

Dear Colleagues:

Our Resource Centers have always been a distinctive and vital part of the Dewey Program. They enable us to individualize instruction, to encourage independent learning experiences, to develop close relationships with our students, and to personalize education. Judging from the large number of students who visit our resource centers, the kudos we have received from visitors, and my own observations, I am most proud of these learning centers and appreciate the fine job you are doing in helping our youngsters. I am firmly convinced that without this independent study component, the Dewey Program would not be what it is.

To further help our students and ensure continued outside support for this unique educational experiment, I am asking you to note and facilitate the following approaches:

✓ 1. Inform all students in your subject classes of your specific resource center availability. Students should be encouraged to note your hours in their notebook.

✓ 2. Help those students who are in need of direction, seeking clarifications, or having difficulty answering questions relating to homework assignments, resource center projects, class projects, compositions, and tests.

✓ 3. If you are not available when individual students have Independent Study time, encourage them to see teachers assigned to the resource center for help.

✓ 4. Offer concrete suggestions to help students overcome recognized difficulties or learning deficiencies. Bolster their knowledge and confidence.

5. Familiarize students with your department's course offerings, institutes, special programs and clubs.

6. Reinforce student writing skills as well as basic skills which relate to your subject area.

✓ 7. Wherever possible, tie specific resource center work and assignments to course syllabi.

8. Several departments have made excellent use of the prescription forms to improve deficiencies in basic skills or subject matter. This should be encouraged.

9. Encourage students to review old regents examinations and to practice answering specific questions.

10. Above all, reach out to students by offering a "helping hand" even when it is not solicited. Vary often students are shy and need a little encouragement.

11. If you are not assigned to the resource center, but happen to be there, please give a thoughtful response to students seeking help and advice when you will be available.

12. Please do not do clerical or other inappropriate work.

Your continued effort and cooperation in the above is most appreciated and will help to maintain John Dewey's position of leadership in the New York City school system.

Sincerely yours,

Lawrence Parr
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