

Waipahu Community School for Adults Wahiawa Campus

Principal: Pat Anbe

Fall 2018

August 14 – December 4, 2018

Term 1: August 14 – September 25, 2018

Term 2: October 16 – December 4, 2018

Please check individual classes for exact dates.



Registration Information

Registration Location	Dates	Days	Times
Wahiawa Campus <i>(On the campus of Leilehua HS)</i>	Ongoing	M – F	8 am – 3:30 pm

Campus Directory

Campus	Address	Phone
Wahiawa Campus <i>(On the campus of Leilehua HS)</i>	1515 California Avenue Wahiawa, HI 96786	(808) 305-3200

Vision

Where learning never ends!

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> or doe.k12.hi.us/myschool

TABLE OF CONTENTS

Content	Description / Programs	Page
Registration Procedures	Things to bring with you, fees, return policy, etc.	2
CASAS Pre-Test Assessment	New/Returning students must take placement test	2
Adult Secondary Education (Hawaii Adult Community School Diploma)	High School Equivalency Program (GED® and HiSET® Tests) and Competency-Based Community School Diploma Program (CBCSDP)	3 / 4
Adult Basic Education	Review reading, writing and math skills and iCAN	5
ELA and New Americans	English Language Acquisition and New Americans	5
Job Training and Test Prep	Job, Test and Skills Preparation	6
ParaPro Assessment	Educational Assistants and Part-Time Paraprofessional Tutors Certification	6
Teacher Classes	Substitute Teacher, Re-certification and Praxis Prep	7
Special Interest Classes	Enrich and broaden cultural and recreational interests	7
General Information	DOE / School Policies, Campuses and Sites, Legal Holidays and Breaks, Continuous Notice of Non-Discrimination, and Disability Notice	8

REGISTRATION PROCEDURES

- All students will be assessed a \$20 enrollment fee, **cash only**.
- Please bring a valid photo ID with birth date (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/HiSET/CB), ABE and ESL courses. If applicable bring your high school transcript and **approved** release papers (4140) from your home high school (16-17 yrs old).
- All fees will be collected at the time of registration, **cash only**. See specific program sections for applicable fees.
- Students may purchase their books at the time they register. 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 administration reserves the right to cancel any class, which lacks sufficient enrollment.
- 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**.
 - Testing fees and books are non-refundable.
 - Refunds may take 6 – 8 weeks.
- A fee of \$25 is authorized by Act 40.35.5 H.R.S. for returned checks.

CASAS PRE-TEST ASSESSMENT

All new or returning students (after one year of absence) must take an assessment test for all Adult Basic Education, Adult Secondary Educational Programs (diploma programs) and English Language Acquisition/New Americans prior to the start of the class.

Students must register in person. Please bring the following items to the assessment test:

- **Approved** release papers (4140) from your home high school (16 – 17 yrs old)
- A valid picture ID with birth date (State I.D., Driver's License, Passport, or Military I.D.).

Location	Test Information	Cost
Wahiawa Campus	Call (808) 305-3200 to schedule an appointment	\$ 20

ADULT SECONDARY EDUCATION

These programs provide opportunities for adults to earn a diploma through (1) The High School Equivalency Program (GED / HiSET) or (2) the Competency-Based Community School Diploma Program (CBCSDP).

(1) HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM (HSE)

The High School Equivalency Preparation Program consists of preparation courses and the GED® or HiSET® Tests. These tests provide a valid means of measuring the educational achievement of adults who are non-high school graduates and compare their academic competence with that of high school graduates. The following requirements are needed to qualify for the diploma:

- A minimum test score must be met by either the GED® or HiSET® Tests:
 - **GED®**: A score of 145 out of 200 will be required on each of the 4 subtest (Reasoning Through Language Arts, Mathematical Reasoning, Science and Social Studies).
 - **HiSET®**: A score of 8 out of 10 on 5 subtests (Language Arts – Reading, Language Arts – Writing, Mathematics, Science and Social Studies) and 2 out of 6 on the Essay.
- Minimum ½ credit from an accredited private/public high school in Hawaii or at one of the Hawaii Community Schools for Adults.
- An official transcript from an accredited Hawaii high or Adult Community school.
- If you are under 18 years of age, you will need to provide additional documentation before being approved to register for the test. Contact our school for more information.

High School Equivalency Preparation Courses

Classes prepare you for the GED® and HiSET® Tests through on-site or online courses. See page 6 for more information on computer-assisted learning. The textbook for on-site courses will be sold at all times.

