



RUNNING START

PARENT/STUDENT HANDBOOK

**In Cooperation with
WASHINGTON COMMUNITY AND
TECHNICAL COLLEGES**

RUNNING START HANDBOOK

Contents

What is it?/Who is Eligible.....	Page 1
Services & Standards/Things to Consider	Page 2
Limitations and Be Aware.....	Page 3
Enrollment Guidelines	Page 4
Enrollment Procedures	Page 5
Graduation Requirements—Class of 2008.....	Pages 6/7
Credit Requirements/College Entrance Requirements	Page 8
Washington State Graduation Requirements.....	Page 9
High School/Running Start Course Equivalencies	Pages 10/11
Course Equivalencies (continued).....	Pages 12/13

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.

RUNNING START — What is it?

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.

Who is eligible?

'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, excluding a General Education Development Certificate (G.E.D.).

Services and Standards

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.

Things to Consider

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. Each has its strengths and weaknesses.

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.

Strengths

1. College classes are available for eligible students at no charge. Students can earn up to two years of tuition-free college credit, getting a head start on college.
2. Expanded course offerings permit study in a wider range of subjects than many high schools offer and students may have the opportunity to take more elective classes than provided at the high school. Academically qualified students have an opportunity to take advanced level courses.
3. Some of these colleges courses may be equivalent with our high school to enable students to work toward high school graduation while receiving college credit. To receive high school credit, **prior approval of the equivalency credit is required from the high school counselor, per guidelines established by Curriculum and Instruction Department.**
4. Students who find the traditional high school is not fitting their needs will often flourish in a different educational setting.

LIMITATIONS

1. Typically there is much less contact between colleges and parents than our high school and parents. There are no progress reports from college.
2. Students are responsible for the purchase of their text books and for paying some fees other than tuition.
3. Students must provide their own transportation to community colleges.
4. College offers a much less structured environment with more required independent study. The speed at which college classes are taught is much faster than in high school classes. College classes demand approximately two hours of homework for each hour of class, with no classroom time for homework.
5. Communication concerning grades and attendance is typically more frequent and comprehensive at our high schools.
6. The students who attend college will have less opportunity for involvement in the social aspects of the high school experience.
7. 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.
8. **CALENDAR DIFFERENCES** — The college operates on a quarter system which is different from the high school academic calendar. Holidays and vacation periods may be different too. Students will be expected to attend class at the college even though their high school is not in session and vice versa. Running Start is not available in the summer.

BE AWARE

1. Be aware of the differences between high school graduation requirements and entrance requirements for some four year colleges and universities.
An example would be;
2. High School graduation requirements, no foreign language
3. College entrance, two or three years foreign language
4. Be aware that not all four year colleges and universities accept Running Start credits from transfer students when they will accept A.P. and/or I.B. results from high school courses.

It is the student's responsibility to check with the college or university of his/her choice prior to making a decision about Running Start. If you feel that community college classes may be suited for you, please contact your high school counselor for eligibility form

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. Running Start students may register for up to 15 credit hours each quarter. Students are encouraged to register for 5-credit courses. Each 5-credit course will usually count as one year of high school graduation credit as a requirement or elective subject to decision by the school district. A full-time Running Start student (taking 15 hours each quarter) could accumulate nine high school graduation credits and 45 college credits during a school year.
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).



