

Waipahu Community School for Adults

Waipahu Campus

Kapolei and Waianae Site

Principal: Pat Anbe

Fall 2018

August 15 – December 5, 2018



Registration Information

Fall 2018 Term 1

Registration Location	Classes	Dates	Days	Times
Waipahu	Diploma (GED/HISET, CB, ABE)	Jul. 23 – Aug. 3, 2018	Mon – Fri	8 am – 3 pm
Kapolei	Diploma (GED/HISET, CB, ABE)	Jul. 23 – Aug. 3, 2018	Mon – Fri	8 am – 3 pm
Waipahu	Special Interest	Jul. 30 – Aug. 10, 2018	Mon – Fri	8 am – 3 pm
Kapolei	Special Interest	Jul. 30 – Aug. 10, 2018	Mon – Fri	8 am – 3 pm
Waianae	Diploma	Jul. 30 – Aug. 2, 2018	Mon – Thu	5:30 – 7:30 pm

Fall 2018 Term 2

Waipahu & Kapolei	Diploma	Sep. 10 – Oct. 12, 2018	Mon – Fri	8 am – 3 pm
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Fall 2018 ELA Classes

Waipahu & Kapolei	ELA	Jul. 30 – Nov. 2, 2018	Mon – Fri	8 am – 3 pm
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Campus Directory

Campus	Address		Phone
Waipahu	94-1211 Farrington Hwy.	Waipahu, HI 96797	307-9677
Kapolei	91-5007 Kapolei Parkway	Kapolei, HI 96707	305-8340
Waianae	85-251 Farrington Hwy. Rm P-17	Waianae, HI 96792	307-8539

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

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REGISTRATION PROCEDURES

- All students will be assessed a \$20 enrollment fee.
- 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 ELA courses. If applicable bring your high school transcript and **approved** release papers (4140) from your home high school (16-17 yrs old).
- The administration reserves the right to cancel any class, which lacks sufficient enrollment. All fees will be collected at the time of registration, **cash only**. See specific program sections for applicable fees.
- Books will be purchased by students on the first class session. 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**.
 - 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)
- Two #2 pencils with erasers.
- A valid picture ID with birth date (State I.D., Driver's License, Passport, or Military I.D.).

Campus	Registration Dates / Times	Testing Dates / Times
Fall 2018 Term 1		
Waipahu Campus	July 23 – August 3, 2018 Monday – Friday, 8 am – 3 pm	August 7, 2018 Report at 5:00 pm
Waianae Campus	July 30 – August 2, 2018 Monday – Thursday, 5:30 pm – 7:30 pm	August 7, 2018 Report at 6:00 pm
Fall 2018 Term 2		
Waipahu Campus	September 10 – October 12, 2018 Monday – Friday, 8 am – 3 pm	October 16, 2018 Report at 5:00 pm

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 students. 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 20 on 5 subtests (Language Arts – Reading, Language Arts – Writing, Mathematics, Science and Social Studies), 2 out of 6 on the Essay and total scaled score of at least 45 out of 100.
- 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 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 on the first night of class.

Class	Site	Days	Dates	Time	Hours
HSE Prep Read/Write	Kapolei	T / Th	8/16 – 9/27	6:00 – 9:00 pm	39
HSE Prep Math	Kapolei	T / Th	8/16 – 9/27	6:00 – 9:00 pm	39
HSE Prep Read/Write	Kapolei	T / Th	10/18 – 12/6	6:00 – 9:00 pm	39
HSE Prep Math	Kapolei	T / Th	10/18 – 12/6	6:00 – 9:00 pm	39
HSE Prep	Waianae	M / W	8/15 – 10/1 10/22 – 12/5	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)

