

INNOVATION LAB HIGH SCHOOL RUNNING START PACKET – 2024-25

Please refer to the following steps for Running Start enrollment:

Step	Who is Responsible?	Task
Step 1	Student/Parent	Read through this ILHS Running Start Packet
Step 2	Student/Parent	a. Go to the Community College Running Start webpage (typically Cascadia, LWTech, or Bellevue College) and sign up for an orientation meeting. b. Apply online.
Step 3	Student	Student must place into at least English 101 in order to participate in Running Start. There are several ways to meet this requirement. Please check the college Running Start website for details. It is highly recommended that you place into a math class, too.
<i>If Running Start seems like a good fit, continue to the next steps. If not, let Mr. Cohn know via email (jcohn@nsd.org) saying that you are not interested. Either way, you will have to request courses for ILHS. If you don't, ILHS classes will be chosen for you.</i>		
Step 4	Student	Submit the College's Running Start contract to their Running Start office. Check the college website for the due date.
Step 5	Student/Parent	Read and complete the ILHS Running Start Agreement (pages 3-5) and return to Mr. Cohn. Do this so you have adequate time to complete the rest of the process. Check the college website for the due dates.
Step 6	Student	Map out your courses for the entire school year - all three college quarters – on page 6 of this packet. Use these choices to fill out your Running Start Enrollment Verification Form (RSEVF), starting with Fall quarter. There are high school requirement planning sheets provided in this packet to help you plan your year at college. Return to Mr. Cohn for a signature.
Step 7	Student	Make an appointment with Mr. Cohn to get your completed RSEVF signed so you can return it to the college. You need to print out an updated EVF from the Running Start website or get a copy from Mr. Cohn. Do this so you have adequate time to complete the rest of the process. Check the college website for the due dates.
FINAL AND MOST IMPORTANT STEP	After all of the above is complete, you will be ready to register for classes. At Cascadia, Running Start students register for classes in what is called a "Core Planning Session" which takes place at Cascadia and is prearranged with the Running Start office. Other colleges may use a different procedure for class registration. The Running Start office will be a great resource for you while you are a student on their campus. IMPORTANT REMINDER: Full-time Running Start students can lose touch with their Counselor and their Crew teacher and miss out on important information. Please don't let this happen to you. IF YOU DECIDE THAT RUNNING START IS NOT FOR YOU, TAKE COLLEGE IN THE HIGH SCHOOL CLASSES HERE AT ILHS!!!	



Dual Credit Comparison

Innovation Lab High School

	College in HS	Running Start	AP Courses (Not offered at ILHS)
Learning Environment	High School	College Campus	High School
Students remain with high school peers and friends	Yes	Maybe	Yes
Courses conflict with other high school programs	No	Maybe	No
Programs conflict with district academic calendar	No	Likely	No
Homework time available in class	Likely	Unlikely	Likely
State revenue lost to your school districts per FTE	No	Yes	No
Teacher qualifications	Approved by college, professional development required	Approved University or College Faculty	Approved by district
College credit earned	By meeting college course standards; assignments & exams	By meeting individual teacher's course objectives	By score on one final standardized test
Teacher Evaluation	By high school, students and site visits and observations by University Liaison	By college department and students	by high school
Student eligibility	pre-requisites, teacher discretion or placement tests	placement test, space available, GPA, etc.	Teacher discretion
Age Limitations	Grades 9-12	Junior or senior standing	Grades 9-12
Credit Transferability	Accepted by most regional colleges and Universities	Accepted by most regional colleges and Universities	Accepted by most regional colleges and universities when a score of 3 or higher is earned on the AP test. Contact college board for additional information
Tuition (Free) New State Law (May 2023)	None	None	None
Other Potential Costs beyond tuition:	\$15 placement test fee, if required	Additional fees for transportation, books, registration, course fees, technology, & Parking.	\$98 AP Test Fee \$145 Seminar Test Fee \$40 Late order fee (after Nov 15)
Other considerations	College resources for success are available to teachers and students	College classes do not restrain content to accommodate high school students	Every college/university has a different AP test acceptance policy.

