

Dare Early College

How-To Guide

2026-2027

How to be Successful Academically:

- ✓ Attend class every day.
- ✓ Complete assignments on time.
- ✓ Ask questions during Office Hours.
- ✓ Monitor your grades in Infinite Campus.
- ✓ Take advantage of teacher feedback.

Remember:

State End-of-Course exams count 20% of your final grade.

Teachers use multiple ways to measure learning—not just tests.

Every assignment matters!

How to Earn an Exam Exemption:

This policy applies to teacher-made exams only.

Meet one of these

grade/attendance combinations:

Final Average	Maximum Absences
A (90+)	3
B (80+)	2
C (70+)	1

and have...

- ✓ No Out-of-School Suspension absences
- ✓ No more than three tardies during the semester.

If you qualify, your teacher will give you an exemption form to be signed by a parent/guardian.

How to Demonstrate Academic Integrity

Always...

- ✓ Complete your own work.
- ✓ Cite your sources
(including AI, if it was allowed to be used on the assignment)
- ✓ Only work with classmates when your teacher allows it.

Never...

- ✗ Copy or paraphrase another student's work.
- ✗ Copy or paraphrase information from other sources without citing the source appropriately.
- ✗ Share answers.
- ✗ Use unauthorized materials.
- ✗ Buy, sell, photograph, or distribute tests.

Your character matters more than a grade. Your diploma should represent **your** learning. Students who do not demonstrate academic integrity will not be permitted to represent DEC (i.e. ambassador, honor societies, etc.). In addition, students who do not demonstrate academic integrity will (a) redo the assignment or complete an alternative assignment and (b) attend 1+ Friday afternoon session(s).

1 st Offense	• Redo the assignment/alternative assignment • Attend 1 Friday afternoon session
2 nd Offense	• Redo the assignment/alternative assignment • Attend 2 Friday afternoon sessions
3 rd Offense	• Redo the assignment/alternative assignment • Attend 3 Friday afternoon sessions

How to Miss School:

Have a lawful reason, such as:

- Illness
- Medical Appointment
- Death in family
- Religious Observance
- Court appearance
- Approved educational opportunity/college visit

Submit an excuse note within days after returning to school.

You can:

- Bring it to the office.
- Email it to Ms. Motyka
- Upload it through Infinite Campus.

Your note should include:

- Student's name
 - Date written
 - Date(s) absent
 - Reason
 - Class periods missed
 - Contact phone #
 - Signature (doctor and/or parent/guardian)
- Absences remain unexcused until documentation is received.**

Complete Missing Assignments:

- Check Google Classroom or Canvas for assignments missed.
- Submit assignments within 3 school days.
- After 3 days, a 10% deduction will be taken each day (up to 50%)

Excused absences only!

How to Arrive Late:

If you arrive after 8:40 AM:

- ✓ Report to Mr. Scott's desk.
- ✓ Sign in at the kiosk.

Repeated tardies may result in loss of privileges or assignment to Friday afternoon sessions.

How to Leave School Early:

Your parent/guardian should:

- Submit a note or request through Infinite Campus.
- Include a phone number.

When it's time to leave:

- Your parent/guardian must come into the office and present a photo ID
- Sign out using the kiosk.

How to Sign-Up for Office Hours:

- ✓ Log into Infinite Campus.
- ✓ Open the main menu (three horizontal bars) in the top left.
- ✓ Select **Responsive Schedule**.
- ✓ Pick the desired period from the dropdown, choose your session, and click **Save**.

Please note:

- You must sign up by 11:00 PM the night before your requested session.
- Teachers or administrators may assign students to Office Hours.
- Attendance is taken just like in any other class.

How to Dress for Success:

Dress for a professional learning environment.

- Hats are to be worn outdoors only.
- Shirts and shoes are always required.
- Clothing should cover undergarments.
- Shirts should meet the waistline of bottoms.
- Avoid clothing that resembles undergarments.
- Pajamas should only be worn on spirit days.

Our campus follows both Dare Early College expectations and the College of the Albemarle dress code.

How to use Hall Pass:

- Open Infinite Campus on your laptop.
- Tap the **Menu** in the upper corner.
- Select **More** at the bottom, then **Hall Pass**.
- Select your desired destination.
- Choose your current teacher to request approval.
- Once your teacher approves the pass, a digital countdown will start on your screen.

How to Use Class Time Wisely

- Seek and utilize opportunities to read, write, think, talk and collaborate in every class every day!
- Avoid using the restroom during instructional time. Consider using the restroom between class periods instead.
- Avoid distractions by keeping your cell phone turned off and in your backpack. If a cell phone is seen in a classroom, the teacher will ask the student to turn it off and place it inside their backpack. If a student refuses to put cell phone away, Mrs. Mount will be called to meet with the student and hold the cell phone in her office for the remainder of the day.

Note: Cell phones are not to be taken into the restrooms.

How to Take Care of Your Laptop

Your laptop and charger belong to Dare County Schools. Please:

- Handle them carefully.
- Keep track of them.
- Return them in good condition.

Lost or damaged items may require payment before replacement.

Reminders:

Charge your laptop each night so that it is fully charged for class the next day!

Be sure to install updates regularly.