



Running Start Contract

For West Seattle High School Students

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For questions and more information about this document, please contact the following:

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The Running Start Contract includes the district's Memorandum of Understanding between Students and Parents/Guardians and Enrollment in Running Start. The contract includes the expectations of high school students who wish to enroll in college courses through the Running Start program.

The contract also includes information regarding eligibility requirements, enrollment procedures, and scheduling. Students and their parents must initial and sign the first page, as well as provide their email address and contact phone number on the first page.



Seattle Public Schools

Memorandum of Understanding between Students and Parents/Guardians and Enrollment in Running Start

We, the student We, the student, and parent/guardian, understand the following conditions to be true if we choose Running Start as an educational opportunity:

	Student Initial	Parent Initial
1. We understand that in order for completed courses to be added to the Official SPS Transcript, my Seattle Public School must receive official transcripts from the college.	_____	_____
2. All graduation requirement courses must be completed by the end of Winter quarter in order to participate in Seattle Schools Graduation ceremonies. Running Start courses taken during Spring quarter of senior year do not apply towards graduation ceremonies. Additionally, summer courses may require pre-approval, and financial responsibility may fall on parents or guardians if a student has exceeded FTE limits.	_____	_____
3. Running Start students may take 1.40 Full Time Enrollment (FTE) through the running start program in one school year. Please see the Enrollment Verification form for details. This includes summer quarter. Student FTE is determined by the number of minutes students take at their high school and the number of credits taken at the college. Students cannot exceed 1.40 during the school year, any costs over the 1.40 are the responsibility of the student and their parent/guardian. Additionally courses taken below the 100-level designation could result in students and parents/guardians bearing financial responsibility for those courses.	_____	_____
4. Students with disabilities, including those covered by with IEPs or 504 plans, should proactively communicate their needs and advocate for themselves by reaching out to the college’s accessibility office.	_____	_____
5. In cases where a student drops a required course to meet graduation requirements after college withdrawal deadlines, the financial responsibility falls on the student/parent/guardian for the fees if they drop after the refund date.	_____	_____
6. We understand that if our student chooses to earn their diploma from Seattle Public Schools then the priority of classes taken through Running Start must meet Seattle Schools’ graduation requirements.	_____	_____
7. Students wishing to earn their diploma from the community college will have their courses evaluated towards SPS graduation requirements. Students will then not earn a diploma from Seattle Schools. They will earn the diploma from the community college, and the diploma will be issued by the community college. Seattle Schools will note the completion of the diploma once official documentation is received. In the future, evidence or copies of the diploma will need to be requested from the college.	_____	_____
8. We understand that students seeking a Seattle Public School diploma must meet <u>all graduation requirements, including service-learning hours and complete at least one graduation pathway and any other Seattle Public School requirement.</u> Students will not be allowed to go through commencement exercises unless they have met all Seattle Public School graduation requirements at the time of Senior Check-Out.	_____	_____
9. We understand that part-time Running Start students will be responsible for checking on any changes to their Seattle School bell schedule (assemblies, late start days, etc.) and that the public school is not required to change the students’ SPS schedule to accommodate courses at the community college. Students may need to choose between courses at the high school or the college based on availability.	_____	_____
10. We understand that Running Start students are responsible for sending their Running Start transcripts when applying to colleges, post-secondary programs, or transferring to another high school.	_____	_____

We agree to these statements and choose to participate in the Running Start program and will meet all state and local requirements.

Print **Student** Name

Student Signature

Date

Student Phone Number

Student Email

Print **Parent** Name

Parent Signature

Date

Parent Phone Number

Parent Email

Running Start students, parents and guardians should note the following when working with the colleges:

- Maintain mature, non-threatening communication with all staff and instructors at community colleges.
- Adhere to the college's rules and regulations as other community college students.
- Understand that Running Start is a choice, not a requirement.
- Be aware that college coursework moves at a faster pace, and high school students earning an "A" may not necessarily earn "A's" at the college level.
- Carefully review each course syllabus.
- Note that late work may not be accepted by instructors, questions and concerns or appeals should be directed to the college and follow their policies.
- Regularly check the academic calendar for important dates such as enrollment deadlines and class drop deadlines.
- Understand that all post-secondary education students are subject to the Family Educational Rights to Privacy Act (FERPA) regulations.
- The colleges have processes in place for students and families to communicate with staff. Please contact the college directly with question.

Running Start Overview

Students and Parents must sign the Running Start Memorandum of Understanding before students are allowed to enter the Running Start program from West Seattle High School. Please review the information below regarding eligibility, enrollment process, and expectations.

ELIBILITY REQUIREMENTS

Juniors and Seniors enrolled at West Seattle High School are eligible for the Running Start program.

OR

Home-schooled Juniors and Seniors living in the Seattle Public School District, who enroll at West Seattle High School, may access the Running Start Program. Home-schooled students are required to register with the Seattle Public Schools. If they are seeking a Seattle Public Schools diploma, they are held to the Seattle Public School graduation requirements.