Info from: CWU: High School Partnerships

400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1690 Hebel Hall, Room 122 • Email: HSPartnerships@cwu.edu • Web: cwu.edu/hspartnerships EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

Innovation Lab High School Running Start Agreement

Innovation Lab High School want students to be fully informed of the added responsibilities and unique circumstances that participation in the Running Start program entails. In order to participate in the Running Start program both students and parents need to review this agreement, initialing each line item.

Student Initial/Parent Initial

___/___ Students are responsible for maintaining full time status. Full-time Running Start (15 credits per quarter) or a combination of Running Start and ILHS classes. It is recommended students get permission from their ILHS counselor PRIOR to dropping a Running Start (RS) class. It is the student's responsibility for dropping any RS classes prior to the drop deadlines at their particular college.

___/___ Entrance into RS varies for each community college. All students must place into English 101 at least to be in RS. Course numbers 099 and below are not eligible for RS funding and will have to be paid for by the student. See your counselor to determine how these classes will translate into high school credits.

___/___ Due to the fact that the college grading periods (quarters) are not aligned with ILHS's grading periods (semesters), RS is recommended to be a year-long commitment. Starting or ending RS mid-year may adversely impact student's credits.

___/___ It is the responsibility of RS students and parent/guardians to stay informed regarding Diploma Requirements, college application/testing deadlines and Graduation ceremony information. This can be done by checking emails, Schoology, and the ILHS website.

___/___ Colleges treat RS students as college students and will not communicate attendance or academic concerns/progress to the parent without a signed release on file with the college.

___/___ Your college professors are not expected to help you with your Mastery Learning Record.

___/___ ILHS is on a semester (18 week) schedule and the community colleges are on a quarter (11 week) schedule. Starting, ending, and vacation dates will be different. Missing school at one facility because the other is not in session will not be accepted as an excused absence. RS courses and transportation time cannot conflict with a student's ILHS schedule. Parents must call the attendance office to excuse any absences due to alternate schedules (assembly days, PSAT testing, etc.).

___/___ The earlier students register at the college, the better their chances will be to get their desired courses. There is no guarantee that students will be able to register for the classes desired at the community college. **Monitoring all RS deadlines is the responsibility of the student.**

___/___ All RS grades received will become a permanent part of the student's high school and college transcripts. Students must take all courses for a letter grade. College academic courses frequently require a high level of self-discipline and are fast paced. The college will not send progress reports or warnings; therefore, students are responsible for monitoring their own progress.

___/___ RS students must maintain a minimum 2.0 GPA at their college. If the student's GPA falls below a 2.0, the student is placed on academic probation at the community college. If the GPA is not raised above the 2.0 minimum during the next grading period, the community college will withdraw the student from the RS program which could impact on-time graduation.

___/___ If the college drops student due to GPA (or students withdraws), this could jeopardize on time graduation. Student must immediately return to ILHS. Prior approval from parent(s) and high school Counselor must be given before dropping a RS course. The student is responsible for officially dropping any RS classes.

___/___ Each quarter, students must complete the Enrollment Verification Form required to register for RS classes and get their counselor's signature. Students are responsible for making an appointment for their counselor's signature. The EVF can be found on the college's Running Start website or in their high school Counselor's office.

___/___ Students with disabilities who have a 504 Accommodation Plan or Individual Education Plan (IEP) are responsible for informing and providing documentation of the disability to the community college.

___/___ Some post-secondary schools, especially those out of state, may not accept RS courses for college credit. Those who do may have special rules about specific courses and whether students can transfer their Running Start credits. It is the student's responsibility to make sure they understand these requirements.

___/___ If RS students meet WIAA eligibility standards, they are eligible to participate in high school athletics and activities at their home high school. ILHS doesn't have sports/extracurricular programs (i.e., drama, music). However, the scheduling of RS and athletics/activities can be challenging as RS classes vary from quarter to quarter.

___/___ RS Students are only allowed on the ILHS campus before school, after school, and during the periods they are scheduled in ILHS classes. The only exception to this would be school-sanctioned events such as assemblies or class meetings and the student must follow sign-in procedures in the main office. You must discuss with the principal for exceptions.

___/___ RS courses may impact future financial aid as the credits count towards the maximum allowable credits a student may receive aid for college in the future.

