

Franklin Pierce Schools

Running Start Information and Handbook

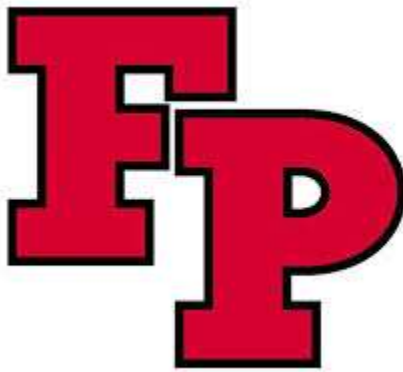
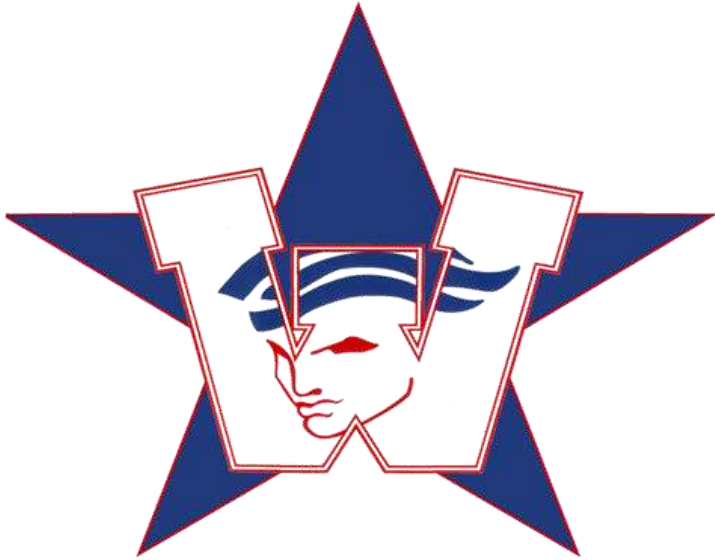


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Introduction

Running Start is a program that allows eligible 11th and 12th grade students in the state of Washington to take college courses at one of our state's 34 community or technical colleges. Students earn both high school and college credits for these courses, which accelerates their progress on earning credits. This allows students to start their college transcript while still enrolled in high school.

Running Start students and their families do not pay college tuition. They ARE responsible for mandatory fees, books, and transportation to/from the college campus. Courses can be taken during fall, winter, and spring quarters only; summer quarter is not paid for by the school district but the student/family can opt to pay for it on their own.

Keep in mind that high school students in Running Start are expected to do the same college-level work as their college classmates and will be graded by the college grading policy, not by Franklin Pierce School District standards based grading. That means that things like extended semester, re-doing tests or quizzes, or turning in late work may or may not be accepted – it is up to the college teacher/professor. The decision to participate in Running Start should be made only after careful consideration of all the factors such as pros/cons, time management, transportation, etc.

Eligibility

“Eligible students” means any student in 11th or 12th grade registered at a public high school in Washington State. For Washington High School students (including those who are otherwise attending a private school or receiving home-based instruction), they must meet each of the following:

1. The student is eligible by reason of his or her residence or admission under the law to enroll in the Franklin Pierce School District (known as living within the catchment or boundaries of the district).
2. The student 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. *Note: Students in their 5th year of high school who have not taken Running Start previously are not eligible.*
3. The student is under the age of 21 at the beginning of the school year (September 1 through August 31).
4. The student has not, as of the beginning of the school year, earned the credits required for a high school diploma, not received a high school diploma or its equivalent, including a General Education Development Certificate (GED).

Note: Some colleges may have additional requirements, such as attendance at an orientation session, placement exams, or advising appointments. Please check with the community or technical college you plan to attend.

