

# Tacoma School District Running Start Handbook

(Revised 2/3/12)

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Tacoma School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. This applies to all educational programs and extra-curricular activities. Inquiries regarding the application of the above should be directed to the deputy superintendent, telephone 253.571.1011. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for special education) should be directed to the coordinator of guidance and counseling, telephone 253.571.1182. Inquiries regarding accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to the disability accommodation officer, telephone 253.571.1021. These individuals may be contacted by mail at P.O. Box 1357, Tacoma, WA 98401-1357.

## **General Information and Eligibility**

### **General Information**

The Tacoma Public Schools, in partnership with local Community and Technical Colleges, offer the Running Start Program to expand the educational opportunities of high school students who are juniors and seniors. Students may take college level courses while still in high school and earn high school and college credit. Students should contact their high school counseling office for the specific procedures for enrolling. (Some state 4 year colleges will enroll students under Running Start guidelines.)

The student enrolls simultaneously in high school and college classes (or solely in college classes) for the purpose of earning credit to be awarded by the high school toward graduation and college quarter hours. Courses can be taken during fall, winter, and spring quarters only. Summer quarter is not eligible.

### **Eligibility**

‘Eligible students’ means any person registered at a public high school in Washington State including a person who is otherwise attending a private school or receiving home-based instruction, who meets each of the following conditions:

1. The person is under the age of twenty-one at the beginning of the school year (September 1 through August 31st).
2. The person is eligible by reason of his or her residence or admission under the law to enroll in the school district through which the person seeks to obtain high school credit toward graduation.
3. The person is determined to be in the 11th or 12th grade based on credit/grade placement policies of the school district where the student is enrolled. (Some colleges may have G.P.A. requirements for admission.)
4. The person has not, as of the beginning of the school year, earned the credits required for the award of a high school diploma, not received a high school diploma or its equivalent, including a General Education Development Certificate (GED).

## **Student Responsibilities and Logistical Parameters in Running Start**

*Parents and students should give careful consideration to the appropriateness of this program before enrolling. High school and college advisors are available to meet with parents and students to discuss the options. This is one of several options students have for the completion of high school. All options should be considered.* Parents should take into consideration the maturity level of their child when discussing the possibility of participating in Running Start. Some students who are academically ready may find the independence and the speed of college classes overwhelming and would benefit from remaining in high school classes.

Running Start students are treated as college students and are eligible for support services, activities, and programs available to regular college students, with the exception of athletic participation.

Students are subject to the standards and discipline of the college while receiving services and benefits from the college and to the standards and discipline of a high school while receiving services and benefits from the high school.

Students are responsible for the information regarding academic standards and grading policies that can be found in the college catalog. Any failed classes at the college remain permanently on both the college and high school records and could jeopardize high school graduation or influence a grade point average. Poor grade performance may result in probation or non-eligible status at the college.

Students will be expected to meet class deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults. If students are having difficulty or want additional information, it is their responsibility to seek out the instructor. Instructors have posted office hours when students can come to see them for help or discussion. Appointments can be made outside of office hours.

### **Benefits of Running Start**

Tuition for College classes (100 level and higher) is paid through Running Start (books, transportation, and additional class fees are not paid through Running Start). Students can earn up to two years (6 quarters) of tuition-free college through this program (Summer quarter tuition is not paid through Running Start)

Running Start allows students to access a wider and broader range of advanced courses and elective choices than are available at the High School alone.

Students can take many of their junior and senior year high school requirements at their college. This allows college courses that are taken to count toward both high school graduation requirements and toward college degree requirements simultaneously. Please refer to the course equivalency guide for a list of college courses that meet Tacoma School District graduation requirements.

Running Start offers a more “adult” educational environment which works well for students who have a strong academic achievement and are self-motivated and independent learners and who are looking for more or different learning opportunities.

### **Things to Consider Carefully (when deciding if Running Start is right for you)**

Typically throughout each quarter there is no communication to parents as to student progress. Colleges do not provide progress reports, grades on-line or attendance notification. Students are expected to monitor and manage their own progress and performance and initiate accurate communication with their parents. Schools also do not receive student progress information from the colleges.

Students are responsible for the purchase of their text books and for paying some fees other than tuition.

Students must provide their own transportation to community colleges.

College courses are typically paces much faster than high school courses. College classes typically require approximately two hours of homework for each hour of class and there is usually no classroom time provided for homework or homework correction.

