abuse or the threat of abuse is strictly prohibited and will not be tolerated.

# STUDENT CODE OF CONDUCT

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## False Reporting

A student who reports false emergencies including fake fires/bombs will be dismissed from the Program.

## Dismissal

Once a student has been dismissed from the Pre-College program, a parent/guardian is required to arrive immediately to remove the student from the residence hall. During this time, Pre-College staff will stay with the student with their residence hall door open up to 8 hours to allow time for parents/guardians to arrive. If a parent/guardian is unable to arrive within 8 hours, the parent/guardian must either purchase a bus or plane ticket for the student to begin their journey home and the Pre-College staff will ensure the student makes it to their transportation OR the parent/guardian can reserve a hotel room within Portland city limits in their student's name.

Meals will be brought to the residence hall during the 8 hours if over meal times.

The student will not be permitted to enter Porteous or 380 Cumberland; Pre-College staff will do their best to find and return to the student any artwork created for them to bring home. Pre-College is not responsible for any artwork or personal belongings left behind after a student's dismissal.

# RESIDENCE HALL + STUDENT INFORMATION

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Pre-College students will be housed in on-campus residence halls. These residence halls are an integral part of the Pre-College experience and will allow for a true living-learning community to thrive. Both residence halls are located within one block of the MECA academic buildings in downtown Portland. A CVS and Reny's department store are conveniently located next door to MECA's Porteous Building for laundry soap and other necessities if needed.

## Oak Street Residence Hall

The Pre-College students may be housed at 51 Oak Street in single, double, and triple rooms with shared adjoining bathrooms. This residence hall offers a common lounge with a television, vending machines, a microwave, and laundry machines. Laundry washers and dryers are free, but students must provide their own high efficient laundry soap.

## Shepley Street Residence Hall

The Pre-College students may be housed at 15 Shepley Street in quad apartments each with one bathroom. This residence hall offers a common lounge with a television and a full kitchen, as well as laundry machines in the basement. Laundry washers and dryers are free, but students must provide their own high efficient laundry soap.

## Check-In

Upon arrival, students need to first check-in between 1:00-3:00pm on Sunday, July 5th; more information will be sent by email and first class mail. You will have until 2:50pm to finish unpacking and setting up your room before all students and families are required to meet in the Café at MECA at 3:00pm for a general welcome and orientation to the program.

## Check-Out

Check Out will occur on Saturday, July 25th. More information will be shared closer to the start of the program.

## Keys + Fees

Each Pre-College student is given a MECA ID and a room key. Students are responsible for the return of their room key to the Resident Assistant during check-out on July 25th. Students who lose their key during the program will be charged a \$20 replacement fee for a new key; lost keys during the program should be reported to the RA immediately.

Each student who fails to return a key at Check-Out will be charged a \$50 room re-key fee which is automatically deducted from the residence hall security deposit.

# RESIDENCE HALL + STUDENT INFORMATION

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## Deposits + Damages

Before checking out on July 25th, students must make an appointment with a Resident Assistant to complete a room inspection. If the Resident Assistant determines that there are damages, the Pre-College Coordinator will assess the damage and determine the billing amount. After the above assessments have been completed, remaining balances from the residence hall deposit will be mailed to students by the end of August.

The following will be charged against the residence hall deposit: damages of the furniture and walls of individual rooms and common areas; a dirty room; or loss of keys. When individual responsibility cannot be determined, residents are held collectively accountable with a minimum damage charge of \$5.00 per incident.

## Right To Enter + Search

MECA authorized personnel reserve the right to enter any MECA space at any time for the purpose of responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of MECA policies, and for any other reasonable purpose. A resident's absence will not prevent such entry.

MECA reserves the right to search student rooms/apartments and/or belongings in any MECA building or storage space at anytime. A resident's room or apartment or possessions on campus will not be searched by local authorities unless there is sufficient reason to believe a resident is using their assigned space for purposes which may be in violation of MECA policies or federal, state, or local law. MECA will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to student rooms for the purpose of executing such warrants.

## Custodial Services

The Residence Halls have a custodial staff that works Monday through Friday. This staff cleans all public areas (common rooms and hallways). Custodians do not clean individual student rooms. If a problem arises that requires the custodial staff, such as a clogged toilet or leaky faucet, talk with the Resident Assistant. Trash removal is provided only for public areas. Resident students must dispose of personal "room trash" in the provided common garbage and recycling locations. Please help maintain a pleasant living environment by appropriately disposing of trash and recycling.

# RESIDENCE HALL + STUDENT INFORMATION

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## Building + Personal Safety

Maine College of Art Resident Assistants enforce community standards to ensure the safety and security of all students.

Maine College of Art buildings are staffed in the evenings by security personnel. Students are encouraged to walk with others when walking to and from the academic buildings, especially in the evening, due to the urban location of the program. Portland is a safe city, but it is important that students use safety and security common sense practices.

Students should lock their rooms and may not lend their keys to anyone. Access to all MECA buildings require their MECA ID cards. All students, faculty, and staff are responsible for the security in the building and may not prop open any door at any time. No student, at any time, should permit non-residents to follow them into the building. Your cooperation increases and improves security for all residents.

## Resident Assistants

The Maine College of Art Pre-College program employs Resident Assistants who oversee the daily functioning of the residence hall and enforces residence hall policies. The Resident Assistants hold weekly meetings with students to discuss current issues or problems and to inform them of school events and activities. The meeting time also provides a forum for special presentations or workshops. The Resident Assistants will also accompany students on trips and scheduled off-campus activities.