Benefits/Advantages of Running Start

- Running Start allows students to access a wider and broader range of advanced courses and elective choices than are usually available at the high school level.
- Tuition for college classes (100 level and higher) is 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. Books, transportation and additional class fees are not paid through Running Start.)*
- Students can take many of their junior and senior year high school graduation requirements at the college. This allows college courses that are taken to count toward both high school graduation requirements and toward college degree requirements at the same time.
- Running Start students are treated as college students and are eligible to use supports on campus such as the library, technology help, Writing Center, tutoring, and disability services. Student activities (not including college athletics), such as clubs, are also available to Running Start students. For athletics, Running Start students can still participate in sports at their home high school.

Considerations/Limitations for Running Start

Academics and Social:

- Some students who are academically ready may find the independence and the faster pace of college classes overwhelming and would benefit from remaining in high school classes. Parents and students need to carefully consider the appropriateness of this program and maturity level of their child when discussing the possibility of participating in Running Start.
- Students have the responsibility of attending class regularly and seeking help independently when academic difficulties occur. Colleges do not contact parent(s)/adult advocate(s) or high school staff when there are grade or attendance concerns.
- High schools provide a social network and social experiences for teenagers. Students who attend Running Start typically have less opportunity for involvement in the social aspects at their home high school. It is the student's and parent's responsibility to review school and district communications regarding home high school activities and events.

Grades, Credits and Records:

- Due to FERPA laws, high school staff cannot track grades or attendance at the college so no information about the student's progress is available until the end of each quarter.
- Parents will not have access to online grades, grade reports/transcripts and attendance unless the student signs a waiver with the college.
 - If a waiver has been signed, parent(s)/adult advocate(s) still may not have access to current grades as online grading is not required by all community colleges.
- The student has the responsibility to keep the high school counselor apprised of progress while enrolled in college courses. If at any time a student receives a failing grade, incomplete grade or transfers from a class, it is the responsibility of the student to notify the high school counselor as this may impact eligibility for high school graduation.

How to Enroll in Running Start

PIERCE COLLEGE

STEP 1: APPLY

- Submit a Pierce College application online – <https://www.pierce.ctc.edu/rs-get-started>
 - Select the primary campus you will be attending (Fort Steilacoom or Puyallup)
 - Select Running Start applicant.

STEP 2: NEW STUDENT GUIDE AND GUIDED SELF-PLACEMENT

- The New Student Guide walks you through the next steps in preparing to become a college student, including how to complete Guided Self-Placement for English.
- College level placement in English is **required** for Running Start participation. To be eligible for Running Start, you must receive a recommendation of college English (ENGL& 101) either as a standalone class or combined with a 2 credit co-requisite support class (ENGL& 101 + ENGLC 101).

The Pierce College Guided Self-Placement (GSP) process is linked in **Module 2** of the New Student Guide and can be completed online from home. GSP is not a traditional placement “test.” It is a series of activities and questions that help guides you in determining which English route is right for you.

Contact Fort Steilacoom Testing at Testing@pierce.ctc.edu or Puyallup Testing at PuyTesting@pierce.ctc.edu for placement questions.

STEP 3: MEET WITH YOUR HIGH SCHOOL COUNSELOR

- Complete a Running Start Enrollment Verification Form (EVF) with your high school counselor. Be prepared to share a screen shot of your GSP English recommendation with your counselor to demonstrate your eligibility to participate in Running Start. Email completed EVF to EVF@pierce.ctc.edu each quarter as a JPEG or PDF attachment.

STEP 4: GET CONNECTED

- If you have not already done so, complete all modules in the New Student Guide. The last module includes the Intake Form. This is the final step to complete in order to be contacted by an advisor to schedule your advising appointment.

STEP 5: REGISTER AND PAY

- After meeting with a Pierce College advisor, you are ready to register for classes when registration opens. Running Start students pay student and course fees each quarter after registering.

See the [Fees](#) page for more information on quarterly fees and other expenses not covered by Running Start.

The Running Start Fee Waiver and Book Loan Program is available to assist with the cost of required textbooks and quarterly student fees for eligible courses. Once approved for the fee waiver, it is valid for the duration the student is eligible for Running Start.