Students who attend Running Start typically have less opportunity for involvement in the social aspects of high school. Securing information regarding home high school activities and events is solely the student's responsibility.

Students are not guaranteed space in any college class and the schedule for college classes may conflict with high school classes or extra curricular activities. This could influence meeting graduation requirements on time.

The college operates on a quarter system which is different from the high school academic calendar. Holidays and vacation periods may differ. Students will be expected to attend class at the college even though their high school is not in session and vice versa.

## Enrollment Guidelines

1. A student must be registered at a high school to take part in any Running Start courses. A student must be a junior or senior according to credits.
2. A student must have prior approval and a credit check from the high school counselor before beginning classes at a community or technical college if planning to use those classes for high school credit.
3. A student enrolled in a Running Start program may also continue to enroll in a high school program.
4. The intent of the Running Start program is for students to meet the high school graduation requirements by or before their regularly scheduled date for graduation, not just to collect college credit.
5. Graduation requirements for completing a high school diploma are established by the school district, and students must consult with their high school counselor to identify how college courses will apply toward graduation.
6. Effective as of June 2011, the amount of college credit that a student can take each quarter is dependent upon the number of classes a student is taking at their home high school. Any credits taken at TCC beyond the parameters below are paid for by the student. The ratio is as follows:

Number of Classes at High School	Maximum Credits Allowed at College
1	15
2	12
3	10
4	6
5	3
6	0

7. All Running Start courses must be college level courses (100 level or above.) High school completion courses are not eligible for Running Start funding.
8. Students who begin Running Start classes as a senior are eligible for classes during their senior year, while students who begin as a junior are eligible during their junior and senior years (excluding summer quarter).

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**PLEASE CONSULT YOUR HIGH SCHOOL COUNSELOR  
BEFORE MAKING ANY RUNNING START  
COURSE SELECTION**

**Graduation Requirements Class of 2011 and 2012**

**Certificate of Academic Achievement** is earned by passing Reading, Writing, and Math State exams (WASL, HSPE, or End of Course Exam in Algebra or Geometry) and meeting all other graduation requirements (options outlined below).

**Tacoma School District Course/Credit Requirements**

- 4.0 Credits English
- 2.0 Credits Math (including Algebra 12, Geometry 12, and an additional year of Alg 34/trig, District approved CTE Math, or Math-Based Science (Physics or Chemistry) (Note: Math support classes count as elective credit, not as a core Math class. Students can take 2 math courses simultaneously but only if courses “boarder” one-an-other.)
- 2.0 Credits Science (one must be Lab Sci.)
- 1.0 Credits Occupational (must include .5 cr. Digttools)
- 1.0 Credit Health (including Health 1 or Family Health and Health 2)
- 1.0 Credit Physical Education
- 1.0 Credit Fine Arts
- 0.5 Credit 10<sup>th</sup> grade Core Social Studies
- 1.0 Credit U.S. History
- 1.0 Credit Civics/World Issues
- 8.5 Credit Elective

For 4-year college admission students additionally must have the following: Math including Algebra 12, Geometry 12, and Algebra 3 4/Trig (More math is recommended); 2.0 credits (2 years) of a single Foreign Language; 3.0 credits of Science; 3.0 credits of Social Studies; and Math or a math based science class during the student’s senior year.

**State Testing, Approved Options and Additional Requirement**

	<u>Plan A: Pass the HSPE</u> (3 Subject tests required)	<u>Plan B: State Approved CAA Alt.</u> College Adm. Test Score	<u>Plan C: COE</u> Collection of Evidence	<u>Plan D: Approved CAA Alt.</u> AP Exam equivalence
1)	Pass HSEP Reading Exam ..... Reading – SAT-350 ACT-13 ..... Score of 400+	Available in Reading .....	Submitted Jan. and June	3+ Eng Lit. and Comp., US Hist, or Gov and Politics.
2)	Pass HSPE Writing Exam ..... Writing – SAT-380, ACT-15 ..... Score of 17+	Available in Writing .....	Submitted Jan. and June	3+ Eng. Lang and Comp.
3)	Pass End of Course exams in Algebra or Geometry ( <b>choose one</b> ) Either, End of Course Exam (EOC) Algebra (2 versions) 1) EOC Algebra Exam (if currently in Algebra, grades 7-12) 2) EOC Algebra Makeup Exam (if Algebra was taken in prior years) Or, End of Course Exam (EOC) Geometry (2 versions) 1) EOC Geometry Exam (if currently in Geometry, grades 7-12) 2) EOC Geometry Makeup Exam (if Geometry was taken in prior years) (Note: students in the class of 2011 and 2012 can graduate with H.S. Diploma without passing the math portion of the state exam by passing 2.0 credits of math during their junior and senior year (this option ends after the class of 2012). (passing scores – TBA)	(Math Plan B) Math – SAT-470, ACT-19 .....	(Math Plan C) COE -Available in Math .....	(Math Plan D) 3+ score Calculus or Statistics
4)	Science Exam - not required			