## Room + Roommate Assignments

Maine College of Art reserves the right to make all room assignments. Roommates are matched as best as possible according to information obtained on the Roommate Questionnaire. Roommate information will be shared upon arrival at Residence Hall check-in.

Students must live in their assigned room for safety and security purposes; no room switches will be permitted. Roommates are expected to treat each other with respect and courtesy. Roommate conflicts that may arise will be navigated by the students involved and mediated by a Resident Assistant.

# RESIDENCE HALL + STUDENT INFORMATION

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## Guest + Visitors

No guests or visitors are allowed during the course of the program. Requests for visits are discouraged as they disrupt the flow and unity of the program.

Please contact Nik Bsullak, Director of Continuing Studies and Pre-College, with any questions or concerns at 207.699.5061 or [cstudy@meca.edu](mailto:cstudy@meca.edu).

## Curfew + Quiet Hours

Students are expected to be in the residence hall and in their assigned room by curfew.

Quiet hours are established to provide an atmosphere conducive to quiet activities and, most importantly, sleep. These rules are meant to protect the rights of everyone living in the residence hall and to promote a respectful community environment. Quiet Hours are shared based on programming and morning activities.

## Prohibited Items

- Pets
- Weapons of any kind
- Firecrackers/fireworks
- Alcohol and/or drugs
- Candles/incense/scent warming devices such as essential oil diffusers or scented wax warmers
- Air coolers, including window air conditioning units
- Mini fridges
- Appliances with burners or open coils (including toasters)

- Any item that threatens the health and safety of program participants as determined by MECA staff or faculty

If you have questions about whether an item is permissible, please email [studentlife@meca.edu](mailto:studentlife@meca.edu).

## Tardiness

After two instances of being late to curfew or check-in by 15 minutes, the student's parents will be notified and students who repeatedly violate this policy may be dismissed from the program. If a student is more than 30 minutes late to curfew, then the student's parents will be called immediately. Both offenses are subject to disciplinary action at the discretion of the Pre-College staff.

# RESIDENCE HALL + STUDENT INFORMATION

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## Café + Meals

Students will be on a meal plan that is provided by the college Café. The Café is located on the second floor of the Porteous Building. Students are not required to attend every meal however they are required to attend the Morning Meetings, times vary by day of the week. The meal plan provides breakfast, lunch, and dinner for students Monday through Friday. Brunch and dinner are provided on the weekends. Vegetarian/vegan/gluten free meals are available. If you have dietary restrictions, please indicate this on your Medical Form.

## Dining Hours

### Monday–Friday:

Breakfast, 8:00am–8:45am

Lunch, 12:00pm–1:00pm

Dinner, 5:30pm–6:30pm

### Saturday–Sunday

Brunch, 11:00am–12:30pm

Dinner, 5:30pm–6:30pm

## Where To Send Mail

### Packages should be mailed to:

Student Name  
Pre-College 2020  
Maine College of Art  
522 Congress St.  
Portland, ME 04101

Letters should be mailed to whichever residence hall to which the student is assigned. Specific addresses will be provided at a later date.

## Who To Call

### During Office Hours:

- Monday-Friday, 8:00am–4:00pm

Call 207.699.5061

### Outside of Office Hours:

- Monday-Friday, 4:00pm–8:00am

- Weekends, any time

Call the Pre-College Coordinator On Call phone (number to be shared on Opening Day at the Orientation Session).

## OTHER MECA POLICIES

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**General Refund Policy:** Requests for refunds must be received in writing by **June 1, 2020**. No refund requests will be considered after that date. Application fees (\$40) and Program deposits (\$500) are not refundable.

Maine College of Art reserves the right to hold students to generally accepted standards of behavior, in addition to the policies stated in the Handbook of Policies and any other MECA publications given to students. MECA has the right to amend and supplement policy when necessary.

Depending on the severity of the violation students may be issued a warning or may be immediately dismissed from the program or residence hall. **Students in violation of the Student Code of Conduct may be subjected to any of the following:**

1. Verbal warning issued by Pre-College Coordinator or Resident Advisor.
2. Written warning issued by the Pre-College Coordinator or Resident Assistant.
3. Student called in to meet with Pre-College Coordinator and Director. Parents notified.
4. Student dismissed from Program. There will be no refund of tuition or fees in such circumstances and parents will be held responsible for the immediate collection of the dismissed student.

### **Voluntary Exit**

If a student and/or parent/guardian chooses for the student to leave the Pre-College Program prior to Graduation, the student and parent/guardian must fill out an Exit form. If a student leaves the Program in this way, there will be no refund of tuition or fees.

The student should take any artwork created home. Pre-College is not responsible for any artwork or personal belongings left behind after a student's exit.

# PRE-COLLEGE 2020 POLICY AGREEMENT

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**This 2020 Policy Agreement must be emailed to [cstudy@meca.edu](mailto:cstudy@meca.edu) or mailed by Friday, May 22, 2020 to the address below:**

Pre-College Program 2020  
Maine College of Art  
522 Congress St.  
Portland, ME 04101

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**I have read the Pre-College 2020 Student Handbook in full and acknowledge and agree to uphold and abide by all the policies and guidelines set forth.**

**Student Name:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**