If the Free Reduced Priced Lunch (FRPL) section of your EVF is completed, you are eligible for the Running Start Fee Waiver and Book Loan program. Other eligibility criteria includes Apple Health or Provider One card. Please contact runningstart@pierce.ctc.edu for more information or contact your school counselor at your home high school.

CLOVER PARK TECHNICAL COLLEGE

STEP 1: MEET WITH CPTC RUNNING START ADVISOR

- Speak to Kevin Kildun in the Advising and Counseling Center. He will determine your eligibility for Running Start. Call Kevin at 253-589-5701 or email kevin.kildun@cptc.edu

STEP 2: SUBMIT SMARTER BALANCED SCORES OR TAKE THE ACCUPLACER

- Students will be able to take the ACCUPLACER assessment at no cost if they have applied for admission to the CPTC or if they have met with Kevin Kildun or another Enrollment Specialist.

STEP 3: COMPLETE RUNNING START PAPERWORK

- Forms are available at www.cptc.edu/running-start. **You MUST meet with your high school counselor for their signature on the Enrollment Verification Form (EVF).**

STEP 4: MEET WITH CPTC RUNNING START ADVISOR

We will complete your admission form for your program and discuss registration for the next quarter.

TACOMA COMMUNITY COLLEGE

STEP 1: APPLY

- Complete an online [Application for Admission](#) to Tacoma Community College. Select "Running Start" for Admit Type.

STEP 2: QUALIFY

- After you have received your TCC Student ID#, you must show that you qualify for Running Start.

Ways to qualify for Running Start at TCC:

- NEW! Grade of "B-" or better in your first semester of sophomore (10th grade) English
- NEW! Grade of "B-" or better in your first semester of junior (11th grade) English

- ACT composite score of 19 or higher
- SAT scores with a Reading/Writing average of 460 or above
- 10th grade Smarter Balance Assessment scores (SBAC) of level 3 or 4
- Please email a copy of your score or transcript along with your full name and TCC Student ID# to the Running Start email runstart@tacomacc.edu
- **Note:** Math placement is not a requirement for acceptance into the Running Start program. However, depending on which classes, or which degree you are interested in, a math placement will need to be on file. Testing can be done at TCC by taking the [ALEKS Placement Assessment](#).
- Students with high school GPA of less than 2.5 are admitted but may be advised to enroll in a college success course their first quarter in the program. Students at Tacoma Community College must maintain a GPA of 2.0 or above and complete all courses. If a student falls below academic standard, they are placed on a series of warning, probation, and then suspension from the program.

STEP 3: RUNNING START APPLICATION PACKET

- Once you've emailed your qualifications, then TCC will send you the Running Start Application Packet. Please follow the step-by-step directions on the packet carefully, and make sure to include all the requested materials. Finish by returning the signed paperwork to TCC by email at runstart@tacomacc.edu

STEP 4: ORIENTATION

- When TCC has received all of your documents from the Application Packet, they will then schedule you for a Running Start New Student Orientation session.

STEP 5: REGISTER FOR CLASSES

- After completing the orientation, you will be eligible to register for classes. TCC encourages students and parents to view a Running Start Information Session for general information.

BATES TECHNICAL COLLEGE
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STEP 1: CONTACT AN ADVISOR

- Interested students must contact a Bates Tech Running Start Advisor before they can be admitted into Bates' programs as a high school student.

They will present various choices for high school students; lead prospective students through a work-session on career planning tied to our offerings and provide an overview of the required forms and student information needed in order to successfully enroll at Bates' Technical High School.