OR

Any student enrolled as a “fifth year senior” will be considered to be in grade 13 and not eligible for the Running Start program except under special circumstances. Provided that a student who has failed to meet high school graduation requirements as of the end of the student’s twelfth grade regular academic year (September to June) due to the student’s absence, the student’s failure of one or more courses, or another similar reason may continue Running Start enrollment for the sole and exclusive purpose of completing the particular course or courses required to meet high school graduation requirements, subject to the enrollment limitation established by this contract.

ENROLLMENT PROCESS

1. Apply online to a local college such as South Seattle College, Seattle Central College, or North Seattle College.
 - i. In the application when asked what your intended major area of study is, please answer: Running Start.
 - ii. Within two business days of submitting your application, you will receive an email with your Student ID (SID) number.
2. Take Placement Test at the college. You must place into English 101 or college level math to qualify
 - i. Pay testing fee, bring photo ID, and Student ID number.
 - ii. There are alternative ways to place into college level courses. See *Placement Testing* section.
3. Meet with your high school counselor to fill out the Enrollment Verification form (EVF). You are also required to bring along a signed West Seattle High School Running Start Contract, proof that you placed into English 101 or college-level Math.
4. Contact your college to schedule a registration appointment. Please bring the following materials:
 - i. Completed and signed Running Start Enrollment Verification form
 - ii. Running Start Contract form signed by student and parent/guardian
 - iii. Copy of your Placement scores or alternative placement documents
 - iv. Book loan/fee waiver form signed by your High School Counselor
5. Get your Student ID card

STUDENT EXPECTATIONS & RESPONSIBILITIES

Registration/Scheduling

1. Students are responsible for determining how high school and community college courses meet two-year and four-year college requirements and requirements of specific programs. Students are **STRONGLY** encouraged to attend one of the Running Start Advising Sessions hosted by the Running Start Office and to become familiar with the graduation requirements as listed on the web sites of each of our local community colleges.
2. In order to assure that Running Start courses meet Seattle Public School District graduation requirements, students will be required to have college Enrollment Verification Forms (EVF) reviewed and accepted by a school counselor at West Seattle High School prior to enrollment at the community college. If the student makes a schedule change at the community college, it must be communicated to the high school counselor in order to assure that the student is meeting specific graduation requirements.
3. Students are required to complete an Enrollment Verification Form each quarter which will need to be signed by the high school counselor. **It is the student's responsibility to make an appointment at least two weeks before registration each quarter for an advising session with the high school counselor.** It is further the student's responsibility to come to the advising session prepared with a requested schedule of classes for the next college quarter.
4. Running Start enrollment at community colleges is limited to Fall, Winter and Spring quarters.
5. Students are responsible for arranging their college class schedule, so it does not conflict with their high school schedule. High school courses are offered in two 18-week semesters. College courses are offered in three 10-week quarters beginning in September, January, and March.
6. Students who fail to enroll in or complete mutually agree upon courses at a community college may not re-enter high school courses during the same semester. Exceptions for circumstances beyond the student's control may be appealed to the high school principal within the first three weeks of Fall quarter at the college. If approved, the student will be required to make up all missed work and tests.
7. Students are responsible for all non-tuition costs at the community college.
8. A three (3) credit community college class equals a .6 high school credit. A five (5) credit community college class equals a 1.0 high school credit. Maximum combined enrollment between high school and college classes will be limited 1.2 FTE. WSHS students are expected to be full time students between the high school and the college.
9. Students may participate in sports at the high school, but not at a community college. In order to be eligible to participate in high school athletics, the student must be considered a full-time student; therefore, students taking classes **ONLY** at the college must carry at least 10 credits per college quarter. Students may participate in drama or music at either the high school or community college.

Communication

1. Students are responsible for keeping current with WSHS information through use of the WSHS website, such as the Daily Bulletin, Senior Information, etc.
2. High school officials will not be able to inform students or parents of progress in college course or graduation status, nor issue diplomas, until college transcripts are received by the high school.

Grading

1. All community college courses will become part of the student's permanent college record and college grade point average. Only students have access to their own college grades and records; parents wishing to have access to student's grades must make an appointment to discuss the issue with the Running Start Coordinator at the college.
2. College instructors do not notify parents or the high school when a student is failing or not attending a class.

Credits

1. Grades received the attending college in Running Start classes will be used in computing the student's high school G.P.A. All college grades will be entered on the student's high school transcript. Fall quarter grades and G.P.A. will count toward first semester honor roll. Winter quarter grades and G.P.A. will count toward third quarter honor roll. Spring quarter grades and G.P.A. will count toward second semester honor roll.
2. Transferability of Credits: State four-year institutions recognize community/technical college credits. Some in-state private colleges and out-of-state universities do not recognize college credit taken during high school. All Running Start students are advised to check with the four-year college they plan to attend to be sure their credits will be accepted.

Graduation

1. In order to participate in graduation, seniors must have completed all graduation requirements prior to the Spring term of their Senior year.
2. Participating full-time in Running Start eliminates students from Valedictorian/Salutatorian and Top Ten eligibility.
3. Running Start students must pass state assessments tests to receive a WSHS diploma.