Class	Site	Days	Dates	Time	Hours
CBCSDP Evening Classes					
Community Resources	Waipahu	M / W	8/15 – 10/1	6:00 – 9:00 pm	39
Consumer Economics	Waipahu	M / W	8/15 – 10/1	6:00 – 9:00 pm	39
Government and Law	Waipahu/Waianae	M / W	8/15 – 10/1	6:00 – 9:00 pm	39
Health	Waipahu/Waianae	M / W	8/15 – 10/1	6:00 – 9:00 pm	39
Occupational Knowledge	Waipahu/Waianae	M / W	8/15 – 10/1	6:00 – 9:00 pm	39
Community Resources	Waipahu	M / W	10/22 – 12/5	6:00 – 9:00 pm	39
Consumer Economics	Waipahu/Waianae	M / W	10/22 – 12/5	6:00 – 9:00 pm	39
Government and Law	Waipahu	M / W	10/22 – 12/5	6:00 – 9:00 pm	39
Health	Waipahu/Waianae	M / W	10/22 – 12/5	6:00 – 9:00 pm	39
Occupational Knowledge	Waipahu/Waianae	M / W	10/22 – 12/5	6:00 – 9:00 pm	39
CBCSDP Day Classes					
Community Resources	Kalaeloa (HYC)	M / W	8/15 – 10/1	9:00am – 12:00 pm	39
Consumer Economics	Kalaeloa (HYC)	M / W	10/22 – 12/5	9:00am – 12:00 am	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.

Class	Site	Days	Dates	Time	Hours	Fees / Book
Basic Skills: Read / Math / Writing	Waipahu	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm	78	\$ 20
Basic Skills: Read / Math / Writing	Waianae	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm	78	\$ 20

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 term	\$ 35

ELA & New Americans Classes

Class	Site	Days	Dates	Time	Hours	
Day Classes						
ELA	Level 1 / 2	Waipahu U.C.C.	T / Th	8/16 – 9/27 10/18 – 12/6	9:00am – 12:00pm 9:00am – 12:00pm	39 39
ELA	Levels 3 / 4	Waipahu U.C.C.	T / Th	8/16 – 9/27 10/18 – 12/6	9:00am – 12:00pm 9:00am – 12:00pm	39 39
ELA	Level 5	Waipahu U.C.C.	M / W	8/15 – 10/1 10/22 – 12/5	9:00am – 12:00pm 9:00am – 12:00pm	39 39
ELA	Levels 6	Waipahu U.C.C.	M / W	8/15 – 10/1 10/22 – 12/5	9:00am – 12:00pm 9:00am – 12:00pm	39 39
Night Classes						
New Americans	Waipahu	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm 6:00 – 9:00 pm	39 39	
ELA	Levels 1 / 2 / 3	Waipahu	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm 6:00 – 9:00 pm	39 39
ELA	Levels 4/5	Waipahu	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm 6:00 – 9:00 pm	39 39
ELA	Levels 6	Waipahu	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm 6:00 – 9:00 pm	39 39
ELA	Levels 1 – 5	Waianae	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm 6:00 – 9:00 pm	39 39
Saturday Classes						
ELA	Levels 1 – 4	Kapolei H.S.	Sat	8/18 – 9/29 10/20 – 12/8	9:00am – 12:00pm 9:00am – 12:00pm	21 21
ELA	Levels 5 – 6	Kapolei H.S.	Sat	8/18 – 9/29 10/20 – 12/8	9:00am – 12:00pm 9:00am – 12:00pm	21 21

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®, 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 Waipahu Campus or Kapolei Site.

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

Class	Site	Days	Dates	Time	Hours
PLATO Prep	Online	--	8/15 – 12/5	--	Min. 60

INDIVIDUALIZED CAREER ACHIEVEMENT NETWORK (iCAN) CLASSES

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

Class	Site	Days	Dates	Time	Hours
iCAN	Kapolei	T / Th	8/16 – 9/27 10/18 – 12/6	6:00 – 9:00 pm	78
iCAN	Waianae	M / W	8/15 – 10/1 10/22 – 12/5	6:00 – 9:00 pm	78

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. Our Prep class is designed to prepare individuals for the ParaPro Assessment which is administered by the Community Schools.

