

How to Make Up Missed Work

MAKING UP SONG PRACTICES

1. Visit the classroom before/after school, during Falcon Support, or arrange another time with the teacher.
2. Ask the teacher to play the assigned music video.
3. Write "Song Practice Makeup" and your name on a slip of paper and leave it with the teacher.

MAKING UP JOURNAL ENTRIES

1. Go to trevisano.net.
2. Scroll down to the ASSIGNMENTS section.
3. Click on the journals link to open the journal spreadsheet.
4. Scroll to your period.
5. Find your student ID number.
6. Note any boxes marked "A" (absent/missed) to the right of your ID number.
7. Note the journal numbers at the top of the page and the matching prompts at the bottom.
8. Do the work and turn it in. *

* Please note the following about Journals:

- a) Items marked "C" (copied) or "O" (off-task) cannot be made up.
- b) Items more than a week late can only earn 50% of points possible, as with all late work.

MAKING UP WRITTEN CLASSWORK

1. Go to trevisano.net.
2. Scroll down to the ASSIGNMENTS section.
3. Click on the classwork link to open the classwork spreadsheet.
4. Scroll to your period.
5. Find your student ID number.
6. Note the empty boxes to the right of your ID number.
7. Note the assignment numbers at the top of the page and the matching title(s) at the bottom.
8. Click on the linked titles of the missing classworks on the spreadsheet contents (first page).
9. Do the work and turn it in.

MAKING UP HOMEWORK

1. Go to trevisano.net.
2. Scroll down to the ASSIGNMENTS section.
3. Click on the homework link.
4. Note your missed assignment title(s) and date(s) on the list.
5. Return to the trevisano.net tab/page and click on SP1 or SP2 (as appropriate) at the top of the page.
6. Click LESSONS on the menu at left.
7. Navigate to the desired date by using the calendar icon at top-center.
8. Click on the title(s) of the missed homework(s).
9. Do the work and turn it in.

MAKING UP PROJECTS

1. Go to trevisano.net.
2. Click on SP1 or SP2 (as appropriate) at the top of the page.
3. Click LESSONS on the menu at left.
4. Navigate to the date of the project by using the calendar icon at top-center.
5. Click on the title(s) of the project and follow the directions provided.
6. Turn in any required written work and/or arrange a time with the teacher to do any required presentation.

MAKING UP & RETAKING QUIZZES & TESTS

1. Visit the classroom before/after school, during Falcon Support, or arrange another time with the teacher for makeups. *
2. Ask the teacher to administer the needed makeup or retake.
3. When finished, leave the assessment and answer sheet(s) with the teacher.

* Please note the following about Unit Tests:

- a) Expect a test to take 40-60 minutes.
- b) Tests must be done in one sitting in the teacher's classroom.
- c) Tests must be done after school or at another time arranged with the teacher.
- d) Cell phone use while test materials are in your possession results in a zero and other disciplinary measures.
- e) No notes or other references are allowed without the teacher's express approval and direction.
- f) Tests cannot be retaken unless stipulated by IEP/504 and are subject to certain limitations.