



# ADMINISTRATIVE PROCEDURE

## STUDY SKILLS

6157

Procedure No.

May 1, 1977

Date

- I. **PURPOSE:** To provide procedural information for supervisors, administrators, and teachers for implementing the Board Policy on Study Skills.
- II. **POLICY:** The Board recognizes the necessity for developing good study habits and for encouraging their use by students at all grade levels (Board Policy 6157).
- III. **BACKGROUND:** There is a need to have a specific set of procedures for schools to follow in providing study skills instruction for students, K-12.
- IV. **DEFINITIONS:**
  - A. Study Skills – Skills needed to help students locate, acquire, and organize information. Study skills include following directions, taking notes, using the dictionary, reading charts and graphs, using maps and globes, using library resources, preparing written and oral reports, using specific study techniques such as Study-Question-Read-Recite-Review (SQ3R), and taking tests.
  - B. Study Habits – Habits which assist students in working and learning efficiently and effectively. Study habits include identifying and appropriate place to study, gathering necessary materials, scheduling study time, setting priorities for study time, and using reviewing techniques.
- V. **PROCEDURES:**
  - A. Curriculum
    1. The Office of Curriculum Development will provide a unit on study skills, which will be located at each grade level in grades 1-12.
    2. A Scope and Sequence of Study Skills, K-12, will be described in the Prince George's County Graphic Presentation of Curriculum – Reading and included as part of the Educational Master Plan.
  - B. Staff Development
    1. The Office of Staff Development will provide appropriate Staff Development activities to assist teachers to refine their teaching techniques for the teaching of study skills and study habits.



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2. The Comprehensive Reading Program staff will provide assistance to each program area in the application of study skills and habits to specific program areas.
- C. Instruction
1. At each grade level, K-12, teachers will present instruction to students using the units provided.
  2. At each grade level, K-12, teachers will reinforce application of study skills in daily class work and assignments.
- VI. **RELATED PROCEDURES:** None.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Instruction and Pupil Services and the Division of Administration and Personnel and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** May 1, 1977.

Approved by:  
Edward J. Feeney  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11