- Lexine Torres: ltorres@batestech.edu or 253.680.7479
- Robin Stanton: rstanton@batestech.edu or 253.680.7009

STEP 2: PROGRAM OF STUDY

- Determine which career education programs are the best fits for your possible professional future. Areas of study at Bates can be found here: <https://www.batestech.edu/areas-of-study/>

STEP 3: COMPLETE THE APPLICATION

- Send your completed application materials, including official transcript and your CASAS or Accuplacer test scores, to the Bates Tech Running Start Advisor(s) – see contact info above.

STEP 4: ENROLLMENT VERIFICATION

- Meet with your high school counselor to complete an Enrollment Verification Form (EVF) and begin as soon as the following quarter!

Franklin Pierce Graduation Requirements & Running Start Equivalents

FPS Grad Requirement	Pierce	CPTC	TCC	Bates
11th grade English	ENGL& 101, 102, 111, 112, 113, 114, 220, 226, 227, 228, 236, 237, 238; (choose one)	ENGL& 101, 102 (choose one)	ENGL& 101, 102, 244, 245, 246 (choose one)	ENGL& 101
12th grade English	ENGL& 101 (if not already taken), ENGL& 102, 111, 112, 113, 114, 220, 226, 227, 228, 236, 237, 238; ENGL 107, 204, 205, 239, 266 (choose one)	ENGL& 101 (if not already taken), 102 (choose one)	ENGL& 101 (if not already taken), 102, 244, 245, 246; ENGL103, 271, 276, 278, 280 (choose one)	ENGL& 101 (if not already taken)
Math	MATH 107; MATH& 141 or higher; CS& 141; CS202	MATH 107; MATH& 141 or higher	MATH 107; MATH& 141 or higher; CS120, 142, 143	MATH 107; MATH& 141 or higher; CS& 131, 141
Science	ASTR& 100, 101, 110, 115; ASTR105 ATMOS101; BIOL& 100 or above; CHEM& 100 or above; ENVS& 100; ENVS 150 GEOL& 101, 103, 110, 115, 120, 208; GEOL 112 NSCI160; OCEA& 101, OCEA170; PHYS& 110, 114, 115, 116, 221, 222, 223;	BIOL& 160, 175, 241, 242, 260; CHEM& 110, 121, 131 ENV108, 164, 165, 248; 250, 260, 261; GEOL& 110;	ASTR& 110, 115; BIOL& 100, 160, 175, 221, 222, 223, 241, 242, 260; BIOL105, 125, 140; BOT 101, 179; CHEM& 110, 121, 131, 140, 161, 162, 163, 261, 262, 263; ENVS& 101; ENVS179; GEOL& 101, 208; GEOL108, 125; OCEA& 101; OCEA179 PHYS& 114, 115, 116, 221, 222, 223	BIOL& 160, 175, 241, 242, 260; CHEM& 121, 131; PHYS& 221, 222, 223

FPS Grad Requirement	Pierce	CPTC	TCC	Bates
WA State History	HIST& 214	Can through NW Technical HS (at CPTC) <i>*incurs a course fee</i> Can take at home high school	HIST& 214	Must take at home high school.
World History/Sem 1	HIST& 127 or 128 (choose one)	Must take at home high school.	HIST& 127 or 128	Must take at home high school.
World History/Sem 2	HIST& 128; HIST 260, 265, 266, 270, 272, 280, 284 (choose one)	Must take at home high school.	HIST& 128; HIST 210, 211, 230; HUM 110	Must take at home high school.
US History	HIST& 156, 157 or 158 (choose one)	Can at NW Technical HS (at CPTC) <i>*incurs a course fee</i> Can take at home high school	HIST& 146 or 147 (choose one)	Must take at home high school.
Civics	POLS& 202	POLS& 202	POLS& 202	Must take at home high school.
Contemporary World Problems (CWP)	POLS& 101, 203; SOC& 201, ECON 110; INTS 107, INTS 164 (choose one)	POLS 180	POLS& 101 or 203	POLS& 101
Ethnic Studies	SOC& 201, SOC 235; HUM 106	Must take at home high school.	HIST& 219, 220; SOC 205, 238, 262, 265	Must take at home high school.
Fine/Performing Arts	ART& 100; ART100 or above; DDSGN110 DRMA& 101; DRMA160 or above; MUSC& 105, MUSC100, 102, 103 (some courses are only 1 quarter credit = 0.2 HS credit)	ART& 100; MUSC& 105; DSN105	ART& 100; ART102 or above; MUSC& 105; MUSC106, MUSC 141	Must take at home high school.
Health	KINS 210 or above; NUTR& 101 (choose one)	NUTR& 101	NUTR& 101; PE191	NUTR& 101
PE	PE121 or above (some courses are only 1-2 quarter credit = 0.2-0.4 HS credit)	Must take at home high school.	PE100 or above – except PE190 or 191	Must take at home high school.

