

# Waipahu Community School for Adults

## Windward Campus

Principal: Pat Anbe

# Fall 2018

August 13 – December 5, 2018



### Registration Information

Windward Campus	Dates	Days	Times
Kalaheo High School	July 23 - Aug. 3, 2018	Monday - Friday	9:00am - 3:30pm

### Windward Campus

Location	Address	Phone
Kalaheo High School	730 Iliaina St. Kailua, Hi 96734	(808) 254-7955

### 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

[wcsahawaii.org](http://wcsahawaii.org)

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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 or money order only**. Make Money order payable to "Department of Education". 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.

## CASAS 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:

- A valid picture ID with birth date (State I.D., Driver's License, Passport, or Military I.D.).

Location	Test Information	Cost
<b>Windward Campus</b>	Call (808) 254-7955	\$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 for the GED® or HiSET® Tests. These tests provide a valid means of measuring the educational achievement of adults who are non-high school students 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 150 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 and a 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.

### HSE Preparation Fees

Program	Enrollment Fee	Book Fee (cash only)
HSE Preparation	\$20 per Prep course	\$30 GED Prep book
HSE Prep On-line	\$20 per Prep course	\$20 per subject module

### HSE Preparation Classes

Class	Site	Room	Days	Dates	Time	Hours
Pre HSE Prep A (K-1)	Kala	D101	M/W	8/13-9/26	6:00 - 9:00pm	39
Pre HSE Prep B (K-2)	Kala	D101	M/W	10/22-12/5	6:00 - 9:00pm	39
HSE Prep A (K-1)	Kala	D102	M/W	8/13-9/26	6:00 - 9:00pm	39
HSE Prep B (K-2)	Kala	D102	M/W	10/22-12/5	6:00 - 9:00pm	39
HSE Prep A (L-1)	Laie	Library	M/W	8/13-9/26	6:00 - 9:00pm	39
HSE Prep B (L-2)	Laie	Library	M/W	10/22-12/5	6:00 - 9:00pm	39

### The GED® Test

Visit [www.GED.com](http://www.GED.com) to create your account and register for the GED® Tests. Access is available online 24 hours and 7 days a week. After 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
GED®	\$150 GED® Full Battery (4 subtests) Individual subtests @ \$37.50 each

### 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
HiSET®	\$100 HiSET® Full Battery (5 subtests) Individual subtests @ \$20.00 each

# ADULT SECONDARY EDUCATION

## (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 by 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 Fee (cash only)	Test Fee (cash only)
CBCSDP	\$20 per unit	\$15 per unit	\$5 Mastery Test

### CBCSDP Classes

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

Class	Site	Room	Days	Dates	Time	Hours
CB: GL (K-1)	Kala	H205	M/W	8/13-9/26	6:00 - 9:00pm	39
CB: HE (K-1)	Kala	H206	M/W	8/13-9/26	6:00 - 9:00pm	39
CB: CR (K-1)	Kala	H207	M/W	8/13-9/26	6:00 - 9:00pm	39
CB: CR (K-2)	Kala	H206	M/W	10/22-12/5	6:00 - 9:00pm	39
CB: CE (K-2)	Kala	H207	M/W	10/22-12/5	6:00 - 9:00pm	39
CB: OK (KEY-1)	KEY	201	T/TH	8/14-9/20	9:30a - 12:30p	39
CB: GL (KEY-2)	KEY	201	T/TH	10/23-12/6	9:30a - 12:30p	39
CB: Mastery	Kala	Library	M	10/1	5:00 - 7:30pm	2.5
CB: Mastery	Kala	Library	M	12/10	5:00 - 7:30pm	2.5

# ADULT BASIC EDUCATION

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 may 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 may also be covered. This program may assist students in preparing for the diploma programs, transition to higher education or enter the workforce.

### Adult Basic Education Fees

Fees are as listed below and are subject to change. Cash or Money Order payable to the "State of Hawaii-DOE".

Program	Enrollment Fee	Book Fees (cash only)
ABE Courses	\$20 per course	varies by course

# ADULT BASIC EDUCATION

## Basic Skills Classes

Class	Site	Room	Days	Dates	Time	Hours
English/Math (A)	Kala	D103	M/W	8/13-9/26	6:00 - 9:00pm	39
English/Math (B)	Kala	D103	M/W	10/22-12/5	6:00 - 9:00pm	39

## College and Career Transition Program

Class	Site	Room	Days	Dates	Time	Hours
iCAN (A)	Kala	H203	MW	8/13-9/26	5:30 - 8:30pm	39
iCAN (B)	Kala	H203	MW	10/22-12/5	5:30 - 8:30pm	39

For more information, contact Christine at [wcsa.transition@gmail.com](mailto:wcsa.transition@gmail.com)

# ENGLISH LANGUAGE ACQUISITION

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

## ELA Fees

Fees are as listed below and are subject to change. Cash or Money order payable to "State of Hawaii-DOE" only. See page 2 for the refund policy.

Program	Enrollment Fee	Book Fees (cash only)
ELA	\$20 per course	\$35 book

## ELA Classes

Class	Site	Room	Days	Dates	Time	Hours
EL/Civics: New Americans (A)	Kala	Café	M/W	8/13-9/26	9:00a - 12:00pm	39
EL/Civics: New Americans (B)	Kala	Café	M/W	10/22-12/5	9:00a - 12:00pm	39
ELA: Beg./Adv A (K)	Kala	D104	M/W	8/13-9/26	6:00 - 9:00pm	39
ELA: Beg./Adv B (K)	Kala	D104	M/W	10/22-12/5	6:00 - 9:00pm	39

# DISTANCE LEARNING

PLATO is a self-directed online learning system that will assist you in preparing for various tests like the GED, Compass, Praxis II Prep., ASVAB and HISET. It also encompasses extensive Reading and Math Skills. The system allows you to work individually at home.

