



SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 18, 2011

() Action Required
(X) Informational

MEMORANDUM NO. 044-11M SECONDARY EDUCATION AND SCHOOL IMPROVEMENT SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
Assistant Superintendents for Business and/or Business Managers
School Building Principals

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Running Start Programs in the High Schools: Clarification

CONTACT: Mike Hubert, (360) 725-0415, mike.hubert@k12.wa.us
Becky McLean, (360) 725-6306, becky.mclean@k12.wa.us
The agency TTY number is (360) 664-3631

PURPOSE

The purpose of this memorandum is to provide an overview of essential elements of a Running Start partnership between local school districts and colleges/universities, as well as to offer guidance to inform conversations between such parties seeking to expand Running Start opportunities offered in high schools.

SUMMARY

As greater attention is given to expanding dual credit opportunities to Washington high school students, school districts and colleges/universities are engaging in partnerships to provide Running Start programs to all corners of our state, including our most rural and isolated communities. With Running Start students traveling to colleges/universities sometimes exceeding 60 miles one-way, one emerging approach seeks to provide Running Start eligible coursework in the high schools. This adaptation requires careful construction of a partnership between the college/university and school district that fully addresses any and all requirements to be considered Running Start.

LEGISLATIVE INTENT

RCW 28A.600.280 Findings -- Intent -- 2009 c 450:

"(1) The legislature finds that the economy of the state of Washington requires a well-prepared workforce. To meet the need, more Washington students need to be prepared for postsecondary education and training. Further, the personal enrichment and success of Washington citizens increasingly relies on their ability to use the state's postsecondary education and training system. To accomplish those ends, the legislature desires to increase the number of students who begin earning college credits while still in high school.

(2) The legislature further finds that dual credit programs introduce students to college-level work, provide a jump start on getting a college degree, and, perhaps most importantly, show students that they can succeed in college. Dual credit programs also provide another avenue of student financial aid, since many programs are offered for little or no cost to students.

(3) The legislature also finds that students must be provided a choice when selecting a dual credit program that is right for them. Options should be available for the student who wants to learn on a college campus and the student who wants to stay at the high school and take college-level courses. Options must also be available for the hands-on learner who seeks to complete an apprenticeship program.

(4) The legislature intends to blur the line between high school and college by articulating a vision to dramatically increase participation in dual credit programs. It is for this reason that the legislature should call on all education stakeholders to come together to coordinate resources, track outcomes, and improve program availability.

(5) The legislature further intends to provide high schools, colleges, and universities with a set of tools for growing and coordinating dual credit programs. Institutions should be given some flexibility in determining the best methods to secure long-term, ample financial support for these programs, while students should be given some help in offsetting instructional costs." [2009 c 450 § 1.]

ESSENTIAL RUNNING START PARTNERSHIP ELEMENTS

The Office of Superintendent of Public Instruction (OSPI) has analyzed the essential elements of Running Start and the structure that is required for offering this program in the high school. With the assistance of the Office of the Attorney General, we provide school districts and colleges/universities guidance to develop the Running Start program in high school

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agreements through the attached Frequently Asked Questions (FAQ) document which provides answers, as well as the related RCW/WAC language.

QUESTIONS

If you require assistance or have questions, please contact the following:

- Mike Hubert, Director, Guidance and Counseling, Secondary Education and School Improvement at (360) 725-0415, or at mike.hubert@k12.wa.us.
- Becky McLean, Supervisor, Enrollment and Categorical Funding, School Apportionment and Financial Services, regarding fiscal requirements or enrollment reporting at (360) 725-6306, or at becky.mclean@k12.wa.us.

The agency TTY is (360) 664-3631.

This memorandum is also available on the OSPI Web site at:

<http://www.k12.wa.us/BulletinsMemos/memoranda2011.aspx>.

SECONDARY EDUCATION AND SCHOOL IMPROVEMENT

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Attachment A: Running Start Program in the High School Frequently Asked Questions

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at (360) 725-6162 or P.O. Box 47200 Olympia, WA 98504-7200.

Attachment A
Running Start Program in the High School
Frequently Asked Questions

Running Start Instructor Employment Status

Question: Can the instructor of Running Start courses be an employee of a school district?

Answer: A Running Start instructor can be an employee of the school district. However, it would be important for the district and employee to consider local policies, workplace rules, and applicable collective bargaining agreements.

Running Start instructors must be employees of the college/university during Running Start instruction.

