



Waiākea High School Resource Program SY 2022-2023

The following resources are available for students and teachers:

Free Tutoring for all WHS Students

- A team of qualified tutors is available to help students in all subject areas from 7:30 a.m. - 3:30 p.m. in Q104
- Drop ins are welcome before school, recess, lunch, and after school
- During class, students must have a pass

Resource Room - Q104 - Dell Laptop Lab - Open Monday - Friday from 7:30 a.m. - 3:30 p.m.

- Quiet place for students to study before school, during recess, lunch, and after school
- Teachers may reserve the room for their classes
- See next page for link to make online reservations OR call Extension 297
- Accommodates up to 32 students
- Internet ready Dell laptops with MS Office
- Printing (black & white - 10¢ / color - 25¢)
FREE PRINTING for students who turn in their Technology Form (Up to 25 B/W copies per semester)
- Miscellaneous supplies for use in Resource Room
 - Colored pencils / crayons / markers
 - Compass / protractor / ruler
 - Glue / scissors / tape
 - Scientific calculators



Testing Room / Overflow Lab - Q103 - Chromebook Desktops

- Teachers may reserve the room for their classes (*see next page for more information*)
- Accommodates up to 30 students
- Internet ready desktop Chromebooks

Mobile Chromebook Labs

- Teachers may reserve these for their classrooms
- See next page for link to make online reservations OR call Extension 297

iPad classroom set (with keyboards)

- Teachers may reserve these for their classrooms
- See next page for link to make online reservations OR call Extension 297

Resource Room Policies

- Teachers may reserve labs and mobile labs for their classes
- Because many teachers have their own mobile labs, we are no longer restricting the number of times teachers may request mobile lab reservations
- Any student may access the Resource Room (Q104) Monday - Friday 7:30 a.m.-3:30 p.m. during non-class times when students are permitted on campus
 - Students must sign-in and out
 - Resource Room is for school work only
 - Cell phones must be put away
 - Food and drinks are prohibited
 - Must follow COVID-19 guidelines per State of Hawaii DOE
- Teachers may send any student (up to 5 students at a time) during class time with a pass, assignment(s), and specific instructions for the tutors (please follow instructions below):
 - Check first if space is available by calling extension 297
 - If the student completes the assignment before the end of the period, the tutor will send the student back to class with a pass
 - If the student stays for the duration of the period, the tutor will indicate this on the pass and place the pass in the respective teacher's box by the end of the day

How to Make Reservations

- Teachers can make reservations for Q104, Q103, or mobile labs by going to:
www.whsresourceroom.weebly.com
 - Click on the *For Teachers* tab then select either *Q104*, *Q103*, or one of the *mobile labs* from the drop down menu
 - Check the calendar for availability, fill out the Reservation Form at the bottom of the page, then click on *submit*
- Reservations may also be made through the school website:
<https://www.waiakeahigh.k12.hi.us/>
 - Click on *Info* tab then select *Resource Room* from the drop down menu.
 - Follow the same instructions listed above
- Extra accommodations, such as the use of a projector or specific assistance from tutors, may be noted on the Reservation Form
- For assistance with online reservations, please call extension 297
- An email confirmation will be sent within 1-2 business days

Resource Room Guidelines for Classes

- Teachers are asked to review academic and behavioral expectations with students prior to accompanying students to Q-104 or Q-103
- Teachers must supervise students in the lab for the duration of the class period
- Students must sign in on form provided by tutors
- Tutors will be available to troubleshoot any technical difficulties with laptops



Resource Room Staff:

Mrs. Elizabeth (Beth) Andrade, Resource & Testing Coordinator

- Oversees Resource Program
- Oversees Resource Team staff, schedule, and payroll
- Coordinates and manages federal Title I program, if applicable
- Coordinates ACT, Smarter Balanced Assessment, and End of Course Exams
- Serves as Induction and Mentoring lead for WHS
- Other duties as requested by Administration

Contact Information:

Q Workroom 974-4822

Elizabeth.Andrade@k12.hi.us

Mrs. Pi'ilani Borges, Student Advisor

- Receives recommendation to Resource Support Program by Counselors
- Works in tandem with the 9th Grade Counselor to provide academic support to freshmen
- Meets with students on a regular basis (weekly or bi-weekly)
- Performs attendance checks as needed (as frequently as every week)
- Performs grade checks as needed (as frequently as every week)

Q Workroom 974-4822

Piilani.Borges@k12.hi.us

Mr. Owen Young, Edmentum / Credit Recovery Supervisor

- Oversees Edmentum, an online credit recovery program
- Works with Counselors and Registrar to identify students (usually seniors) in need of credit recovery
- Monitors students enrolled in Edmentum / Plato by recording progress and grades
- Supervises Edmentum testing
- Assists in monitoring the Resource Room, Q104

Q 104 Extension 297

Owen.Young@k12.hi.us

Resource Room Tutoring Staff

- Provides tutoring services for students Monday - Friday from 7:30 a.m. - 3:30 p.m.
- Provides tutorial services in classrooms upon request by teachers, pending availability
- Monitors Resource Room Q104
- Manages reservations for Q104, Q103, and mobile lab carts and iPad sets
- Oversees equipment and performs light computer maintenance
- Assists teachers with special projects
- Other duties as requested by the Resource & Testing Coordinator

Q104 Extension 297

whsresourceroom@gmail.com

SY 2022-2023 Tutors:

Christi Corpuz, Kaley Fujii, Jennifer Millard, Benjamin Poppas, Patricia Saiki, and Ayrton Takane