**Modules:** Varies depending on course selection

**Cost:** \$20 enrollment fee/semester+ \$20 per subject module

Class	Site	Room	Days	Dates	Time	Hours
Distance Learning (A)	Kala	H202	M/W	8/13-9/26	6:00 - 9:00pm	39
Distance Learning (B)	Kala	H202	M/W	10/22-12/5	6:00 - 9:00pm	39

# DOE SUPPORT

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.

**Cost:** \$20 enrollment fee + fees = total cost of the test

Month	Campus	Days	Dates	Time	Fees
November	Windward	Wed	11/28	6:00 - 9:00pm	\$55

## DOE SUPPORT CLASSES

Applicant arranges an interview with a school administrator for possible placement on the school's preferred list and to 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, 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 [doe.k12.hi.us "jobs"](http://doe.k12.hi.us/jobs) for more information.

Classes	Site	Room	Days	Dates	Time	Hours	Fees
Sub-Teacher Re-Cert.	Kala	Library	TU	9/4	5:00 - 9:00pm	4	\$40
Sub-Teacher Training	Kala	Library	MTTH	9/10-9/25	5:00 - 9:00pm	30	\$70
Sub-Teacher Re-Cert.	Kala	Library	Mon	11/19	5:00 - 9:00pm	4	\$40
Sub-Teacher Training	Kala	Library	MTTH	11/26-12/11	5:00 - 9:00pm	30	\$70

## SPECIAL INTEREST CLASSES

Special Interest Classes are offered as a service to the community fostering lifelong learning and enriching the quality of life on the Windward side of Oahu. 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.

### Special Interest Fees

Program	Enrollment Fee	Book, Lab, Supply and Tuition
Special Interest	\$20 per course	Fees vary per class

Fees, supplies and books vary according to class and are subject to change. **Cash or Money Order** payable to: "State of Hawaii - DOE". See page 2 for the refund policy. **All Special Interest classes have a \$20 enrollment fee plus other fees that may apply.** Book fees will be collected on the first day of class (cash only). Materials fee will be collected on the first day of class (cash only).

(b) book (m) materials (t) tuition

Courses	Site	Room	Days	Dates	Time	Hours	Fees
<b>BUSINESS and COMPUTERS</b>							
Retirement Planning	Kala	Library	Wed	11/7 - 11/21	6:00 - 8:30pm	7.5	
Intro to MAC	Kala	H202	MW	9/5 - 9/19	6:00 - 8:00pm	10	\$20t
Intro to iPhone & iPad	Kala	H202	MW	11/14 - 11/28	6:00 - 8:00pm	10	\$20t
<b>MUSIC and DANCE</b>							
Piano	Kala	J102	Wed	10/31 - 11/28	6:30 - 8:00pm	7.5	\$15t+15b

# 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.
- 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 from class and school grounds any student or individual exhibiting inappropriate behavior.
- All academic classes are both Federally and State funded. Due to Federal regulations, no one with a J-1(Au pair/Nanny), Student or Tourist VISA will be allowed to enroll.
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This regulation is strictly enforced by the Waipahu Community School for Adults, Windward Campus.

### LEGAL HOLIDAYS (NO CLASSES)

Date	Holiday	Date	Holiday
8/17	Statehood Day	11/6	Election Day
9/3	Labor Day	11/12	Veteran's Day
10/8-10/12	Fall Break	11/22-11/23	Thanksgiving

### WINDWARD CAMPUS SITES

Code	Campus/Site	Address
Kala	<b>Kalaheo High School</b> <i>(Windward Campus)</i>	730 Iliaina St. Kailua, HI 96734
KEY	<b>KEY Project</b>	47-200 Waihee Rd. Kaneohe, HI 96744
KMCBH	<b>Kaneohe Marine Corps Base Hawaii</b> <b>(Joint Education Center)</b>	Building 220 MCBH Kaneohe, HI 96863
KSC	<b>Kaneohe Senior Center</b>	45-613 Puohala Street Kaneohe, HI 96744
Laie	<b>Laie Elementary School</b>	55-109 Kulanui St. Laie, HI 96762
Pope	<b>Pope Elementary School</b>	41-133 Huli St. Waimanalo, HI 96795

### CAMPUS DIRECTORY

Campus	Address	Phone
<b>Waipahu</b>	94-1211 Farrington Hwy Waipahu, HI 96797	307-9677
<b>Wahiawa</b>	1515 California Ave. Wahiawa, HI 96786	305-3200
<b>Windward</b>	730 Iliaina St., Building H Kailua, HI 96734	254-7955
<b>Hilo</b>	155 West Kawili St P27 Hilo, HI 96720	974-4100
<b>Kona</b>	74-5062 Onipa'a St. Kailua-Kona, HI 96740	313-3032



If you are an individual with a disability, please contact Waipahu Community School, Windward Campus at 254-7955 (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.

#### **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](mailto: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](mailto:crco@notes.k12.hi.us)  
 CRCO (3/16/18)

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