

Running Start

Parent/Student

Handbook



Orting High School

Introduction: What is Running Start?

The Washington State Legislature adopted policies and procedures (QAC 392-169) that provide **eligible** high school juniors and seniors the opportunity to enroll full or part-time in a community or technical college while earning both high school and college credit. ***High school students are expected to do the same college-level work as their college classmates and be graded by the same standards.*** The decision to participate should be made only after ***careful consideration*** of the potential benefits and detractions.

This handbook is intended to provide the necessary information to assist parents and students with this important decision.

Orting High School Specifics

The **Running Start (RS) program** is an exciting option for OHS students, **but does have some risks.** To limit confusion and misunderstandings we are asking all parents and students to **read this entire handbook** and ***sign and return the OHS Running Start Participation Agreement*** form to the Running Start Coordinator **verifying their understanding** of the program.

Eligibility Requirements

- The student must be **registered at Orting High School**. Homeschool and private school students registered with the school district must register for Running Start through Orting High School. **Homeschool students** must also complete an [OSD Intent to Homeschool](#) form.
- The student must be in **grade 11 or 12** (as determined by the registrar at the time of enrollment at OHS) and be **under age 21** at the start of the school year.
- **Some colleges may have additional entrance requirements.** It is your responsibility to check with the college you plan to attend.
- You must **not** have a high school diploma.
- The student must meet **minimum proficiency standards for college placement** in English and/or mathematics prior to college acceptance.
- You must be **willing to work hard**, demonstrate **commitment** to the program, **be mature enough** to attend classes with people of all ages.
- **Orting High School and District requires** all Running Start students be enrolled full-time between high school and college.
- Student or parents/guardians must provide transportation; OSD does not provide transportation!

Advantages of Running Start

- Class discussions offer a **wider range of topics** and more **diverse points of view**.
- There are typically **no tuition** costs. This is a substantial savings for earning college credit!
- **Dual credit**—i.e., you may earn high school credit and college credit for the **same class**.
- You may take classes **not offered** in the Orting School District.
- You will experience community or technical college while still in high school.

Is Running Start for me?

- You are **more likely to succeed** if you have a minimum cumulative GPA of **3.0 or above**, earned a **“B” or better in sophomore English**, and have **placed into English 101 or above** via college assessment/testing.
- Running Start is a **commitment**. It is **difficult to transition** back to **high school** or into the **college mid-year**. OHS is on a **semester** system, while the college is on a **quarter** system.
- There may be **scheduling conflicts** between the two schools. When you have a conflict in your schedule, try to negotiate it. If you are unable to reach a compromise, **your high school class will be your priority**.
- You must complete all RS procedures and meet with the OHS RS Coordinator and college advisers **prior to the end of the school year**. **You will not have the opportunity to register during the summer.** If you have not **registered for RS classes by the start of OHS school year**, **you will be placed into a full high school schedule at OHS and will be required to attend** - **REMINDER**, you must be enrolled full-time between both schools.

Steps to Get Started (Pierce Specific)

1. **Apply online** to Pierce College. You **must know your social security number** and enter it into the application, otherwise, your participation in the program could be delayed.

Please enter "**Fall quarter, 202_**" in the drop-down box inside the application when prompted.

Be sure to **select Pierce College/Pierce Puyallup Running Start**. within the application,

2. About a **week** after submitting your online application, you should **receive an email confirming your acceptance** to Pierce College - **this does not guarantee Running Start eligibility!**

Inside the body of your acceptance email, you will be given a **Student ID Number**. Make sure you follow all the steps in this email!

Access to the Guided Self-Placement assessment is found within the steps in your welcome email.

3. After the Guided Self-Placement, you will find out if you are **eligible** for Running Start. If you are eligible, please **email your GSP results** to the OHS Running Start Coordinator (nelsonschlegelp@orting.wednet.edu). You will be issued an **Enrollment Verification Form (EVF)** for the quarter you plan to start. **Note: Your OHS Running Start Participation Agreement must also be submitted to the Coordinator!**

4. It is **your responsibility to submit the signed EVF** to EVF@pierce.ctc.edu, otherwise, you could be dropped from college classes or be charged tuition!

5. Once you have **registered for classes** at the college (early June), **email or bring a copy** of your college schedule to the OHS Running Start Coordinator.

⇒ **IMPORTANT!** If a student who qualifies for Running Start **has not registered** for college classes by the **first day of school at OHS**, they will be placed into a **full schedule at OHS**, be **required to attend OHS**, and **will be considered OHS students**.

