



Waipahu Community School for Adults Wahiawa Campus

Spring 2023 - Term 1

January 19, 2023 – March 2, 2023

Holidays: January 16, 2023 – Martin Luther King Jr. Day
February 20, 2023 – Presidents' Day

Office Hours Information

Campus	Days	Times
Wahiawa Campus	Monday - Friday	8:00am – 3:30pm

Registration Information

Register online at: www.wcsahawaii.org

A school official from the Wahiawa office will contact you to complete the registration and class assignment process.

Campus Directory

Location	Address	Phone
Wahiawa Campus <i>(On the campus of Leilehua HS)</i>	1515 California Avenue, Wahiawa, HI 96786	808-305-3200
Waipahu Campus	94-1211 Farrington Hwy, Waipahu, HI 96797	808-307-9677
Windward Campus	730 Iliaina Street, Kailua, Hawaii 96734	808-307-1455
Hilo Campus	155 West Kawili St, P27, Hilo, HI 96720	808-974-4100
Kona Campus	74-5062 Onipa'a St., Kailua-Kona, HI 96740	808-313-3032

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 Website

www.wcsahawaii.org



DEPARTMENT OF EDUCATION/SCHOOL POLICIES

- Enrollment is open to all persons 18 years and over, regardless of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. 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.
- All academic classes are both Federally and State funded. Due to Federal regulations, anyone with a J-1 (Au pair/Nanny), Student or Tourist VISA will not be allowed to enroll.
- 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.

REGISTRATION PROCEDURES

- All students will be assessed a \$20 enrollment fee.
- Additional fees may apply pending program placement.
- Payment – CASH ONLY
- Registration will initially be conducted online at our website www.wcsahawaii.org.
- You will receive a call to schedule a placement test (if needed) and/or the class you will be placed in.
- Please bring a valid government-issued photo ID (State ID, Driver's License, Passport or Military ID) with you to on-site registration and testing. For online registration, bring your ID with you to your pre-test assessment session.
- A Social Security number is also required for any HSE, WDDP, ABE and ELA course.
- The administration reserves the right to combine or cancel any class which lacks sufficient enrollment.
- Books may be purchased by students at registration. Book fees are non-refundable.
- 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 are non-refundable. Refunds may take 6-8 weeks.

CASAS PLACEMENT TEST

All new or returning students (after one year of absence) 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. Please bring a valid picture ID with birth date (State ID, Driver's License, Passport, or Military ID) to the assessment test:

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

Location	Test Information	Cost
Wahiawa Campus	Register online at www.wcsahawaii.org	\$20 (includes class enrollment)

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://bit.ly/FERPAHI>.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE non-discrimination policies as follows: Civil Rights Compliance Branch, Hawaii State Department of Education, P.O. Box 2360, Honolulu, Hawaii 96804, (808) 586-3322 or relay CRCB@k12.hi.us

Beth Schimmelfennig, Director
Rhonda Wong, Compliance

Aaron Oandasan, Title VI
Toby Tamashiro, Title VII

Nicole Isa-Iijima, Title IX
Kristi Sukita, ADA/504

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.



If you are an individual with a disability, please contact your campus 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.



PROGRAMS AND COURSES

COMPUTER-BASED ONLINE LEARNING

Our self-directed online learning systems allow you to work at home on your computer, at your own pace. You will have access to the program seven days a week, 24/hours a day.

Upon registering with your campus, you will receive a call and be placed in one of the following courses:

- **Essential Ed** and **PLATO** are self-directed online learning systems that will assist you in preparing for various tests like the GED®, HiSET®, Compass, and ASVAB. It also encompasses extensive reading and math skills.
- **Burlington English** is an online program for English language acquisition.

HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM (HSE)

The High School Equivalency Program provides an opportunity for adults to earn a diploma through preparation courses for the GED® or HiSET® Tests. A textbook is available for purchase at each campus. 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 subtests (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 a minimum total score of 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 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.

Class	Site	Days	Dates	Time(s)	Fees
HSE	Virtual	T/TH	1/19 – 3/2	6:00 - 9:00pm	\$20

WORKFORCE DEVELOPMENT DIPLOMA PROGRAM (WDDP)

The Workforce Development Diploma Program provides an opportunity for adults to gain the knowledge, skills, and abilities needed for employment and/or job training. The Workforce Development Diploma is not a High School Equivalency.

Module 1: The Academic Section

Students work in two classes on reading and math. Classes also teach work skills (active listening and situational judgment). Students must also:

- attend at least 75% of the total class sessions,
- complete assigned tasks for each class,
- complete a total of 120 hours of combined on-site classes and computer-based learning, **AND**
- attain a minimum 5-point scale score gain or an Educational Functioning Level gain as measured on the CASAS/TABE pre- and post-tests.

Module 2: Career Goals

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

- be employed or volunteer for a minimum of 100 hours within a two- to six-month period of the start of the program (hours must be with the same organization); **OR**
- complete the iCAN Program requirements; **OR**
- complete a minimum of one credit at an accredited post-secondary institution.

Class	Site	Days	Dates	Time	Fees
WDDP	Virtual	T/TH	1/19 – 3/2	6:00 - 9:00pm	\$20

PROGRAMS AND COURSES

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 the next step in earning a community school diploma.

Class	Site	Days	Dates	Time	Fees
ABE	Virtual	T/TH	1/19 – 3/2	6:00 - 9:00pm	\$20
Pre-HSE	Virtual	T/TH	1/19 – 3/2	6:00 - 9:00pm	\$20

ENGLISH LANGUAGE ACQUISITION (ELA)

These classes focus on the development of communication skills in speaking, listening, reading, writing, and basic mathematics for foreign-born students. The ELA class also utilizes BurlingtonEnglish, a computer-based learning program.

Class	Site	Days	Dates	Time	Fees
ELA (AM)	Virtual	T/TH	1/19 – 3/2	9:00am - 12:00pm	\$20

INDIVIDUALIZED CAREER ACHIEVEMENT NETWORK (iCAN) CLASS

The iCAN is a college and career transition program. Classes focus on strengthening reading, writing, and mathematics in preparation for post-secondary education and entrance into the workforce.

Class	Site	Days	Dates	Time(s)	Fees
iCAN	Virtual	T/TH	1/19 – 3/2	6:00 - 9:00pm	\$20

GENERAL TECHNICAL (GT) IMPROVEMENT CLASSES

The General Technical improvement classes focus on improving the math and reading skills of active military personnel in all military branches.

Class	Site	Days	Dates	Time(s)	Fees
GT Improvement – Math/Eng	Schofield	Contact Schofield Education Center for details			\$20

SUBSTITUTE TEACHER CERTIFICATION COURSES

Registration deadline dates apply. Upon successful passing of the course exam, the applicant 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 hawaiipublicschools.org “substitute teachers” for more information.

Classes	Dates	Format	Time	Hours	Fees
Sub Teacher Certification	Call for dates	Virtual/In-person	Call for time	30	\$70
Sub Teacher Recertification	Call for dates and time of classes			4	\$40