**Additional State Graduation Requirement:**

Culminating Project and Beyond High School Plan.

## Graduation Requirements Class of 2013 and 2014

**Certificate of Academic Achievement (CAA)** is earned by passing reading, Writing, Math (2 tests), and Science (options outlined below)  
**Certificate of Individual Achievement** is earned by a Special Ed. Student by passing HSPE- Basic, WAAS-Portfolio, WAAS-DAPE, or Locally Determined Assessments – these options will not be addressed below but will be discussed/identified by your student’s Special Ed. advisors

### \*Tacoma School District Course/Credit Requirements for the class of 2013 and Beyond

4.0 Credits English

3.0 Credits Math (including Algebra 12, Geometry 12, and Alg 34/trig, or Math-Based Based Science (Physics or Chemistry) or District approved CTE Math (with written permission).

(Note: Math support classes count as elective credit, not as a core Math class. Students can take 2 math courses simultaneously but only if courses “boarder” one-an-other.)

2.0 Credits Science (one must be Lab Sci.)

1.0 Credits Occupational (must include .5 cr. Digttools)

1.0 Credit Health (including Health 1 or Family Health and Health 2)

1.0 Credit Physical Education

1.0 Credit Fine Arts

0.5 Credit 10<sup>th</sup> grade Core Social Studies

1.0 Credit U.S. History

1.0 Credit Civics/World Issues

7.5 Credit Elective

(\*Note: requirements may change with the adoption of “Core 24” by the state legislature)

For 4-year college admission students additionally must have the following: Math including Algebra 12, Geometry 12, and Algebra 3 4/Trig (More math is recommended); 2.0 credits (2 years) of a single Foreign Language; 3.0 credits of Science; 3.0 credits of Social Studies; and Math or a math based science class during the student’s senior year.

### State Testing, Approved Options and Additional Requirement

	<u>Plan A: Pass the HSPE</u> (4 subject tests required)	<u>Plan B: State Approved CAA Alt.</u> College Adm. Test Score	<u>Plan C: COE</u> Collection of Evidence	<u>Plan D: Approved CAA Alt.</u> AP Exam equivalence
1)	Pass HSEP Reading Exam ..... Reading – SAT-350 ACT-13 .....	Score or 400+	Available in Reading Submitted Jan. and June	3+ Eng Lit. and Comp., US Hist, or Gov and Politics.
2)	Pass HSPE Writing Exam ..... Writing – SAT-380, ACT-15 .....	Score of 17+	Available in Writing Submitted Jan. and June	3+ Eng. Lang and Comp.
3)	Pass End of Course exams in Algebra and Geometry End of Course Exam (EOC) Algebra (2 versions) 1) EOC Algebra Exam (if currently in Algebra, grades 7-12) 2) EOC Algebra Makeup Exam (if Algebra was taken in prior years) End of Course Exam (EOC) Geometry (2 versions) 1) EOC Geometry Exam (if currently in Geometry, grades 7-12) 2) EOC Geometry Makeup Exam (If Geometry was taken in prior years) – (passing scores – TBA)	(Math Plan B) Math – SAT-470, ACT-19	(Math Plan C) Available in Alg and Geo 2011-12 school year	(Math Plan D) 3+ score Calculus or Statistics
4)	Pass HSPE Science Exam ..... (passing scores – TBA)	No College Adm. Tests ..... Alt. Available for Science	Unknown .....	AP Exam Equiv. TBA

### Additional State Graduation Requirement

Culminating Project and Beyond High School Plan (completed via Ram Team)