Important Information!

- **OHS specific!!!** If you are eligible for RS, submit your **testing eligibility** documentation and **signed OHS Running Start Participation Agreement Form** (**see pg. 14 for this form**) to OHS Running Start Coordinator by **May 1st!** After receiving these documents, the RS Coordinator will hold a group meeting (either online or in person) about next steps—**parents are encouraged to participate.**
- There are **two ways** of participating in Running Start and receiving a high school diploma: one is to **meet OHS graduation requirements** and receive our diploma. The other is to **work only toward your AA degree**, by which you can earn a **Washington state diploma**. There is a form to complete for the AA high school diploma option. See the OHS Running Start Coordinator for details.
- An OHS **Summit Plan (state graduation requirement)** will be required of all running start seniors—**see the OHS Counseling website/Summit Plan page** for details.
- A minimum level of success is expected of all running start students. If the student **falls below a 2.0 GPA** they will be placed on **academic alert (quarter 1), academic probation (quarter 2)** by the college. **If by the end of the 3rd quarter student grades are not above the 2.0 minimum, the student will not be allowed to continue Running Start and will be prohibited from attending the college for 1– academic year. Earning high school credits could be affected by falling below academic standards!**
- Any **OHS senior** planning to participate in the Orting High School Graduation ceremonies and/or receive their OHS diploma must **provide pertinent information requested from the senior advisor** in September. In addition, it's the **responsibility of the senior** to keep informed of important dates, cap and gown orders, rehearsal and senior checkout procedures. Running Start students are required to follow the **Running Start Coordinator's Classroom** as it includes important dates/reminders. The Running Start Coordinator will send an "invite" for students to join.
- The **maximum number of credits that** can be counted towards graduation each year through participation in Running Start will be **nine (9)** high school credits.
- Students who wish to earn an OHS diploma must complete **OHS graduation requirements** above college AA degree requirements, and will be reminded to do so each quarter by the OHS Running Start Coordinator!
- It is the **responsibility of the student** wishing to earn an AA Degree from the college, to **determine requirements** and **how to apply for the degree**. The RS Coordinator will not have this information.

Costs

A **common misconception** of Running Start participation is that there are no costs. Running Start students are **responsible** for their own **transportation, books, supplies and fees**. The Orting School District pays for tuition during fall, winter and spring quarters, up to 15 credits per quarter if enrolled as a **full-time** Running Start student. If you are enrolled in two or more classes at your high school the number of college credits you are eligible to take will be **less than 15 (see page 11)**.

Need financial assistance? Contact the Running Start office at the community college for possible fee waiver and/or fee reductions.

Financial Aid Now and in the Future:

Running Start students **are not eligible** for federal or state financial aid. Having earned credits as a Running Start student **will affect the length of time a student can continue to receive financial aid in the future**. Students with questions about the effect of Running Start on their student aid or scholarship packages should always check directly with college admissions, financial aid, and scholarship offices.

Running Start does not pay for college classes in the summer!

Withdrawing From a Class

Withdrawing from a class may have **serious implications** on a student's **high school graduation** status. Follow the class withdrawal procedures established by the college. **REMINDER!** Students must be **full-time enrolled** between OHS and the college throughout the academic year!!! If a student **drops a class at any time** during the quarter, they **must inform** the **OHS Running Start Coordinator** to ensure they are **still on track for graduation** and maintain full-time enrollment between both schools. The OHS Running Start Coordinator will schedule the student into OHS classes, and the student will be required to attend. **See page 11** of this handbook for what's considered full-time enrollment!

If a student decides to withdraw from a course, or courses, counselors at both schools must be notified immediately. **A student may need to pay for fees associated with dropped classes, may owe tuition, and may need to pay for classes they retake.**

Common Running Start Issues

- You must **pay tuition if you exceed the maximum credits** allowed per quarter—the OHS Running Start coordinator will determine credit maximum based on classes taken at OHS and the college.
- College credits earned prior to high school graduation **may not transfer** to private or out-of-state colleges. **Check with out-of-state colleges prior to enrollment in Running Start to confirm dual credit program acceptance!**
- Instruction is at college level and provided at a **faster pace**. There is a **greater amount of homework** and college faculty usually **do not provide classroom** time to complete assignments.
- College grades **are calculated** into your **high school GPA**. Should you **do poorly or fail**, it **will lower your high school GPA**.
- Grades earned at the community college stay on **permanent high school and college transcripts**. Should you do poorly, it could impact your plans to transfer to a four-year college.
- If you **have not completed 1.5 PE credits** and/or **2-years of World Language, and still need junior math**, you may not be able to take a full schedule at Running Start, which will impede your ability to earn an AA degree by end of senior year (**See page 11** of this handbook for what's considered full-time enrollment!).
- **College and high school schedules and calendars often conflict**. Running Start in your schedule may make it difficult to participate in clubs, sports, and other activities at your high school. Vacation dates may also differ. **You may have to attend college classes during high school winter and spring breaks**.
- If you are a **high school athlete** and **fail to earn 2.5 credits** before the end of each semester, you **may not be allowed to participate in your sport** (**see page 10 for details about athletic eligibility!**).

