

REGISTRATION PROCEDURES

- Please bring a valid government-issued photo ID (State I.D., Driver's License, Passport or Military I.D.) and payment with you to registration. A Social Security number is also required for any ASE (GED®/CB), ABE and ESL courses.
- The administration reserves the right to combine or cancel any class which lacks sufficient enrollment. All fees will be collected at the time of registration.
- \$20.00 enrollment fee is included in the cost of applicable courses.
- Paid Tuition confirms your enrollment in the class (cash or money order only).
- Books will be purchased by students at registration. Book fees are non-refundable.
- Other fees may include those for supplemental materials (i.e. handouts) used in the class and a Lab Fee collected to maintain the equipment used.
- The refunds vary by the type of fees that are paid.
 - Enrollment fees are NON-REFUNDABLE unless the school cancels the class.
 - Tuition fees vary by course and may be refunded only if a request is made before the start of the second class or the school cancels the class.
 - Supply fees and book fees are non-refundable.

DEPARTMENT OF EDUCATION/SCHOOL POLICIES

- Enrollment is open to all persons 18 years and over, regardless of race, color, sex, national origin, religion, physical and/or mental disability. Be prepared to present photo identification.
- Students ages 16-17 must be officially released from a public high school in the State of Hawaii before admission into academic classes. Call our office for more information
- Unregistered persons, including children, are not allowed in adult classes.
- The consumption of alcohol, illegal substances and the use of tobacco products are prohibited during school functions and on school grounds.
- The school reserves the right to remove from class and school grounds any student or individual exhibiting inappropriate behavior.

Annual Notification of Privacy Rights

Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit <http://ferpa.k12.hi.us>.

MAIN CAMPUS DIRECTORY

| Campus | Address | | Phone |
|-----------------|--------------------------|-----------------------|----------|
| Waipahu | 94-1211 Farrington Hwy. | Waipahu, HI 96797 | 307-9677 |
| Wahiawa | 1515 California Ave | Wahiawa, HI 96786 | 305-3200 |
| Windward | 730 Iliaina St. | Kailua, HI 96734 | 254-7955 |
| Hilo | 155 West Kawili St. P27 | Hilo, HI 96720 | 974-4100 |
| Kona | 74-5062 Onipaa Street F2 | Kailua-Kona, HI 96740 | 313-3032 |



If you are an individual with a disability, please contact Waipahu Community School – Hilo Campus at 974-4100 to make arrangements for accessibility at **least 10 working days** prior to the start of classes. Reasonable efforts will be made to accommodate your request.

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries
 Krysti Sukita, ADA/504 Specialist
 Civil Rights Compliance Office
 Hawaii State Department of Education
 P.O. Box 2360
 Honolulu, Hawaii 96804
 (808) 586-3322 or relay
crco@notes.k12.hi.us

Title VI, Title IX, and other inquiries
 Anne Marie Puglisi, Director
 Civil Rights Compliance Office
 Hawaii State Department of Education
 P.O. Box 2360
 Honolulu, Hawaii 96804
 (808) 586-3322 or relay
crco@notes.k12.hi.us

Waipahu Community School for Adults

Hilo Campus

Principal: Pat Anbe

Vice Principal: Chad Okinaka

Fall Semester 2018

August 8, 2018 – December 12, 2018



Registration Information

| Campus (Term) | Dates | Days | Times |
|--------------------|----------------------|-------|-------------------|
| Hilo Campus | August 8- 16, 2018 | M – F | 8:30 am – 4:30 pm |
| Hilo Campus | October 8 – 19, 2018 | M – F | 8:30 am – 4:30 pm |

Hilo Campus Directory

| Location | Address | Phone |
|--|---|---|
| Hilo Campus <i>(On the campus of Waiakea HS)</i> | 155 West Kawili Street, P27 Hilo, HI 96720 | 808-974-4100(day) 808-974-4101(night) 808-974-6170(fax) |

School Mission

Waipahu Community School for Adults will provide learning opportunities for students to improve the quality of their lives as they contribute positively to society.