___/___ It is expected that all high school graduation requirements are completed at the college by winter quarter of senior year.

___/___ If there are remaining graduation requirements that must be taken in spring quarter of senior year then the student must be able to prove they are passing the requirements to participate in ILHS graduation ceremonies.

____/____ Please see the chart below for the number of free credits allowed at the College through the Running Start program. Students who exceed this amount will be responsible to pay for any additional RS credits. Books, school fees, lab fees, parking fees, and transportation are the responsibility of the student.

****ILHS students are expected to continue to attend Crew****

Classes at ILHS	High School FTE	<u>Funded</u> College Credits
0	0.0	21
1 (Crew)	0.13	19
2 (Crew +1)	0.29	16
3 (Crew +2)	0.45	14
4 (Crew +3)	0.61	11
5 (Crew +4)	0.77	9
6 (Crew +5)	0.93	7
7 (Crew +6)	1.00	6

*Full-time status is 3 classes. ILHS does not recommend that you take more than 3 classes at a time at Running Start. If your high school FTE exceeds the amount of funded college credits, you will have to pay the remainder out-of-pocket. Students/families are responsible for class fees, which are not a part of the funded college credits.

Please sign below verifying that you have read and understand the Agreement for Participating in Running Start.

_____	_____	_____
Student Name (Print)	Student Signature	Date
_____	_____	_____
Parent Name (Print)	Parent Signature	Date
_____	_____	_____
Parent Name (Print)	Parent Signature	Date

Running Start Plan for the 2024-25 School Year

Choose one:

- ☐ Full-time Running Start (15 credits – 3 classes per quarter)
- ☐ Part-time Running Start (10 credits – 2 classes per quarter)
- ☐ Part-time Running Start (5 credits – 1 class per quarter)

Junior Year					
ILHS Fall Semester			ILHS Spring Semester		
1. Crew			1. Crew		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
RS Fall Qtr	Grad Req	RS Winter Qtr	Grad Req	RS Spring Qtr	Grad Req
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
Senior Year					
ILHS Fall Semester			ILHS Spring Semester		
1. Crew			1. Crew		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
RS Fall Qtr	Grad Req	RS Winter Qtr	Grad Req	RS Spring Qtr	Grad Req
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	

Student Signature_____ Date_____

Parent Signature_____ Date_____

Counselor Signature_____ Date_____

College Courses Meeting Subject Area Graduation Requirements for Northshore School District High Schools