## Enrollment Procedures

- Step 1.** Meet with your high school counselor to verify eligibility (16 years old and 11.0 credits) and that all enrollment requirements are met.
- Step 2.** Student contacts the college testing center (or your schools Career Center) to make arrangements to take the assessment test required for admission to Running Start (The specific test may vary with the college chosen and may not be necessary at a technical college).
- Step 3.** Student completes the admission test and takes the results to the college Running Start Office. The results will be reviewed and an admission packet given to the student (if admission score criteria is met).
- Step 4.** Student completes the materials in the application packet and contacts high school counselor to complete Pre-Enrollment form for course selection (must be completed with the high school counselor each quarter).
- Step 5.** Each quarter the student and high school counselor will meet to fill out the required pre-enrollment form. This quarterly meeting is an opportunity for students to receive guidance that assures that each student is taking the courses required for high school graduation. **The high school is the final authority on what is required and accepted for credit toward graduation.** The college advisor's role is to assure that students are selecting college courses that are needed to meet their college goals.
- Step 6.** Parent/guardian signs application and pre-enrollment forms. Application forms must be submitted to college by the deadline date. Student receives an acceptance letter from the college regarding registration.
- Step 7.** A student registers for classes by appointment at the college. Student must bring high school schedule, credit check and signed pre-enrollment form to this appointment.
- Step 8.** High School enrollment secretary adjusts student schedule to include the Running Start load that students have selected once confirmation is provided by the college.
- Step 9.** Student attends classes.
- Step 10.** The college will send a quarterly transcript/grade report to the student, the high school, and the district coordinator who will transcript the college courses on to the student's high school transcript. The college also transcribes all running Start course work on the student's college transcript as well.

# College Course Equivalency Guide

(Guide for the college courses that are approved to meet Tacoma School Dist. Graduation Requirements)

College courses are those courses that are 100 level or higher. By state directive college credits convert to High School credits at the following rate;

- 5.0 college credit = 1.0 H.S. credit
- 4.0 college credit = 0.8 H.S. credit
- 3.0 college credit = 0.6 H.S. credit
- 2.0 college credit = 0.4 H.S. credit
- 1.0 college credit = 0.2 H.S. credit

## - TACOMA COMMUNITY COLLEGE -

The following chart outlines the Tacoma Community College courses that have been approved to meet Tacoma School District's graduation requirements (This list is subject to change. It is the student's responsibility to contact their counselor prior to registering for any Running Start course to assure that the listed equivalencies are valid.)

<b>Subject</b>	<b>High School Requirements</b>	<b><u>Tacoma Community College</u> Course</b>
English	Junior or Senior English (Core English)	English 101, 102 or 103
Social Studies	US History (2 courses required)	(Any two): Hist 146, 147, 148, or 231
	WA State History	Hist 264
	Civics/World Issues (2 Semesters)	Pols 101(counts for both Civics and World Issues ONLY for the class of 2012. Class of 2013 and higher must take 2 courses (one for Civics and one for World Issues) as listed below)
	Civics	(Any one): Pols 201, 202, 205
	World Issues	(Any one): Pols 101, 203, Soc 270
	Additional Core Social Studies Options	(Any one): Hist 110, 111, 112, 113, 284 Soc 110; Econ 200, 201, 211; Geog 205
	Culminating Project	Explr 200 (formerly Explr 295 and 296, which have been combined into Explr 200)

(Tacoma CC Course Equivalence continued)

<b>Subject</b>	<b>High School Requirements</b>	<b><u>Tacoma Community College Courses</u></b>
<b>Math</b>	Algebra 5, 6	(Any one): Math 107, 111, 141
	Pre Calculus	(Any one): Math 141, 142
	Calculus 1	(Any one): Calc 151, 152, 153
	Calculus 2	(Any one): Calc 148, 238, 220, 254
<b>Science</b>	Any of these choices will count towards lab/non-lab requirements for high school graduation	(Any one): Environ Sci 101, 145 Geology 205 Physical Science 100 Physics 114, 115, 116, 121, 122, 123 Chem 162, 163, 261,262, 263 Biol 100, 107, 108, 140, 221, 222, 223, 241,242, 251, 252, 253, 260 Astro 105, Ocean 101,Bot 101, Anthro 205
	Science Elective	(Any one): Bio 100, 107, 108, 118, 140, 221, 222, 223, 241, 242, 251, 252, 253, 260 Astro 105, Chem 110, 121, 131, 161, 162, 163, 261, 262, 263, Geog 205, Physical Science 100, Physics 114, 115, 116, 121, 122, 123,Ocean 101, 118, 294, Bot 101,(Any):Psych 100
<b>Health 2</b>	Health 2	PE 190 and PE 292 (must take both courses)
<b>Occupational</b>	Digitools	(2 courses required): CU 101 and CU 105 (Any other occupational course must have course equivalency approval from Curriculum & Instruction).