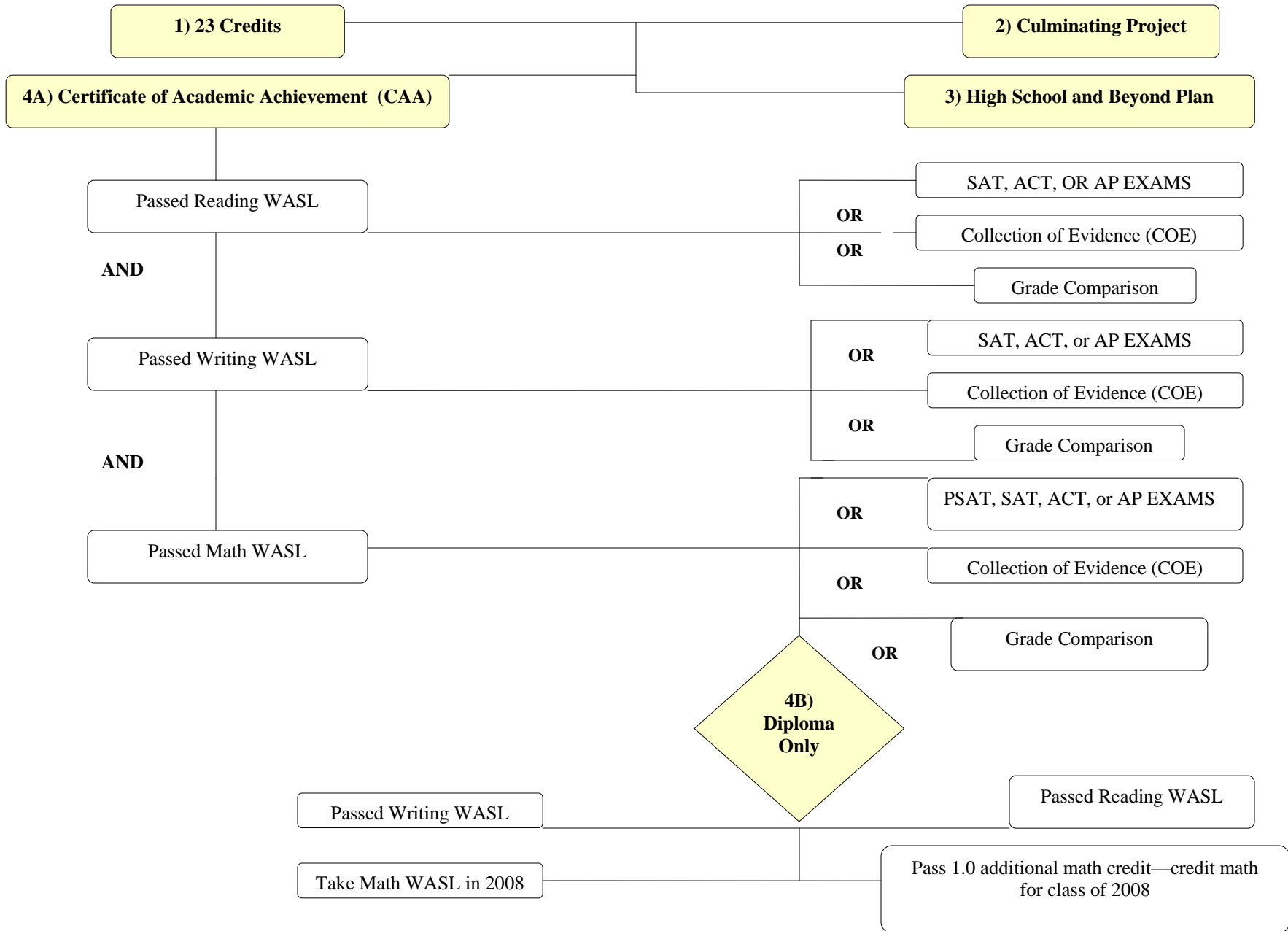
Running Start students can access of the online course offered at our local Community Colleges. We have a variety of courses offered in many different subjects. Students must meet the qualification criteria to enter Running Start and must meet the specific course prerequisites.

Enrollment Procedures

Application for Running Start must be approved by the high school each quarter to insure funding and that the student is on line to complete graduation requirements

- Step 1. Student contacts high school counselor to pick up Certification of Eligibility Form.
- Step 2. High school counselor verifies eligibility, provides transcript, and credit check.
- Step 3. Student contacts admissions/registration center at the chosen community college to submit eligibility form, transcript, and receive assessment test, advising, or orientation appointment.
- Step 4. Student is tested at the community college to determine placement needs and course selection. The specific test may vary with the college chosen, and may not be necessary at a technical college.
- Step 5. Student contacts high school counselor to complete application form and to discuss selected courses.
- Step 6. High school counselors in cooperation with the Curriculum and Instruction Department and Comprehensive Guidance Programs translate selected college courses to HS credit and requirements and sign the Running Start Application Form. **The high school is the final authority on what is required and accepted for credit toward graduation. Required classes for high school are not waived.**
- Step 7. Parent/guardian signs application form. Form must be submitted to college by the deadline date. Student receives an acceptance letter from the college regarding registration.
- Step 8. A student registers for classes by appointment at the college. Student must bring high school schedule and credit check to this appointment.
- Step 9. The college's registration office sends a copy of the student registration form to the high school building coordinator within two days of registration so the high school schedule can be immediately adjusted. However, each community college is different and this process may vary.
- Step 10. High School enrollment secretary adjusts schedule to include Running Start classes.
- Step 11. Student attends classes.
- Step 12. The college will send the grade(s) to the student after the conclusion of the quarter, and a copy to the high school and district coordinator.
- Step 13. Grades are entered by district coordinator on the high school transcript. A college transcript also indicates the college course and grade received.