CLASS	Site	Days	Dates	Time	Hours
HSE Math	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
HSE Math	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39

The GED® Test

Visit www.GED.com to create your account and register for the GED® Tests. Access is available online 24 hours and 7 days a week. Once you complete these questions, please contact the campus where you wish to take the test. Once approved, you will be notified via your email account to proceed with online scheduling and payment using a credit card. Fees are as listed below and are subject to change. Payment is made online when you register. Refunds are handled through Pearson VUE. For further assistance contact the Pearson VUE call center at 1-800-704-3613 or GED Testing Services at 1-877-EXAM-GED (392-6433).

Program	Test Fee	Enrollment Fee	Book(s) / Supplies
GED®	\$ 150 GED® Full Battery (4 subtests) Individual subtests @ \$37.50 each	\$ 20 per prep course	\$ 30 Book + Supplies – Varies

The HiSET® Test

Students must register in person at one of our campuses for the HiSET® Tests. Fees are listed below and are subject to change. Payment is made in person. Bring a valid picture ID with birth date and payment (cash only). No refunds will be given.

Program	Test Fee	Enrollment Fee	Book(s) / Supplies
HiSET®	\$ 100 HiSET® Full Battery (5 subtests) Individual subtests @ \$20.00 each	\$ 20 per prep course	\$ 30 Book + Supplies – Varies

ADULT SECONDARY EDUCATION cont.

(2) COMPETENCY-BASED COMMUNITY SCHOOL DIPLOMA PROGRAM (CBCSDP)

CBCSDP consists of five units emphasizing the development of the adults' ability to apply life skills to cope with society's requirements. Students must complete two required phases in order to qualify for a diploma.

Phase 1: The Academic Section

Students work in five academic general knowledge areas: Consumer Economics, Community Resources, Government & Law, Health, and Occupational Knowledge. Students must also:

- attend at least 75% of the total class sessions per unit,
- complete assigned tasks for each unit and submit a portfolio,
- take a unit test (5 units) and score 70% or higher, **AND**
- take the CBCSDP Mastery Test and score 70% or higher.

Phase 2: Career Goals

Students must complete and provide documentation for **one** of the following choices. The student must:

- complete the iCAN Program requirements,
- complete a minimum of one credit at an accredited post secondary institution,
- be employed for a minimum of 100 hours over a three-month period with the same organization,
- obtain or possess a marketable skill (job training program), **OR**
- must demonstrate home management skills (interviewed in front of a panel board).

CBCSDP Fees

Fees are as listed below and are subject to change. **Cash only** is accepted. See page 2 for the refund policy.

Program	Enrollment Fee	Book(s) Fee	Test Fee
CBCSDP	\$ 20 per unit	\$ 15 per unit	\$ 5 Mastery Test

CBCSDP Classes

(See page 8 for Site Listing)

CE = Consumer Economics CR = Community Resources HE = Health GL = Government and Law
OK = Occupational Knowledge

Class	Site	Days	Dates	Time	Hours
CB – Occupational Knowledge	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
CB – Consumer Economics	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
CB – Community Resources	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
CB – Government & Law	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39
CB – Occupational Knowledge	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39
CB – Consumer Economics	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39

ADULT BASIC EDUCATION: Reading, Writing and Math Basic Skills

Classes help students review/develop their skills in basic reading, writing, and mathematics. The mechanics of grammar, punctuation, spelling, composition, letter and report writing, vocabulary development, speech improvement, use of the library, dictionary and other reference tools will be covered. This course will also review addition, subtraction, multiplication and division of whole numbers, decimals, fractions, percentages, positive and negative numbers. Graphs, simple equations, formulas, math terminology and practical applications will also be covered. This class will help students to develop the skills necessary to qualify for the diploma programs.

ABE Fees

Program	Enrollment Fee	Book(s) and Supply Fees
ABE	\$ 20 per course	Varies by course

ABE Class

Class	Site	Days	Dates	Time	Hours
ABE	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
ABE	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39

GENERAL TECHNOLOGY (GT) IMPROVEMENT CLASSES

The General Technology improvement classes focus on improving the math and reading skills of active military personnel. This program is open to active duty personnel in all military branches, Department of Defense personnel, and others interested in joining the service. Active duty personnel will have first preference.

GT Fees

Program	Enrollment Fee	Book Fees
GT Improvement	\$ 20 per course	\$ 15 (optional)

GT Classes

Class	Site	Days	Dates	Time	Hours
Basic Skills – Math/Eng. (GT Improvement)	SEC	M – F	TBD	9:30 am – 12:30 pm	60
Basic Skills – Math/Eng. (GT Improvement)	SEC	M – F	TBD	1:00 pm – 4:00 pm	60

SEC=Schofield Education Center

ENGLISH LANGUAGE ACQUISITION

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

ELA & New Americans Fees

Fees listed below and are subject to change. **Cash only** is accepted. See page 2 for the refund policy.