Other Concerns

- Many college classes **fill up before new** Running Start students can register. Your class **choices may be limited** at the start of your enrollment.
- **Technical colleges** may not offer all of the **English or history** credits required for high school graduation. Students attending technical colleges for Running Start may need to take these classes through a correspondence program, or at OHS
- The average age of a student in Washington community and technical colleges is **32 years** of age.
- **Student behavior:** Each district has independent jurisdiction over discipline, academic, and attendance matters involving participation by a Running Start student in their respective programs.
- College instructors **do not notify parents** or the high school when a student is failing or not attending a class. **A 2.0 minimum GPA** must be maintained to be in good standing at the college.
- High school officials **will not be able to inform** students or parents of **enrollment or progress** in college courses or college graduation status, nor issue high school diplomas, until college transcripts are received by the high school. **Seniors** should make sure that **all required classes for graduation are taken either fall or winter quarter of their senior year, and not spring quarter**. Failure to do so could result in the student **not being able to walk** at graduation ceremonies.
- Seniors will participate in graduation only after the college provides the high school with written assurance of credit (**see pg. 6 regarding spring enrollment for seniors**).
- Students are responsible for arranging their college class schedule so it **does not conflict** with their high school schedule. Reminder, high school courses are offered in **two semesters**. College classes are offered in **three quarters**.

Other Concerns (cont.)

- **Students who fail to enroll in or complete mutually agreed upon courses at Pierce College may not re-enter the equivalent high school courses during the same term.** Exceptions for circumstances beyond the student's control may be appealed to the high school principal within the first twenty days of the term. (If approved, the student will be required to **make up** all **missed work and tests**.) We recommend that students maintain the same ratio of high school and college classes for all three-college quarters.
- Students **may participate in sports** at the high school, **but not at Pierce College**. Students may participate in drama or music at either the high school or Pierce College.
- Students are responsible for determining how high school and Pierce College courses meet two-year and four-year college requirements and requirements of specific programs; however, students should work with a **college advisor** for guidance.
- Students should **work closely** with their **college advisor** and **OHS Running Start Coordinator**, to make sure they **follow the course transfer guide (see page 13)**. Unfortunately winter and spring offerings at Pierce College are not known until just prior to registration for the next quarter. This **inhibits full year planning** and requires that students may need to be very flexible in planning classes each quarter.
- **Online classes have a high failure rate.** Students should be cautious if choosing this option.
- Orting High School **highly discourages Running Start students register for online coursework**. This platform has proven to be **confusing** to many students, and can be a detriment if **you are not disciplined, have poor time-management skills** and **have a difficult time focusing**. Further, it is more difficult to connect with an online instructor than one who is in the classroom.

Athletics

- Running Start students must meet the same athletic eligibility standards that are required of any student enrolled in the Orting School District (i.e., attendance, passing grades equivalent to 2.5 credits—**5 high school classes** or **3 college classes** to equal 13-15 college quarter credits).

- Students must meet the **Washington Interscholastic Activities Association (WIAA) standard** and comply with local school attendance eligibility policies required of all other students.

- Running Start student athletes shall maintain passing grades during the **previous and current** high school semester in the equivalent of five full-time high school classes (which is the same as 2.5 high school credits).

Where can I get more information?

Most OHS students attend Running Start at the Pierce College, Puyallup campus, but all local colleges are noted in this handbook.

Pierce Community College at Puyallup:

Testing	253-840-8343
Student Success	253-840-8431

Pierce Community College at Fort Steilacoom:

Testing	253-964-6521
Welcome Center	253-964-6705

Tacoma Community College 253-566-6061

Bates Technical College 253-680-7004

Clover Park Technical College 253-589-5800

Green River Community College 253-833-9111

Testing Ext. 2650

Advising Ext. 2641

What does it mean to be a full-time Running Start student?

