
STUDY SKILLS MANUAL

Naples Elementary School

Naples, Italy

In September 1999, through the Mentor Program referral assessment, Naples Elementary School identified study skills as a major need for students throughout all grade levels. Discussions of how to address this need were held at grade level meetings and feedback was shared at our School Home Partnership Committee meetings. We decided to develop a Study Skills Manual, pre-k through grade 6, to be distributed to each family during registration in April 2000.

By distributing the Study Skills Manual, our school hoped to improve student achievement and success through parent support and involvement at home; to develop a continuum of study skill practices, pre-k through grade 6, for teacher and parent use; and to increase parent understanding and guidance of home learning practices.

The development of the Study Skills Manual took about eight months. We began by surveying the needs and interests of our staff and parents, compiling the results, and presenting the information at a staff meeting. We obtained input from staff at each grade level and discussed the appropriate study skills to include in the manual. Next came formatting the design, grade level reviewing and editing, obtaining administration approval, and finally printing the manual.

The pre-school page focused on reading activities, such as “notice words in your child’s environment (cereal boxes, stop signs, etc.)” Fourth, fifth, and sixth grades combined their suggestions and activities. They included suggestions for students at home: “Have a student teach a parent a difficult concept to see that the student understands.” They also included suggestions for developing writing skills: “Encourage all members of the family to use writing as one way of keeping in touch: writing letters, memos, notes, and messages.” For the 2000-2001-school year, we intend to include in the manual monthly calendars for each grade level that highlight “Daily Curricular Enrichment Activities for Home.”

Our project budget consisted of copying expenses that our school budget absorbed. When we distributed the manuals at registration in April, we received positive feedback. To follow up on teachers’ and families’ reactions to the manual, we developed a feedback survey that will be

disseminated in September 2000. We hope that the Study Skills Manual becomes a useful tool for families, students, and teachers in promoting learning at home.

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