Our Websites

<http://www.WCSAHAWAII.ORG>

Site Legend

WHS = Waiakea High School KHS= Keau High School TBA = To Be Announced

CASAS PLACEMENT TEST

All new or returning students (after not attending classes for one year) must take a placement test prior to enrolling in any academic or community school diploma course. The placement test will be used to determine which class best fits the student's academic need. Students must register in person. There is a \$20 enrollment fee for the placement test.

| Test | Site | Room | Day | Dates | Time |
|----------------|------|---------|------|----------|------|
| Placement Test | WHS | Library | Wed. | 8/29/18 | 6pm |
| Placement Test | WHS | Library | Wed. | 11/28/18 | 6pm |

ADULT SECONDARY EDUCATION (ASE)

These programs provide opportunities for adults to earn a community school diploma through (1)The Competency Based Community School Diploma Program (2)The High School Equivalency Preparation Program.

(1) The Competency-Based Community School Diploma Program (CBCSDP) is a 5-term (year long) course that focuses on practical life skills in five different content areas; Community Resources (CR), Consumer Economics (CE), Government & Law (GL), Health (HE) and Occupational Knowledge (OK).

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|--------------|--------------------------------------|------|------|---------------|-------------|------|------------|
| CB CR | WHS | P5 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$35 | Wakida |
| CB OK | WHS | P6 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$35 | Wong |
| CB HE | KHS | TBA | T/TH | 8/21 - 10/2 | 5:30-8:30pm | \$35 | Staff |
| CB CE | WHS | P5 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$35 | Wakida |
| CB GL | WHS | P6 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$35 | Wong |
| CB CR | KHS | TBA | T/TH | 10/23-12/11 | 5:30-8:30pm | \$35 | Staff |
| Mastery Test | Call 974-4100 to make an appointment | | | | | \$5 | Staff |

(2) The High School Equivalency Preparation Program (HSE) consists of preparation courses for the GED® or HiSET® Tests.

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|--------------|------|------|------|---------------|-------------|------|------------|
| HSE Math/Sci | WHS | R101 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$50 | Staff |
| HSE Prep | WHS | R102 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$50 | Staff |
| HSE Math/Sci | WHS | R101 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$50 | Staff |
| HSE Prep | WHS | R102 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$50 | Staff |

The iCAN program is an academic & career transition program. Students gain skills that prepare them for success in college and careers. Please call for more information.

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|--------|------|------|------|---------------|-------------|------|------------|
| iCAN | WHS | A102 | M/W | 8/20 - 10/8 | 5:30-8:30pm | \$20 | Staff |
| iCAN | WHS | A102 | M/W | 10/22 - 12/12 | 5:30-8:30pm | \$20 | Staff |

ADULT BASIC EDUCATION (ABE)

A series of classes designed to help adults build on basic academic skills in reading, writing, and math. Skills learned in ABE classes will help prepare adults for next step in earning a community school diploma.

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|--------------|------|------|------|---------------|-------------|------|------------|
| ABE English | WHS | P2 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$40 | Staff |
| Math 1 & 2 | KHS | TBA | T/TH | 8/21 - 10/2 | 5:30-8:30pm | \$45 | Staff |
| Math 1 & 2 | WHS | P8 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$45 | Staff |
| Pre HSE Math | WHS | P7 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$40 | Staff |
| ABE English | WHS | P2 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$40 | Staff |
| Math 1 & 2 | KHS | TBA | T/TH | 10/23 - 12/11 | 5:30-8:30pm | \$45 | Staff |
| Math 1 & 2 | WHS | P8 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$45 | Staff |
| Pre HSE Math | WHS | P7 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$40 | Staff |

ENGLISH as a SECOND LANGUAGE (ESL)

These classes focus on the development of communication skills in speaking, listening, reading, writing and basic mathematics for foreign-born students.

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|--------|------|------|------|---------------|-------------|------|------------|
| ESL | WHS | C101 | M/W | 8/20 - 10/3 | 5:30-8:30pm | \$20 | Staff |
| ESL | WHS | C101 | M/W | 10/22 - 12/10 | 5:30-8:30pm | \$20 | Staff |

TEACHER CLASSES

| Course | Site | Room | Days | Dates | Time | Fees | Instructor |
|-------------------|---------|-------|-------|-------|-------|------|------------|
| PLATO Praxis Prep | On-Line | ----- | ----- | ----- | ----- | \$70 | On-Line |

***Holidays/No School: 9/3, 10/31, 11/6, 11/12, 11/21, 11/22**

Classes Begin: As indicated in our schedule; however classes with small enrollments may be combined or cancelled. **Report to class** unless you are notified otherwise. Schedule subject to changes

Night School hours: 5:30pm - 8:30pm, Monday and Wednesday at Waiakea High School Campus
5:30pm - 8:30pm, Tuesday and Thursday at Keau High School Campus.

***All students must leave campus by 8:45pm.**