Example: If you have 2 classes at the high school, you may take 3/5 credit classes at the college (see below)

<u>High School</u>	<u>Community College</u>
6 classes	1 class (5 college credits)
4 classes	2 classes (10 college credits)
2-3 classes	2—3 classes (13 to 15 college credits)
0-1 classes	3 classes (18 college credits)

Credit Equivalencies—The ratio of high school credits to community college credits (for **EACH** class):

<u>High School Credits</u>		<u>College Class Credits</u>
1.0	=	Five (5)
.80	=	Four (4)
.60	=	Three (3)
.50	=	Two and a half (2.5)
.40	=	Two (2)
.20	=	One (1)

Each of the following combinations are **equal to full –time enrollment**.

High School

Community College

6 classes	and	1 class
4 classes	and	2 classes (10 credits)
3 classes	and	2 classes (up to 13 credits)
1—2 classes	and	3 classes (15—18 credits)

Grading Scales/Policies

College grades will be posted to the high school transcript as follows **for Pierce College**. The numerical value of grades are:

- | | |
|---------------------------|---------------------------|
| (a) A = 3.9 – 4.0 | (g) C = 1.9 – 2.1 |
| (b) A– = 3.5 – 3.8 | (h) C– = 1.5 – 1.8 |
| (c) B+ = 3.2 – 3.4 | (i) D+ = 1.2 – 1.4 |
| (d) B = 2.9 – 3.1 | (j) D = 1.0 – 1.1 |
| (e) B– = 2.5 – 2.8 | LOWEST PASS-
ING GRADE |
| (f) C+ = 2.2 – 2.4 | (k) E or F = 0.0 |


W = Does not affect GPA, but shows a student withdrew from class after a deadline

I = Does not affect GPA

NC = Does not affect GPA

At Pierce College a failing grade is below 65!

Percentage	95-100 (A)	90-94 (A-)	87-89 (B+)	84-86 (B)	80-83 (B-)	77-79 (C+)	76 (C)	75 (C)	74 (C)	70-73 (C-)	67-69 (D+)	65-66 (D)	Below 65
Decimal Equivalent	4.0	3.5-3.9	3.2-3.4	2.9-3.1	2.5-2.8	2.2-2.4	2.1	2.0	1.9	1.5-1.8	1.2-1.4	1.0-1.1	0.0



According to OSD board policy on Grading and Progress Reports (Policy 2420P), 10th and 11th grade students and their parents shall be notified annually of the Running Start program.

Credit will be granted for college or university classes at a rate of **one (1) high school credit** for every **five (5) quarter hour credits** or **three (3) semester hour credits** successfully earned, except for community college high school completion programs where the district awards the diploma.

Orting School District Requirements	Pierce College Equivalent (See the OHS Running Start webpage for other colleges' equivalents)
English 11 and 12	ENGL& 101 PLUS any 5 credit English class above 101.
SOCIAL STUDIES Washington State History World History US Studies Senior Social Studies:	HIST& 214 POLS 203, INTS 107, HIST 128. HIST& 156, 157, 158, 159 <i>Civics and Social Studies Elective</i> = POLS& 101, 202, <u>OR</u> 203
Mathematics	MATH& 107 or above
Science	Any Science courses 100 and above
Health	KNIS & 210 - 2 CREDIT COURSE (only fall/wtr qtr) <u>OR</u> Biol& 170 & 175 <u>OR</u> Nutr 101
Physical Education	Any Physical Education course 100 level or above. IMPORTANT: A one (1) credit college PE course equals 0.2 credit for high school
Career and Technical Ed.	Any occupational class 100 and above. Examples include CIS, BUS, HSCI courses
World Language	Pierce College offers Spanish*, ASL, French (Puyallup) and Korean* (Fort Steilacoom). *SPAN& 122 requires SPAN& 121 with a 2.0 or higher or instructor permission *KREA& 122 requires KREA& 122 with a 2.0 or higher or instructor permission
Fine Arts	Any Art, Music, or Theatre course.
<i>Pierce College Only Req.</i>	COLLG110

OHS Required Participation Agreement Form Information

After ***reviewing this Handbook***, applying for Pierce (or other college) Running Start program, and ***after completing all steps*** as **outlined in this Handbook** or on the [OHS Counseling Center Running Start page](#), please **download the following form, sign and date, and return to the OHS Running Start Coordinator.** **This form must be on file at OHS for your student to participate in Running Start!**

[OHS Running Start Participation Agreement Form](#)

Notes: