



THE STEWARD SCHOOL

Our passion is helping students discover theirs.

Center for Advancement of Learning Resources for Students and Parents

<p><u>Academic Resources</u></p> <p>Drop-In Support Tutorials Tutoring Make-up Work</p>	<p><u>Study Tips</u></p> <p>The Steward School Planner Study Strategies Excellent Websites & Popular Apps</p>
<p><u>Organization</u></p> <p>The Steward School Planner Binders Managing Technology The Importance of Sleep</p>	<p><u>Managing Homework</u></p> <p>General Tips Managing Technology Limiting Screen Time Avoid Multitasking Study Areas At Home Supplies to Have on Hand Overcoming Procrastination</p>
<p><u>Reading Strategies</u></p> <p>Active Reading Strategies</p>	<p><u>Note-Taking</u></p> <p>General Tips The Cornell Method Audio Note</p>
<p><u>Test Prep</u></p> <p>Study Strategies (How to Study with Flashcards, Creative Strategies That Might Work for You, and Test-Taking Strategies) Exams (Schedule, Study Plan, Daily Log, and Managing Anxiety) Memory Self Questioning</p>	<p><u>Other Resources</u></p> <p>Excellent Websites & Popular Apps Ideas For All Students Ideas For Younger Children About Gifted Students About ADHD About Learning Differences</p>

Academic Resources

Drop-In Support

The [Deans of Student Support](#) are available to help students with organization, test preparation, exam preparation, creating make-up work plans, proofreading papers, and reading strategies. Contact [Charlene Wilton, the Director of CAL](#), for support of children in the Lower School.

Tutorials

In the Middle and Upper Schools, [teachers](#) are available after school Tuesday through Thursday from 3:30-4 p.m. to clarify concepts or to provide test/quiz review with students. They may also be available by appointment to meet with students during study hall or before school.

[Tutoring](#)

If ongoing support is needed, the Center for Advancement of Learning offers tutoring during the school day for an additional cost. Please contact the appropriate [Dean of Student Support](#) for information about setting up tutoring. Register by using the [Registration Form for Tutoring](#).

Make-Up Work

The [Deans of Student Support](#) are available to help students create plans for getting their work done after an absence.

[HOME](#)

Study Tips

The Steward School Planner is available for purchase in the [Spartan Shop](#). All Middle School and ninth-grade students will be using the Planner. There is an excellent list of study tips on Page 4 of the Planner.

You can also find specific study strategies in the [Test Prep](#) section and additional information in the [Excellent Websites and Popular Apps](#) section.

The [Study Strategies](#) section offers suggested ways to study and links to excellent websites.

[HOME](#)

Organization

The Steward School Planner

The Steward School Planner is available for purchase in the [Spartan Shop](#). All Middle School and ninth-grade students will be using the Planner.

Advice for Using the Planner—The Five C's of Planning: Carry, Consistency, Clarity, Check-off, and Combine

- Carry the planner with you at all times. Have the page clipped so that you can easily open it to the correct page when jotting down assignments.
- Consistently use your planner.
- Write with Clarity. Make sure you write neatly so that you can understand directions later that evening while doing your homework.
- Check it off! Make a check mark when you are finished with the assignment. This helps you remember whether or not you finished the assignment or not earlier in the day. It also gives you a sense of accomplishment when you can easily see how much work you have completed.
- Combine your academics with personal events. Record extra-curricular and other obligations outside of school along with your assignments.

Binders

If you are planning to use one binder per class, a 1-inch binder for most subjects is usually recommended. If you are planning to use a homework binder, you will need a 1.5-inch binder for that purpose.

[HOME](#)

Managing Technology

Technology can be distracting. Using a *Technology Box* is helpful when students need to focus on their work. A *Technology Box* is a plastic box or shoe box where electronic devices (such as cell phones or iPods) can be turned off and temporarily stored when completing homework or studying for a test. The television should also be turned off. Students should experiment to determine whether soft music in the background aids concentration or is distracting.

The Importance of Sleep

Recent research has revealed the importance of sleep and its relationship to learning. You might want to read about [*Teens and Sleep*](#) published by the National Sleep Foundation.

[**HOME**](#)

Managing Homework

General Tips

Homework completion is difficult for many students. There are a variety of causes for this, so it is important to think about what might be creating homework issues. Consider each of the following.

- Look at your weekly schedule of school and extra-curricular activities, and set up your homework time blocks. If there are times when there is no time for homework, consider whether you are trying to participate in too many extra-curricular activities.
- For weekend homework, schedule a block of time Saturday or Sunday morning to complete one assignment. This prevents having more homework than is feasible to do on Sunday night.
 - Take charge of your technology. Place distracting technology in your [Technology Box](#) so it does not interrupt your study time.
 - Get some exercise every day after school before sitting down to complete your homework.
 - When doing homework, take a five to ten minute break every thirty minutes.
 - Tackle the subject you like least, first. You will find that you will feel better getting it out of the way early when you have the most energy.
 - Save all assignments that require technology for last to minimize distractions.

[HOME](#)

[Managing Technology](#)

Limiting Screen Time

The [Mayo Clinic recommends](#) that parents limit the amount of time their children spend using electronics.

For an interesting video on this subject as well as other internet safety-related information, watch the [Paul Howard Jones keynote address](#) from the *Family Online Safety Institute* annual conference in 2011.

Avoid Multitasking

If two tasks require conscious attention, then to do both requires switching back and forth between the tasks. The result of multitasking like this is that neither task is done well. Read [Misperceptions of Multitasking](#) for information about the latest research.

Study Areas at Home

- If you find that you are too distracted in your bedroom, find a place in your house where you have everything you need and are comfortable. Some students prefer the family room or kitchen and others have a designated office space.
- Remember to turn off and/or put away [distracting technology](#) during your designated homework time.
- Keep the appropriate supplies (see below) you need in your study area or in a box that can easily be moved to where you are working.

[HOME](#)

Supplies to Have on Hand

A [list of supplies needed at school](#) in the Lower and Middle Schools can be found on the school website. In the Upper School, each teacher will have specific recommendations. The following is a list of suggested general supplies most students need either at school or when working at home.

Essentials

- Pens, pencils, color pencils, small and large markers, pencil pouch
- Tab dividers (one set for each subject)
- Reinforcements (for binder paper)
- Reinforced binder paper
- Three-hole punch (a desk-size one for the home)
- Timer (some students benefit from an analog clock because they can tell how much time is remaining)
- Calculator
- File box or plastic pouch for flashcards
- Stapler, tape, scissors (for home)
- Big erasers (2)
- Manila Folders (for post-semester storage)

Optional

- Graph paper
- File box (for home)
- Book of quotations (for home)
- Non-electronic dictionary and thesaurus (for home)

Overcoming Procrastination

There are many reasons for putting off completing homework and projects. [Procrastination](#) outlines common causes and possible solutions.

HOME

Reading Strategies

There are several well-known reading strategies that help students understand what they are reading in their textbooks. Three of them (PLAN, Scaffolding, and Story Pyramids) are outlined in the [Educational Research Newsletter](#).

Another strategy called the SQ3R is described here by [Mind Tools](#).

[HOME](#)

Note-Taking

General Tips

Taking notes in class can be difficult for some students. In general it is a good idea to—

- Leave white space on the page so you can go back later to add more information.
- Put a question mark beside anything you are confused about during class.
- Use only one side of the paper so the reverse side is still available for adding more notes later.
- Create some abbreviations that become your personal shorthand for note-taking. Some common ones include: w/ (with), w/in (within), ppl (people), imp (important), or symbols such as a star to mean you need to return to this later. A thorough list of common abbreviations can be found [here](#).

Here are some [Note-Taking Strategies and Skills](#) that might help.

The Cornell Method

The [Cornell Method](#) for taking notes has proven successful for many students.

If you feel you need help in developing good note taking skills, contact the Dean of Student Support in your division.

[HOME](#)

Test Prep

There are multiple strategies that can help a student learn information in order to be able to use it later. The student will need to experiment with different strategies to find those that match their learning preferences and the way they are being assessed.

How to Study with Flashcards

- Flashcards are excellent because the student is forced to remember information without seeing it. This mimics the test environment when students must be able to recall what they studied without looking at it.
- To make the best use of flashcards, learn them five at a time. Once the first five are mastered, add five more. Once all ten cards are mastered, add five new cards to the pile. Continue this process until all cards have been mastered.
- Another strategy that works for some students is to keep track of the cards already known and those that need more study. Spend almost all your study time working on the ones that are not to an automatic level.
- For those students reluctant to make flashcards, try using [Quizlet](#) or [Flashcard Machine](#) to create them.
- For many vocabulary units, the [Upper School Dean of Student Support](#) keeps flashcards that students may borrow.

Creative Study Strategies That Might Work for You

Some students need to organize their information into a visual that helps them remember it. For these creative thinkers, [using webbing might be a great study tool](#) to prepare for a test.

Webbing is one type of graphic organizer. There are many additional [free graphic organizers](#) that might work for visual or creative learners.

[HOME](#)

To learn something, a person must take an action. Here is an [online checklist](#) to find out how active you are when studying.

Test-Taking Strategies

Students can be well-prepared for a test yet still not perform well. Learning strategies for how to take a test can be the solution.

Here are some [Test-Taking Tips](#) that might help, especially if you get anxious during tests.

Since there are many types of tests, here are tips for taking some of the more common styles:

- [Multiple Choice Tests](#)
- [True/False Tests](#)
- [Short Answer Tests](#)
- [The Essay Exam](#)
- [Preparing for and Taking Math Exams](#)

Exams

Schedule

The [Deans of Student Support](#) will publish the eighth-grade and Upper School exam schedule in mid-November and at the beginning of May, one month prior to the exam. The exam schedule is carefully planned so that a student's exams are spaced out over the exam days. Students are discouraged from moving exams at their will. If a student needs to change his/her exam for any reason, he or she must receive permission from the course teacher involved. The Dean may be able to assist in this process.