**HIGHLINE COMMUNITY COLLEGE -**

The following chart outlines the Highline Community College courses that have been approved to meet Tacoma School District's graduation requirements (This list is subject to change. It is the student's responsibility to contact their counselor prior to registering for any Running Start course to assure that the listed equivalencies are valid.)

<b>Subject</b>	<b>High School Requirements</b>	<b><u>Highline Community College</u> Course</b>
<b>English</b>	Junior or Senior English (Core English)	Eng101, 201 or 202
	English Electives	Journalism 101, 102, 103 Communication Studies 101, 200, 210, 220 Theater 115, 101, 121, 122
<b>Social Studies</b>	U.S. History I U.S. History II	Hist 146, 147 Hist 148
	WA State History	Hist 214
	Civics	Pols 202
	World Issues	Pols 101 or 203
	Social Studies Core or Elective	Hist116, 117, 118 Soc101 (formerly 110), Econ110, 201 Geog 205
<b>Science</b>	Science Lab Core	Envs 101 (formerly Gesc 105) Biology 100, 110, 119, 175, 211, 212, 213, 241, 242, 260 Chem 110, 115, 121, 131, 161, 162, 163, 261, 262, 263

**- PIERCE COLLEGE -**

The following chart outlines the Pierce College courses that have been approved to meet Tacoma School District's graduation requirements (This list is subject to change. It is the student's responsibility to contact their counselor prior to registering for any Running Start course to assure that the listed equivalencies are valid.)

<b>Subject</b>	<b>High School Requirements</b>	<b><u>Pierce Community College</u> Course</b>
English	Junior or Senior English (Core English)	English 101, 103 or 107
Social Studies	US History (2 courses required)	(Any two): Hist 156, 157, 158, or 159
	WA State History	Hist 214
	Civics	Pols 202 (and, for the class of 2012 only, Pols 101 can count for Civics or World Issues, not both)
	World Issues	(Any one): Pols 203 Phil 230 Ints 107 (and, for the class of 2012 only, Pols 101 can count for Civics or World Issues (not both). For the class of 2013 and beyond Pols 101 will count only for World Issues)
	Additional Core Social Studies Options	(Any one): Hist 126, 127, 128, 130, 168, 260, 270, 272, 277, 280 Psyc 100, 201, 200 Hum 116, 117 Econ 110, 161 Anthro 210, 216, 282 Geog 100, 200, 281
Math	(Courses beyond Algebra 34)	Math 122,141, 148, 151, 152, 205
<b>Science</b>	Lab Science (2 courses required)	Bio 100,160,102,103 Chem 100,121, 131, 139, 161, 162 Geology 101,103, 117, 210,250, 282 Nat. Sci 160, 170 Ocean 100, 101, 285, 286 Astron 101 Phy Sci 101, 114, 115 Environ 120, 130, 150

(Pierce College Course Equivalence continued)

<b>Subject</b>	<b>High School Requirements</b>	<b><u>Pierce Community College</u> Course</b>
Health	Health Elective	HSci 119, 140, 151, 210
	Health 2	Health Sci 210

## Running Start Contact Information

<b>For further information contact your counselor at the high school where you register</b>		
<b><u>LOCATION</u></b>	<b><u>CONTACT</u></b>	<b><u>PHONE NUMBER</u></b>
Foss Lincoln Mount Tahoma Oakland Stadium Wilson	Counseling Office Counseling Office Counseling Office Counseling Office Counseling Office Counseling Office	571-7340 571-6771 571-3838 571-5100 571-3147 571-6160
Highline Community College	Karen Steinbach	206-878-3710 Ext. 3355
Pierce Community College	Fort Steilacoom Campus Puyallup Campus Valerie Frey –RS Manager	253-964-6520 253-840-8317 253-964-3210
Tacoma Community College	Christy Perotti	253-566-5320