Graduation Requirements for Class of 2008



Tacoma Public Schools Credit Requirements

**For those students who entered ninth grade during or after the
Fall of 2004**

<u>Subject</u>	<u>Credits</u>
English (Fresh Engl & Soph Engl + 2.0 Core)	4.0
Math	2.0
Science (1.0 must be a lab science)	2.0
Social Studies:	
U.S. History	1.0
Civics	.5
World Issues	.5
Core Courses	.5
Total Social Studies	<u>2.5</u>
Occupational Education (.5 Digttools & .5 Core Course)	1.0
Physical Education (PE 1, .5 ; & PE Core, .5)	1.0
Fine Arts	1.0
Electives	8.5
Health (Health 1 & Health 2)	<u>1.0</u>
<u>GRAND TOTAL</u>	<u>23.0</u>

.5 credit equals 1 semester

Digitools is required and may be part of the 1.0 Occupational Educational requirements.

Typical 4 Year College Entrance Requirements

English	4 years
Math	3 years
Science	2 or 3 years (with 2 as lab sciences)
Social Studies	3 years
Foreign Language	2 or 3 years (the same foreign language)
Arts/College	
Prep. elective	1 year

WASHINGTON STATE GRADUATION REQUIREMENTS
(Determined when a student enters ninth grade)

Class of 2008 through Class of 2013
READING AND WRITING Pass reading and writing High School WASL or assessment for students in special education. --OR-- Pass Certificate of Academic Achievement Option (state-approved alternative).*
MATH Pass math High School WASL or assessment for students in special education. --OR-- Pass Certificate of Academic Achievement Option (state-approved alternative).* --OR-- Earn math credit's (1 for class of '08; 2.0 for class of '09) (or career and technical course equivalent) after 11th grade AND retake the WASL or an approved math assessment one more time. <i>(Student required to pass math classes, not assessment, to earn diploma.)</i>
OTHER REQUIREMENTS Meet all other state and school district graduation requirements: Culminating Project, High School and Beyond Plan and all state and local credit requirements.

* Students must take the High School WASL at least once before using one of the Certificate of Academic Achievement Options

Updated 5.22.07
**CULMINATING PROJECT
AND
BEYOND PLAN**
For Running Start Full Time Student

Tacoma Public School students who are enrolled full time in the Running Start Program at Tacoma Community College will meet the Culminating Project and Beyond HS Plan graduation requirements outlined by Tacoma Public Schools and mandated by Washington State. These requirements are met by completing and passing courses EXPLR 295 Service Learning Experience and EXPLR 296 Capstone Project before the Tacoma Public Schools graduation timeline. A transcript will be provided to Tacoma Public Schools by Tacoma Community College indicating that the student has passed both EXPLR 295 and EXPLR 296.

High School Course Equivalency for High School Graduation

Generally speaking, college credits level 100 or above are equivalent to high school credit at the rate of five (5) quarter college credits equaling one (1) high school credit.

[Tacoma Community College]

Tacoma Community College courses which may be taken by a student enrolled in Running Start will meet the Tacoma School District's graduation requirements as listed in the Equivalency Chart below.

At some schools, special integrated programs will be treated differently to ensure the appropriate content equivalency. It is the student's responsibility to contact a counselor prior to registering for Running Start to assure what credit equivalency will be granted.

Running Start Course Equivalency		
Subject	High School Requirements	T.C.C. Course
English	Junior English	Engl 101
	Senior English	Engl 101 (if not taken as a junior) or 102 or 103
	Electives	Engl 101, 102, 103, 104, or 201, 232, 234, 240, 241, 250, 257, 258, 259, 264, 265, 267, 268, 269, 270, 271, 290
		Speech 100, 110
		Drama 101, 151
		Human 130
		Journalism 101, 102, 103, 104, 150
		(Any two): Hist 231, 241, 242, 243
		Hist 264
		Pol Sci 101
Social Studies	U. S. History	(Any one): Polsc 101, 201, 202, 205
	WA State History	(Any one): Polsc 101, 203, Soc 270
	Civics/World Issues (2 semesters)	(Any one): Hist 110, 111, 112, 113, 284 Soc 110; Econ 200, 201, 211; Geog 205 Explr 295 (1 credit) AND Explr 296 (1 credit)
	Civics	
	World Issues	
	Social Studies Elective	
	Culminating Project	