FPS Grad Requirement	Pierce	CPTC	TCC	Bates
World Language	ASL& 121, 122, 123, 221, 222, 223; CHIN& 121, 122, 123; FRCH& 121, 122, 123; GERM& 121, 122, 123 (online only); JAPN& 121, 122, 123; KREA& 121, 122, 123; RUSS& 121, 122, 123 (online only); SPAN& 121, 122, 123, 221	ASL& 121, 122	GERM& 121, 122, 123; GERM 201, 202 JAPN& 121, 122, 123; SPAN& 121, 122, 123, 221, 222, 223	Must take at home high school.
Career Tech Ed (CTE)	Occupational ed class 100 and above, which may include classes in ACCT&, BUS&, BUS, BTECA, BTECM, CIS, CNE, CS, DDSGN, ECED&, ECED, EDUC&, ENGR&, ENGR, HSEM, MNGT, VT	Any occupational ed class 100 and above	Any occupational ed class 100 and above, such as ACCT&, BUS&, BUS, CS, CU, ECED&, ECE, ENGR, ENGR&, IT, NURS	Any occupational ed class 100 and above

Frequently Asked Questions About Running Start

(Source: Running Start Program – Questions and Answers.

<https://www.k12.wa.us/sites/default/files/public/dualcredit/pubdocs/runningstartfaqs.pdf>)

1. Can a school district or high school condition a student's eligibility for enrollment as a student in the Running Start Program upon a determination by school district or building personnel that the student is academically qualified to take college or university course work?
 - A. *No. The determination of whether or not a student is competent to profit from college or university course work is within the jurisdiction and authority of the college or university. The college or university is to establish eligibility requirements for Running Start students that are the same as the requirements applied to other students enrolling in the college.*
2. Are Running Start students subject to the compulsory attendance laws?
 - A. **Yes**, *Running Start students are subject to the compulsory attendance laws, as set out in RCW 28A.225.010. (Washington State Laws regarding mandatory attendance)*
3. Can a student withdraw from a class taken through Running Start without the permission of the high school or school district?
 - A. **Yes**. *However, the student is responsible for following the college's Add/Drop policies and should let the high school know to ensure s/he remains on track for graduation. School districts and/or high schools should closely coordinate with colleges to ensure that the student does not become truant due to the withdrawal from a Running Start Class.*
4. Are Running Start students earning a high school diploma excused from the required statewide proficiency tests because the testing conflicts with college classes?
 - A. **No**. *Running Start students who have not yet met standard on the state assessment in ELA and/or Math assessments should check with their home high school to see what options are available for retaking one or both exams or using an alternative assessment option.*
5. Do Running Start students need to meet all district and state graduation requirements in order to earn a high school diploma from Franklin Pierce School District (FPHS, WHS or Gates)?
 - A. **Yes**. *If a student wants to earn the FPS diploma, they will need to complete their Portfolio requirements as well as the credit requirements for graduation.*
6. Does a student seeking a Washington state high school diploma through an associate degree at the college need to complete local high school and/or district requirements?
 - A. **No**. *Running Start students who earn an associate degree may request a Washington state high school diploma from the college upon completion of the degree.*

The community and technical colleges are authorized to issue high school diplomas for Running Start students who enroll in the college and complete an associate of arts degree, associate of science degree, associate of technology degree or an associate in applied science degree. Students must provide a written request to the college registrar's office (or designee) to receive a Washington state high school diploma from the college.