Program	Enrollment Fee	Book(s) and Supply Fees
ELA	\$ 20 per course	\$ 34

ELA & New Americans Classes

Class	Site	Days	Dates	Time	Hours
ELA: AM	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
ELA: PM	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39

JOB TRAINING and TEST PREP

COMPUTER-ASSISTED LEARNING

PLATO is a self-directed online learning system that will assist you in preparing for various tests like the GED®, HiSET®, Compass, and ASVAB. It also encompasses extensive Reading and Math Skills. The system allows you to work at home on your computer, at your own pace. Enroll at Wahiawa Campus office.

Computer-Assisted Learning Fees

Program	Enrollment Fee	Fees
Computer-Assisted Learning	\$ 20	\$ 20 per module

Computer-Assisted Learning Class

Class	Site	Days	Dates	Time	Hours
Computer-Assisted Learning	Online	--	8/14 – 12/4/18	--	Min. 60

INDIVIDUALIZED CAREER ACHIEVEMENT NETWORK (iCAN) CLASS

Classes focus on strengthening reading, writing, and mathematics in preparation for post-secondary education and entrance into the workforce.

iCAN Fees

Program	Enrollment Fee	Book(s) and Supply Fees
iCAN	\$ 20 per course	Varies by course

iCAN Class

Class	Site	Days	Dates	Time	Hours
iCAN	LHS	T/Th	8/14 – 9/25/18	6:00 – 9:00 pm	39
iCAN	LHS	T/Th	10/16 – 12/4/18	6:00 – 9:00 pm	39

PARAPROFESSIONAL ASSESSMENT

The ParaPro Assessment is a computer-based assessment option for Educational Assistants (EA) and Part-Time Paraprofessional Tutors (PPT) to meet the Department of Education minimum qualifications for employment.

Month	Campus	Days	Dates	Time	Fees
OCTOBER	WAHIAWA	WED	10/18/2018	5:00 PM - 8:00 PM	\$ 75
December	Windward	Wed	11/29/2018	5:00 pm - 8:00 pm	\$ 75

SUBTEACHER CLASSES

Applicant arranges an interview with a school administrator for possible placement on the school's preferred list. After interview, obtain an **Approval Notice signed by the school administrator with a current school year date**. An Approval Notice is a required document enabling the applicant to enroll in the substitute teacher course offered at the Community School for Adults. Upon successful passing of the course exam, you will receive a Substitute Teacher Course Completion Certificate valid for five (5) years. NOTE: Completion of the course, in itself, does not guarantee employment. See [doe.k12.hi.us "jobs"](http://doe.k12.hi.us/jobs) for more information.

Classes	Site	Days	Dates	Time	Sess /Hrs	Fees
Sub Teacher Training	Call for dates and times				TBA / 30	\$ 70
Sub Teacher Re-certification	Call for dates and times				1 / 4	\$ 40
PLATO Praxis Prep II	Register at Wahiawa Office					\$ 20 enrollment + \$20 per course

SPECIAL INTEREST CLASSES

Our Special Interest classes are offered as a service to our community to continue our mission of fostering lifelong learning and enriching the quality of life on O'ahu. Please understand that there is a minimal charge for tuition and a minimum number of students needed to run these classes. Special Interest classes are supported by the fees collected.

Fees, supplies and books vary according to class and are subject to change. **Cash only** is accepted. See page 2 for the refund policy. See page 8 for list of sites and addresses.

Courses	Site	Days	Dates	Time	Sess/Hrs	Fees
ARTS and CRAFTS						
Sumie for Seniors	LHS	Th	TBD	1 pm – 3 pm	TBD	\$ 70 + supplies

- + *Cost of supplies will be collected by the teacher on the first day of class.*
- + *Fees may be adjusted pending the number of students enrolled.*

GENERAL INFORMATION

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.
- 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 any individual from school grounds that exhibits inappropriate behavior.

LEGAL HOLIDAYS AND BREAKS (NO CLASSES)

Date	Holiday	Date	Holiday
8/17/2018	Statehood Day	11/6/2018	Election Day
9/3/2018	Labor Day	11/12/2018	Veterans Day
10/8– 10/12/2018	Fall Break	11/22 – 11/23/2018	Thanksgiving Break

WAHIAWA CAMPUS SITES

Code	Campus/Site	Address
LHS	Wahiawa Campus <i>(On the campus of Leilehua HS)</i>	1515 California Avenue Wahiawa, HI 96786
SEC	Schofield Education Center <i>(On Schofield Barracks)</i>	Bldg 560, Yano Hall Schofield Barracks, HI 96857

MAIN CAMPUSES 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. P-27	Hilo, HI 96720	974-4100
Kona	74-5062 Onipa'a St. F-2	Kailua-Kona, HI 96740	313-3032

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
 CRCO (3/16/18)



If you are an individual with a disability, please contact Waipahu Community School – Wahiawa Campus at 305-3200 (or via relay) 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.