Study Plan

A study plan helps students organize a semester's worth of work into manageable study blocks. The appropriate [Dean of Student Support](#) may assist a student in setting up a customized study plan based on his/her learning needs.

[HOME](#)

Daily Log

Time management is key to being successful on exams. By completing a daily log of all planned activities three weeks prior to exams, students can begin to plan around out-of-town games, weekend activities, or other obligations outside of school.

Managing Anxiety

When students get too anxious before and during a test, learning and memory are negatively impacted. Here is a list of strategies that can help in [Reducing Test-Taking Anxiety](#).

Memory

New learning first enters through the senses. In school, the primary senses used are sight, hearing, and touch (haptic). Whatever is taken in through the senses moves into Short-Term Memory (STM). The goal is to move that memory into Long-Term Memory (LTM) where it can be accessed later when needed. Before a memory can move from STM into LTM, a person must take action by either repeating something over and over again until it sticks in LTM or attaching meaning to it by associating it with something already stored in LTM. These two actions are called “repetition” and “elaborative rehearsal.” [Mnemonics](#) are strategies that assist in moving new learning from STM into LTM.

For a full discussion of mnemonics and some examples, read [An Introduction to Memory Techniques](#).

For links to many different types of mnemonics, go to [Memory Techniques Explained](#).

[HOME](#)

Self Questioning

Students learn more when they spend time thinking about what they are learning, how they learn best, and their own strengths and weaknesses.

After taking a test, one might ask—

- How did I do on that test? (Later compare this to the grade received.)
- How did I study for it? How long did I spend preparing? Did those strategies work for me?
- Which question did I think was the easiest? Hardest?
- What should I do differently next time?
- Which kinds of questions do I like the best? Why is that?
- How can I improve my answers to other kinds of questions?

After getting the test back, compare the actual results to these answers immediately after taking the test. *Think about how well you did at predicting the answers.*

For more information on this topic, go to [Strategies to Enhance Student Self-Assessment](#).

[HOME](#)

Other Resources

Excellent Websites/Popular Apps

There are numerous excellent websites and apps that support learning. The International Reading Association listed the following, <http://betterappsonline.com/App/TopRated> as a site to find good apps that have been rated and recommended by educators.

Ideas for All Students

[*Khan Academy*](#) is a free website that provides instructional videos and practice in multiple subjects. Click the “Learn” tab to find videos and lessons. Click the “About” tab to learn more about the Academy and how to use it.

[*The Basics of Effective Learning*](#) is an excellent list of links prepared by Bucks County Community College about how students learn.

[*ReadWriteThink*](#) provides reading games and activities for students of all ages (grades K-12).

[*Test-Taking Tips*](#) has more information on all things related to taking tests—preparing for them, test anxiety, note-taking, study skills, and more.

The [*Study Guides and Strategies*](#) website provides information on hundreds of topics related to learning in general and includes specific help on writing, time management, and research.

A free text-to-speech reader is [*Natural Reader*](#). With this program, the computer can read anything that is in digital format. You can change the voice and the speed of reading. A similar add-on to *Google Chrome* is called [*Speakit*](#).

[HOME](#)

[*Quizlet*](#) allows you to make and study flashcards online.

[Flashcard Machine](#) is a website where you can make flashcards to help study for a test. To use it online is free (with registration), and there is an app available at a low cost that allows you to study the cards you made on your hand-held device.

[Dropbox](#) is free, online space to store files that can be accessed anywhere you can access the Internet. If you install it on all your computers and its related app on your smartphones, the documents will automatically be stored on them, too. This provides back-up copies of all documents stored in Dropbox.

Ideas For Younger Children

[FunBrain](#) is a “kidsafe” website full of reading and math educational games for students in elementary school.

[Into the Book](#) is for students in grades K-4 who need to work on reading comprehension.

[Storyline Online](#) is produced by the Screen Actors Guild. Guild members read books aloud for young children.

[ABCYa](#) offers free, educational, online games as well as many apps for children in grades K-5.

[HOME](#)

About Gifted Students

[*The National Association for Gifted Children*](#) is a trusted source of information for high ability students. The organization offers advice and support as well as answers to frequently asked questions.

[*The Virginia Association for the Gifted*](#) offers seminars and conferences where parents can learn about educating high ability students.

[*Hoagies' Gifted Education Page*](#) is an award-winning site with information for parents and teachers about high ability students.

[*The University of Virginia*](#) and the [*College of William & Mary*](#) offer enrichment programs for gifted students.

About ADHD

[*CHADD \(Children and Adults with Attention-Deficit/Hyperactivity Disorder\)*](#) is an organization that shares the latest information about children and adults with attention problems.

[*Are You ADHD Friendly?*](#) is an article written by Livia McCoy about the needs of children with attention issues.

About Learning Differences

[*LD OnLine*](#) is an excellent website with the latest information on learning disabilities and differences. It is a source of information you can trust.

[*When Students Struggle \(Blog by Livia McCoy\)*](#) is a weekly blog offering information about a variety of issues that keep students from being successful in school. You can sign up to receive an email when each new blog posts.

[**HOME**](#)