Student Conduct

1. Students will be treated as college students while attending the community college, expected to adhere to the same college rules, expectations, and procedures as all other college students. Students are responsible for knowing and following all rules, guidelines, and deadlines of the Running Start program at the specific college they are attending.
2. **Accessing West Seattle High School Campus Expectations:** Running Start students may enter high school campus only if they have a scheduled period at the high school. Otherwise, Running Start students are only permitted to enter the high school campus to access the library or through appointments only with WSHS Staff or NeighborCare

PLACEMENT TESTING

Juniors and Seniors wishing to participate in the Running Start program are required to take a placement test and qualify for at least English 101 or a college-level math course (100-level and above). Students may use alternative options to place into college level courses. Below are the different options for placement testing. Please talk to your High School Counselor to determine your best available option

Option	Description	Required Placement Score or Grade
PLACEMENT Test Place into college- level English or Math	Scores on the test determine the math and English courses students are eligible to take. Students will receive their scores immediately after testing.	Students must place into English 101 or college-level Math Wonderlic scores: WBST-V score of 335 and above = English 101 WAST-Q score of 1480 or above = college-level Math
SAT English Placement Math Placement	Standardized exam taken at high school or other location	<u>English 101 Placement:</u> 510 in Evidence-Based Reading and Writing <u>Math:</u> 550
ACT English Placement Math Placement	Standardized exam taken at high school or other location	<u>English 101 Placement:</u> 19 in Reading AND 19 in English <u>Math:</u> 22
Unofficial Transcript from a college or university	Student was awarded credit at a college or university for college-level English	Provide a copy of unofficial transcript to determine English and/or Math placement
Seattle Public Schools High School Transcript *Math Placement ONLY	A student who has taken specific math courses at a Seattle Public School may be qualified to use their transcript to place into college-level math	Provide a copy of Seattle Public Schools unofficial transcript to determine Math placement
Smarter Balanced	Standardized test taken at the high school in 11 th grade	Provide a copy of Smarter Balanced test scores to determine English and/or Math placement
Advanced Placement or International Baccalaureate exam scores	Placement and/or credit may be awarded for Advanced Placement (AP) or International Baccalaureate (IB) exam scores.	Provide a copy of exam scores. Scores must be evaluated by Running Start office prior to acceptance into program

Note: Placement measures from other colleges may be accepted. Please provide a copy of placement tool from other college for evaluation by Running Start advisor.

RUNNING START TO WEST SEATTLE HIGH SCHOOL COURSE EQUIVALENCIES GUIDE

All Running Start students are responsible for tracking your progress to graduation, along with support from your High School Counselor and Running Start Advisor.

Below is a list of Running Start courses that are equivalent to the courses you would have taken at West Seattle High School. If you are unsure if the class you registered for is equivalent to your graduation requirement courses at West Seattle High School, it is important that you consult with your School Counselor prior to registering for your college courses.

Typically, one quarter college course equals two semesters (or one year) of a high school course. Please note that the college courses codes listed below are offered at either South Seattle College or Seattle Central College.

Credit Type	WSHS Courses	HS Credit	=	Running Start College Courses***	College Credit
Language Arts	American Lit Comp 11A American Lit Comp 11B	0.5 0.5	=	ENG 101	5.0
Language Arts	Compar Lit 12A Compar Lit 12B	0.5 0.5	=	ENG 101 or above	5.0
Social Studies*	WA State History	0.0	=	HIST 214	5.0
Social Studies*	World History 1, 2, or 3	0.5	=	HIST 108, 126, 127, 128	5.0
Social Studies*	US History 11A**	0.5	=	HIST 146, 147	5.0
Social Studies*	US History 11B**	0.5	=	HIST 147, 148	5.0
Social Studies*	American Government	0.5	=	POLS 202	5.0
Mathematics	Algebra 2 and above	1.0	=	Any MATH course above MATH 100; BUS 116	5.0
Science	Science/Science Lab	1.0	=	Any Science course above 100 level Astronomy; Biology; Chemistry; Environmental Science; Geology; Physics	5.0
Career & Technical Education	Technical Edu, Home Economics, Business	1.0	=	Accounting 100+; Business 100+; Psychology 100+; Communication 100+; Computer Science 100+;	5.0
Fine Arts	Fine Art or Music	1.0	=	ART 100+; MUSIC 100+; DANCE 100+	5.0
Health	Health Education	1.0	=	PSYC 230; HEA 125; HEA 150	5.0
Physical Education	PE	0.4	=	PEC 100+	2.0
Physical Education	PE	0.6	=	PEC 100+	3.0
General Electives	Electives	1.0	=	World Language and any other 100-level courses	5.0

*Social Studies – Students earn 0.5 credit of the associated WSHS course, plus 0.5 social studies elective to total to 1.0 credit

**US History 11 – Students must complete two of the HIST series – HIST 146, HIST 147, or HIST 148

***Some courses may not be offered every quarter and/or at every Seattle college campus so be sure to check the course catalog available on the college's website