NO EXCEPTIONS

	Bellevue College www.bellevuecollege.edu 425.564.2026	Cascadia College www.cascadia.edu 425.352.8146	Edmonds Community College www.edcc.edu 425.640.1761	Everett Community College www.everettcc.edu 425.388.9211	Lake WA Institute of Technology www.lwtech.edu 425.739.8100 ext.435	Seattle Community Colleges www.seattlecolleges.com 206.587.3836	Shoreline Community College www.shoreline.edu 206.546.4591
ENGLISH	ENGL& 101, ENGL& 111, ENGL& 112, ENGL 131, ENGL 201, ENGL 210, ENGL 219, ENGL 220, ENGL 221, ENGL 226, ENGL 228, ENGL 229, ENGL& 235, ENGL 237, ENGL 238, ENGL 239, ENGL& 244, ENGL& 245, ENGL& 246, ENGL 253, ENGL 254, ENGL 255, ENGL 260, ENGL 261, ENGL 263, ENGL 264, ENGL 266, ENGL 271, ENGL 272	ENGL& 101, ENGL& 102, ENGL& 111, ENGL 211, ENGL 221, ENGL& 235, ENGL& 244, ENGL& 245, ENGL& 254, ENGL& 255, ENGL 277	ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 244, ENGL& 245, ENGL& 246	ENGL& 101, ENGL& 102, ENGL 103, ENGL 105, ENGL& 111, ENGL 240, ENGL 253	ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 235	ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 112, ENGL 201, ENGL& 235, ENGL& 244, ENGL& 245, ENGL& 246, ENGL& 254, ENGL& 256, ENGL 257, ENGL 258	ENGL& 101, ENGL& 102, ENGL& 111, ENGL& 112, ENGL 200, ENGL& 244, ENGL& 245, ENGL& 246
US HISTORY	HIST& 148	HIST& 148	HIST 033, HIST& 148	HIST& 148	HIST& 148	HIST& 148	HIST& 137, HIST& 148
CONT. NAT'L-WORLD ISSUES/CIVICS	POLS& 101, POLS& 202, POLS 175, POLS 204, INTST 201	POLS& 101, POLS& 202, POLS& 203, POLS& 204, POLS 206, GS 101, GS 150	POLS& 101, POLS& 202, POLS& 203, POLS& 204	POLS& 101, POLS& 202, POLS& 203, POLS& 204	POLS& 202	POLS& 101, POLS 112, POLS& 202, POLS& 203, POLS 220	POLS& 101, POLS& 202, POLS& 203, POLS 221, INTST 200, INTST 201
WORLD HISTORY	HIST 102, HIST 103	HIST& 126, HIST& 127, HIST& 128	HIST& 117, HIST& 118, HIST& 127	HIST 111, HIST 112	HIST& 126	HIST& 126, HIST& 127, HIST& 128	HIST& 117, HIST& 118, HIST 234, HIST 235, HIST 236
WASHINGTON STATE HISTORY	HIST& 214	HIST& 214	HIST 049, HIST& 214	HIST& 214	Not Available	HIST& 214	HIST& 214
HEALTH	HLTH 250	NUTR& 101	HLTH 100	PEHW 203	NUTR& 101	HEA 160, HEA 125	NUTR& 101
LIFE FITNESS	PE 110, PE 111, PE 112	Not Available	PE 100, PE 105, PE 162, HLTH 150	Not Available	FTNS 100, FTNS 102	PEC 130, PEC 132, PEC 145, PEC 150, PEC 151, PEC 165	PE 134, PE 136, PE 139, PE 217, PE 236, PE 239
FINE ARTS, MATH, PE, SCIENCE	Any Fine Arts, Math, PE or Science courses level 100 or greater offered at the community college (see credit conversion information below). NOTE: ANTH& 215 has been vetted to meet a lab science requirement. This is the only Anthropology course currently approved for Science credit.						
CAREER & TECHNICAL EDUCATION	Any Business, Technology, Vocational or Family and Consumer Education course level 100 or greater (see credit conversion information below).						
NOTE: Community College courses with “&” in the course title (shown in bold) indicate courses that are equivalent at community colleges across the state. A course with this symbol that appears on this list at one college may be taken for credit at any college, as long as it also contains the equivalency symbol (&) at the college where taken.				College Credit to High School Credit Conversion			
				<u>College Credit(s)</u>		<u>High School Credit Applied to Transcript</u>	
				5		1.00	
				4		.80	
				3		.60	
				2		.40	
				1		.20	

RUNNING START IN THE NORTSHORE SCHOOL DISTRICT

Running Start College Credit While in High School

The Running Start program allows juniors and seniors to attend community and technical colleges while still attending high school. This program allows qualified students to take college courses and apply the credits toward high school graduation and potential college degrees. Tuition is paid by the Northshore School District.

- Some of the courses listed in the attached chart are also offered online or combine online coursework with on-site class sessions. In general, online courses require an additional fee. Students are advised to check with the community college to confirm their financial responsibilities in advance of enrolling in these courses.
- Students wishing to transfer college credits earned through the Running Start program to a baccalaureate institution are strongly advised to verify the college course transfer equivalencies and agreements in advance. This is particularly important if the student is intending to apply to private institutions and/or colleges or universities outside the State of Washington.
- Courses other than those listed may not meet Northshore School District graduation requirements. Students desiring consideration of courses other than those indicated must meet with and receive approval from their high school **in advance of community college registration**.
- Students will be required to complete their High School and Beyond plans at their local high schools. State high school assessments will be administered at the local high schools.

What are the qualifications to attend classes at the surrounding community colleges?