Running Start Course Equivalency

Subject	High School Requirements	T. C. C. Course
Math	Algebra 5, 6 Pre Calculus Calculus 1 Calculus 2	(Any one): Math 107, 111, 115 (Any one): Math 115, 116 (Any one): Calc 124, 125, 126 (Any one): Calc 112, 238, 220, 224
Science	Science 2 semesters Any of these choices will count towards lab/non-lab requirements for high school graduation	(Any one): Environ Sci 106, 145 Geology 205 Physical Science 100 Physics 114, 115, 116, 121, 122, 123 Chem 100, 101, 102, 140, 150, 160, 231, 232, 233 Biol 100, 107, 108, 118, 140, 201, 210, 211, 212, 220, 221, 240, 241, 242 Astro 105 Ocean 101 Bot 101 Anthro 201
	Science Elective	(Any one): Bio 100, 107, 108, 118, 140, 201, 210, 211, 212, 220, 221, 240, 241, 242 Astro 105 Chem 100, 101, 102, 140, 150, 160, 231, 232, 233 Geog 205 Physical Science 100 Physics 114, 115, 116, 121, 122, 123 Ocean 101, 118, 294 Bot 101 (Any one):Psych 100
Health	Health Elective	PE 190, 292 HSP 200, 213 HT 110 Nutr 161 (Note-No Running Start equivalency for Health II)
	Other Courses	(Any one 5 hour course in content area) must have course equivalency form with approval from Curriculum & Instruction.

Course Equivalency (continued)

Not all college courses cover equal content to high school courses and cannot be considered equivalent. In such instances students must take more than one course to meet the high school graduation requirement. Students will also receive elective credit upon completion of these courses.

Due to their proximity, Tacoma Community College and Pierce College have the most Running Start participants from Tacoma high schools. Therefore, we have included course equivalencies in this booklet. If you choose another college, bring a copy to the course description catalog to your counselor so he/she can work with the Department of Curriculum and Instruction to determine specific courses equivalencies.

[Pierce College]

Pierce College courses which may be taken by students enrolled in Running Start will meet our district’s graduation requirements as listed in the Equivalency Chart below. If the courses listed are not available, check with your counselor to see if there are any new offerings or course combinations that could substitute for the needed course. Please note that not all courses are offered at all sites. Students will need to review time/place schedules in PCC catalog. The Department of Curriculum & Instruction must approve all equivalent courses.

At some schools, special integrated programs will be treated differently to ensure the appropriate content equivalency. It is the student’s responsibility to contact a counselor prior to registering for Running Start to assure what credit equivalency will be granted.

Running Start Course Equivalency		
Subject	High School Requirements	Pierce College Course
English	Junior English — 1 semester Senior English — 1 semester English Electives	Engl 101 Engl 101 (if not taken as junior) 102, or 103 Any above Engl including Journalism 101, 102, 103, Speech 100, 110, 111, 112, 206, 231, Theater 150, 160, 170, 260

Running Start Course Equivalency

Subject	High School Requirements	Pierce College Course	
Social Studies	U.S. History	(Any two) History 241, 242, 243, 244	
	Senior Social Studies World Issues	Ints 107, Polsc 203, Phil 230	
	Civics	Polsc 201, 202	
	WA State History	History 264	
	Social Studies Elective	History 101, 102, 103, 130, 168, 260, 270, 272, 277, 280 Psych 110, 201, 205, Hum 101, 102 Econ 110, 161, Anthro 250, 260, 282 Geog 100, 200, 281	
	Math	Algebra 5 or IMP 4A Algebra 6 or IMP 4B	(Any one) Math 121, 205
		Pre Calculus Calculus 1 Calculus 2	(Any one) Math 122, 157 Math 124 Math 125
		Science	Lab Science — 2 semesters
	Non-lab Science — 2 semesters		(Same as above)
	Science Elective		Any science course
Health	HSci 119, 140, 151, 210 (No equivalency for Health I)		
Other Courses	(Any one) 5 hour course in content area, must complete course equivalency form with approval from Curriculum & Instruction		

CONTACT INFORMATION

Tacoma Public Schools
601 South 8th Street - P. O. Box 1357
Tacoma, WA 98401-1357

For further information, contact the counselor at the high school where you register or contact Comprehensive Guidance Programs at the Central Administration Building – Annex 571-1063

Location	Contact	Phone Number
Foss	Counseling Office	571-7341
Lincoln	Counseling Office	571-6771
Mount Tahoma	Counseling Office	571-3838
Oakland Alternative	Carol Jeynes	571-6480
Stadium	Counseling Office	571-5261
Wilson	Counseling Office	571-6160
Central Administration	Chris Backman	571-1182
Highline Community College	Karen Steinbach	206-878-3710 Ext. 3355
Pierce College	Front Desk Kara Gardner Puyallup Campus	253-964-6705 253-964-6755 253-840-8431
Tacoma Community College	DeAndrea Harris Christy Perotti	253-566-6096 253-566-5320