If a student fails to earn an associate degree, he or she would need to meet the requirements of Franklin Pierce Schools to be awarded a high school diploma through the district, including the portfolio.

7. Can a student change their high school or college course schedule after the Enrollment Verification Form (EVF) has been signed?
- A. **Yes.** *If a student changes the NUMBER of classes being taken at the school or college after the EVF has been signed, a new RSEVF must be completed and submitted immediately, reflecting the revised Running Start FTE eligibility. This informs all parties of the effect the schedule change on the claimable FTE and gives the college the opportunity to contact the student or parent(s)/adult advocate(s) for tuition.*
- If a student is merely changing from one course to another with the same number of credits, a new EVF does not need to be submitted (e.g. submitting an EVF with ENGL& 102 and then switching to ENGL 107 would not need a new EVF).*
8. When a student in Running Start drops a class at the college, and receives a "W" on their college transcript, should the high school post the grade as an "F" on the high school transcript?
- A. **No.** *It must be posted as a "W" on the high school transcript.*
9. How do credits earned through dual enrollment programs impact a student's financial aid eligibility?
- A. *Financial aid eligibility of students **while in** Running Start:*
Running Start students are not eligible for federal or direct state financial aid. Institutions of higher education may use their institutional financial aid fund for these students if they choose. Students are encouraged to inquire with the college and with their home high school or district to determine if there is assistance available for books, transportation, or any remaining tuition charges if enrolled in credits above and beyond those authorized for Running Start (unsubsidized college tuition expenses).
- Financial aid eligibility of **former** Running Start students:*
*Basic eligibility for federal and state need-based aid is dependent on the student and family's income and family size, not participation in Running Start. **Credits earned as a Running Start student will, however, affect the length of time a student can continue to receive state and federal financial aid, the satisfactory academic progress evaluation, and the annual maximum award amounts for federal student loan programs.***
- One of the requirements for financial aid eligibility is that students maintain Satisfactory Academic Progress (SAP). Poor academic performance in Running Start, including withdrawing from courses, can negatively impact student aid eligibility. SAP is a measurement of academic performance in terms of GPA and completed credits. Specific standards may vary by institution. All prior college coursework, including that taken through Running Start, will be evaluated for SAP.*
10. Are all Running Start courses shown on the high school transcript?
- A. **Yes.** *Running Start courses need to be recorded on the high school transcript. The standardized transcript must contain a designation of "R" for courses completed and credit earned through Running Start.*
11. May a Running Start student be enrolled full-time at a participating college and also enroll in a class at the high school?
- A. **Yes.** *A Running Start student may be claimed up to a combined 1.20 FTE between the high school and the participating college with a maximum of 1.00 FTE at each entity. A student attending Running Start full-time and taking up to 15 credits can also attend the high school and be claimed for up to a 0.20 FTE at no cost to the student.*
- A student enrolling for more than the combined 1.20 FTE may be required to pay tuition to the college for the additional college credits or may qualify to receive a low-income tuition waiver from the college.*
12. Which college courses may a Running Start student take?
- A. *The entire college catalog is available to Running Start students, assuming that they have met any pre-requisites that the college requires of all students.*

13. Can a second-year senior enroll in the Running Start Program?

- A. *A second-year senior (known as a 5th year senior) may enroll in the Running Start Program if they have been enrolled previously as a junior or a senior but may only take those specific courses needed to meet the school district, charter school or tribal compact school graduation requirements. A second-year senior is generally understood as being a student who has failed to meet high school graduation requirements by the end of the student's 12th grade academic year.*

14. If a currently-enrolled Running Start student moves out of the high school district, can the student continue Running Start through the original district?

