

Practice Work Guidelines

Practice Work and Learning

Columbia Adventist Academy believes that practice work is a valuable learning tool when it is purposeful, meaningful, and supports the goals of education. We recognize and value the roles of parents and families in supporting student learning and encourage our teachers and families to work together. At the beginning of each year, teachers and administrators work together collaboratively with students and families to review practice work practices, revise when needed, and ensure alignment with current research and adherence to school guidelines.

Purposes of Practice Work

Effective practice work has a clear educational purpose, is connected to classroom learning, and may be classified as one of the following:

- Pre-learning gives students the opportunity to prepare for classroom instruction.
- Checking for understanding provides the teacher with information about each student's knowledge in order to plan for re-teaching as well as further instruction.
- Practice provides students with an opportunity to practice skills and concepts learned in class.
- Extension and Integration asks students to transfer previously learned skills and concepts into new or more complex situations, including real world applications.

Encouraging Practice Work Completion and Deadlines

Practice work that is not completed and turned in on time cannot support student learning; therefore, teachers should employ multiple strategies to encourage practice work completion. Some strategies are listed below:

- Before assigning practice work, provide students with time to practice skills and concepts during class time and use informal and formative assessments to ensure students have the ability to successfully complete practice work.
- Give practice work assignments early enough in the school day or class period for students to begin and perhaps finish practice work in class, thus providing them with an opportunity to clarify expectations and ask questions.
- Monitor the actual time it takes struggling students to complete practice work and adjust assignments appropriately; provide students with additional school support (useful websites, online homework help from teacher).
- Establish a routine for posting practice work in Teams and being clear on requirements.
- Provide students and parents with big project information (proficiency scales, due dates, materials needed, etc.) in a timely manner and post assignments and project information on Teams.
- For larger projects/practice work, divide the homework into manageable segments with intermittent due dates and ongoing feedback.
- Create a classroom environment where students can work effectively.

Suggestions for Parents

- Check Renweb/Facts on a regular basis.
- Buy your student a planner and check in regularly.
- If your student's grades are low in Renweb/Facts, ask your student to show you their Teams for their classes.
- Contact your student's teachers through email.

Expectations of Students

- Know the expectations for each class by referencing the proficiency scales.
- While in class, use practice time wisely. Practice work that is not completed becomes work you take home to complete.
- Check Teams and Renweb/Facts on a daily basis.
- Create a place at home where you can concentrate on learning.
- Have everything you need to study close by. Move things you don't need away from your study area.
- Outline and rewrite your notes. Notes rewritten in your own words will help you understand the content more fully.
- Practice with yourself or with friends. Quiz yourself or quiz each other about the content you are studying.
- Take breaks. Divide study time into segments that make sense and work for you; for example, study 20 minutes and take a 5-minute break.
- Approach studying with a positive attitude.
- Keep healthy and balanced – exercise regularly and eat right.
- Meet deadlines so that your teacher can give timely feedback, making practice work more effective.

Effective Use of Practice Work

Teachers should:

- Design and assign homework which facilitates student understanding and success.
- Clearly communicate the purpose, directions, and expectations for practice work to students.
- Provide choice when possible to meet individual student interests, abilities, and needs.
- Consider how many problems or how much practice is actually needed for students to reach proficiency.
- Provide timely, effective feedback on practice work to ensure student understanding and allow time for re-teaching if necessary.
- Contact parents when a student begins to develop a pattern of late or incomplete work.