Class	Campus	Days	Dates	Time	Sess/Hrs	Fees
ParaPro Preparation	Waipahu	M / W	8/20 ---10/3	5:00 --7:00pm	10/20	\$20

Campus	Month	Days	Dates	Time	Sess / Hrs	Fees
Wahiawa	October	W	10/17	5:00 – 8:00pm	1 / 3 hrs	\$ 75
Windward	November	W	11/28	5:00 – 8:00pm	1 / 3 hrs	\$ 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

SPECIAL INTEREST CLASSES

Our Special Interest classes are offered as a service to our community. 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.

New Class: Slack Key

"Learn the basics of ki ho alu (slack key guitar). Learn common finger positions utilized in most slack key songs. No music experience necessary. Must provide own guitar." Teacher is W. Paulino.

Special Interest Classes:

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	Tuition + Fees
BUSINESS and COMPUTERS						
Computer Basics	Waip	M / W	8/20 – 9/24	6:00 – 9:00 pm	10 / 30	\$ 60 + \$ 40
Microsoft Office	Waip	M / W	10/29 – 12/3	6:00 – 9:00 pm	10 / 30	\$ 60 + \$ 40
HOMEMAKING						
Sewing (9 max)	Waip	M	8/20 – 9/24	6:00 – 9:00 pm	5 / 15	\$ 38 + \$ 20
Sewing (9 max)	Waip	W	8/22 – 9/19	6:00 – 9:00 pm	5 / 15	\$ 38 + \$ 20
LANGUAGE						
Japanese – Beginning	Waip	M / W	8/20 – 10/31	6:30 – 9:00 pm	16 / 40	\$ 80 + \$ 20
Korean – Beginning	Waip	M / W	8/20 – 10/31	6:30 – 9:00 pm	16 / 40	\$ 80 + \$ 20
Spanish – Beginning	Waip	M / W	8/20 – 10/31	6:30 – 9:00 pm	16 / 40	\$ 80 + \$ 20
MUSIC and DANCE						
Taisho Koto	Waik	Th	9/6 – 12/6	10:00 – 12 noon	12 / 24	\$ 48 + \$ 20
Guitar – Slack Key	Waip	W	8/28 – 10/2	6:30 – 8:00 pm	6 / 9	\$ 18 + \$ 20
OTHERS						
Ikebana	Man	Th	8/30 – 11/8	9:30 – 11:30 am	10 / 20	\$ 40 + \$ 20

* *All enrollees are responsible for their own Medical Clearance & Health Ins. to take part in these classes.*

++ *Fees include: registration fee, book cost, and/or lab fee*

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
8/17/2018	Admissions Day
9/3/2018	Labor Day
10/8 – 10/12/2018	Fall Break
11/6/2018	General Election

Date	Holiday
11/12/2018	Veteran's Day
11/22/2018	Thanksgiving Day
12/25/2018	Christmas Day

WAIPAHU CAMPUS SITES

Code	Campus / Site	Address
Waip	Waipahu Community School <i>(On the campus of Waipahu HS)</i>	94-1211 Farrington Highway Waipahu, HI 96797
Waip UCC	Waipahu United Church of Christ	94-330 Mokuola Street Waipahu, HI 96797
Waian	Waianae Site <i>(On the campus of Waianae HS)</i>	85-251 Farrington Highway, Room P-17 Waianae, HI 96792
Kap	Kapolei Site <i>(On the campus of Kapolei HS)</i>	91-5007 Kapolei Parkway Kapolei, HI 96707
Man	Manana Community Park	1310 Waimano Home Road Pearl City, HI 96782
Waik	Waikele Community Park	94-870 Lumiaina Street Waipahu, HI 96797

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 Sikita, 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 at 307-9677 (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.