- A. **Yes.** *A student who moves to a new school district in Washington state after enrolling in Running Start, and takes no classes at any high school in the new district, shall be deemed to have retained his or her residence in the school district in which they originally enrolled in Running Start. This retention is for high school graduation, funding, and other purposes under the Running Start Program.*

15. What should a high school student with an Individualized Education Program (IEP) or Section 504 plan do to seek accommodations from the college as part of their participation in Running Start?

- A. *Unlike students in K-12 schools, Running Start students have a responsibility to request any necessary accommodations from their college directly.*

The student should contact the college's disability services office well in advance of any published deadlines to make the request. The college may require documentation in support of a request for accommodations.

For students with an IEP: If Running Start has not previously been contemplated in the formulation of your IEP, you may wish to discuss with your IEP Case Manager whether the IEP should be modified to reflect Running Start enrollment.

Note: Institutions of higher education are required to make all programs and services physically accessible to all students, and to accommodate the academic participation of students with disabilities in college classes and activities. This does not include modifications to admission nor academic requirements if the modifications would fundamentally alter the nature of the course or program.

16. Does an IEP automatically qualify a student for Running Start if identified in the student's transition plan?

- A. **No.** *The student must be eligible for Running Start in order to be claimed as a Running Start student. The IEP does not override the eligibility requirements. Under the law, a transition plan is simply a course of instruction that is part of a student's IEP.*

Further questions can be directed to:

- Franklin Pierce High School Counseling Office – 253.298.3834
- Gates High School Counseling Office – 253.298.4032
- Washington High School Counseling Office - 253.298.4734



Running Start Contact Form

Must return to home high school Counseling Office before EVF will be approved.

<input type="checkbox"/> 11 th	
<input type="checkbox"/> 12 th	
_____ Student name	_____ FPS Student ID
_____ Student district email AND preferred non-district email	_____ Student cell number
_____ Parent/Adult Advocate 1 name	_____ Adult 1 cell number
_____ Adult 1 preferred email	_____ Adult 1 preferred home language
_____ Parent/Adult Advocate 2 name	_____ Adult 2 cell number
_____ Adult 2 preferred email	_____ Adult 2 preferred home language

I plan to register for Running Start at:

☐ Pierce

☐ CPTC

☐ TCC

☐ Bates

**Student
Initials**

**Adult
Initials**

Student Responsibilities & Agreements

- | | | |
|-------|-------|---|
| _____ | _____ | I will notify my high school counselor immediately if a transfer or withdrawal from a course is necessary. |
| _____ | _____ | If I enroll in any classes required for graduation spring quarter of my senior year, I understand that I can participate in my home high school graduation, but will not receive my diploma until all final grades are received from my college. |
| _____ | _____ | If I intend to earn a FP Schools diploma and not graduate through the college, I will:
<ul style="list-style-type: none">1) Complete my Portfolio requirements, including a presentation (High School & Beyond Plan)2) Attend my Student Led Conference at my home high school in the Fall & Spring3) Complete the courses and credits required by the Franklin Pierce School District for graduation4) Meet a graduation pathway (https://www.k12.wa.us/student-success/graduation/graduation-requirements/graduation-pathways) |
| _____ | _____ | I will resolve high school/college schedule conflicts, understanding that high school courses take priority. |
| _____ | _____ | I have reliable transportation and I am able to pay for books, fees, transportation costs, and any other expenses incurred at the college with the exception of the cost of tuition up to 15 credits per quarter.
<i>Note: For information about possible fee waivers, based on Free/Reduced Lunch eligibility, contact your school counselor at your high school.</i> |
| _____ | _____ | I am responsible for obtaining information about dates, timelines, procedures, and deadlines at both the high school and college (see Important Dates information). |

Student Signature

Date

Adult Signature

Date

High School Counselor Signature

Date