1. The student must pass a college placement test (e.g., COMPASS, ASSET, ACCUPLACER) in order to take any college classes, and be accepted for admission to the Running Start program. The student must contact the community college for the examination schedule and consult with their high school counselor regarding college plans.
2. The student must have junior or senior standing (a minimum of 10 credits from an approved or accredited high school) in high school before taking courses through Running Start.
3. The student must be prepared to take college level courses and do college level work. Meeting grade level standards and passing the state high school assessments are indicators that the student is prepared for success at the college level.
4. The student must furnish his or her own transportation to the community college.
5. The student must purchase his or her own books for the classes and pay any parking and/or incidental fees.
6. The student must remember that while the student is taking the college level course s/he will be treated like a college student. Attendance may not be taken. Parents will not be notified if a student skips a class. Progress reports are not given. The high school is not responsible for the student's actions while attending the college classes.

What Else Should I Know?

1. Students may participate in Running Start programs up to a combined maximum enrollment of 1.2 full-time equivalent or a full-time Running Start equivalent (no high school classes). Students must complete and sign a Running Start Enrollment Verification Form.
2. Running Start students will be charged tuition for college credits exceeding 15 in any quarter (except in college vocational programs or skills centers.)
3. The student must take the course for credit (may not audit for no credit). The student shall notify the college and the high school immediately of any intention to drop a class. Failure to notify the college and high school may result in the student reimbursing the district for tuition fees as well as receiving a failing grade in the class.
4. The Northshore School District will determine which classes taken at the community college will meet the requirements for high school graduation.
5. Students on in-district or out-of-district waivers will have their waivers rescinded if they enroll in full-time Running Start. These students would be returned to their service area schools.
6. Home-based students and private school students living in the Northshore School District should contact the Northshore Networks office at 425.408.4175 to initiate Running Start participation. Once the student begins Running Start, the student has one to two academic years to complete the course of study.
7. Some private colleges, and some out of state colleges may not accept the community college credits.
8. Summer school course work may not be taken as part of the Running Start program. All summer school course work will be at student expense. Credits earned in summer school may apply toward high school graduation.
9. Students participating in Running Start will be required to complete High School and Beyond Plans at their local high schools. State high school assessments are taken at the student's local high school.
10. Early completion of graduation requirements must be coordinated with the high school counselor and principal.
11. A student may not continue in Running Start following successful completion of high school graduation by June of their graduation year. If an individual has not completed all graduation requirements, the student may continue in the Running Start program as a "second year" senior under specific rules.
12. A second year senior is generally understood as being a student who has failed to meet high school graduation requirements as of the end of the student's 12th grade academic year. These students may continue in the program for "the sole and exclusive purpose of completing the particular course or courses required to meet high school graduation requirements." If a student does not utilize Running Start during the junior and/or senior year and fails a class at the high school during the junior or senior year, s/he cannot enroll in that class at the college through Running Start during his/her 13th year. A second year senior can only continue in Running Start if s/he was enrolled in it during his/her junior and/or senior year(s). (WAC 392-169-055).

For more information about the Running Start program, contact the Counseling Department at your high school.



ILHS Running Start Course Equivalencies

This table helps identify college courses that meet ILHS/NSD high school graduation requirements. Please note the following:

- This list was created based on what ***most*** ILHS students take at either Cascadia, Bellevue or LWTech.
 - There are other college courses that may meet high school graduation requirements. Page 7 of this packet lists the college courses that meet subject area graduation requirements for the Northshore School District.
- One 5 credit college course is equivalent to 1.0 credit at the high school level.
 - For example, passing and earning 5 credits of ENGL 101 at Cascadia will grant you 1.0 credit in English 11 or 12.
- For current Juniors, you must keep at least one high school graduation requirement for your 12th grade year in order to do Running Start in Senior year (typically English 12).
- You must complete all of your high school graduation requirements by the end of Winter quarter of your Senior year.
- If you have any questions, please contact Mr. Cohn (jcohn@nsd.org).

High School Subject Area	College Course Equivalency
English	ENGL 101, 102, 111, 211, 221, 235, 244, 245, 254, 255, 277
US History	HIST 148
Civics/Contem. Nat/World Issues	POLS 101, 202, 203, 204 -or- GS 101, 150
Health	NUTR 101
Science	Any 100+ class in BIOL, CHEM, PHYS
Arts	Any 100+ class in ART, MUSC, DRMA
CTE	Any 100+ in BUS, CS, ACCT, CMST
Flexible Credits	Any 100+ in any subject where high school requirements have been met