[WAC 392-169-022\(3\)](#)—Provides language that Running Start instructional activities must be “conducted by college or university staff.”

[WAC 392-169-023](#)—Clarifies further that Running Start instruction activity “is planned and conducted by or under the supervision of college or university instructional staff.”

Running Start Instructor Fiscal Issues

Question: If a school employee was to receive compensation from the college/university, either in the form of a stipend and/or other form(s) of compensation, what should the employee, the school district, and college/university role be in such arrangements?

Answer: A Running Start instructor, employed by a school district, could be eligible for a “stipend” for work performed in addition to their instructional duties performed for Running Start students. As noted above, it is critical to consider district and college/university policies, as well as, collective bargaining agreements. It is also important that such stipends be in recognition of actual, discrete, services or works.

A school district employee contracted to serve as a Running Start instructor can receive compensation from their school district as long as the compensation is made in accordance with a legal contract between the college/university that has retained the instructor and the school district. In no case should the instructor receive compensation from both the college/university and the district for the same work at the same time.

It is important that any such contracts be executed by college/university and district employees with the delegated authority to enter into such agreements.

[RCW 42.52.110](#)—This ethics law provides that state employees may not receive compensation from an outside source for performing an official duty.

Running Start Instructor Supervision

Question: To whom does the instructor answer to when teaching the college/university classes in the school district classroom?

Answer: All Running Start instructors shall be under the supervision of the college/university and accountable to all applicable college/university policies related to employment, instruction, and supervision duties. The college/university may develop its own policies for the supervision of such instructors. Any supervision arrangements must be in accordance with college/university policies and applicable college/university collective bargaining agreements.

[WAC 392-169-022](#)—States that Running Start instructors must be college/university staff.

[WAC 392-169-023](#)—Clarifies that Running Start instruction activity “is planned and conducted by or under the supervision of college or university instructional staff.”

Running Start Class Location

Question: Does it make a difference as to where Running Start classes are taught? Can college classes utilize school district classrooms?

Answer: Colleges/universities have historically served students in a variety of locations, including school district facilities. These off-campus opportunities become institutions of higher learning whenever the college/university has contracted to use the facility for such purposes. School districts should be careful that their facility use policies allow (or at least don't prevent) their facilities to be used to offer courses taught by non-district instructors.

[WAC 392-169-015](#)—Provides the operative language in Running Start rules that students are taking courses in “institutions of higher learning.”

Running Start Student Fee Waivers

Question: Must fee waivers be made available to students enrolled in Running Start programs offered at a high school?

Answer: Running Start fee waiver provisions apply no matter the location of the Running Start classroom

[RCW 28A.600.310\(3\)](#)—States that colleges/universities must make available fee waivers for low-income Running Start students. Each college/university must establish a written policy for the determination of low-income students before offering the fee waiver.

School District Facility Rental

Question: Can school districts charge the college/university facilities use fees?

Answer: It is reasonable to assume that school districts assume additional costs in hosting Running Start courses in their classrooms. It would not be unreasonable

for school districts and colleges/universities to enter into interlocal agreements to recover facilities use costs.

[RCW 28A.600.310\(4\)](#)—Defines the split of Running Start apportionment as ninety-three percent to the college/university and seven percent to the school district and that the funds to the college/university shall not be deemed tuition or operating fees.

Ninety-Three Percent/Seven Percent Apportionment Split

Question: Is the school district required to send ninety-three percent of the apportionment generated from the Running Start enrollment to the college/university when the classes are offered at the high school?

Answer: This is an issue that centers on funding for the Running Start course instructor. The ninety-three percent is designed to address such costs to the college/university for providing the instructor. Agreements between school districts and colleges/universities should provide for the pass-through of funds awarded to the college/university being utilized to pay for their instructor teaching in school district facilities.

[RCW 28A.600.310\(4\)](#)—Defines the split of Running Start apportionment as ninety-three percent to the college/university and seven percent to the school district and that the funds to the college/university shall not be deemed tuition or operating fees.

Running Start Student Enrollment

Question: Since Running Start classes are college-level, what considerations should districts take when opening enrollment to students outside the high school? What consideration should be made for scheduling courses during and after the regular school day?

Answer: Although students are entitled to enroll in Running Start classes, there is no statutory entitlement that all college-level classes are made available regardless of where they are offered. However, school districts and colleges/universities should exercise some caution in offering a certain class to some Running Start students in a specific high school, and not making that same course available to other Running Start students at the college/university's main campus. Colleges/universities should not discriminate against Running Start students on the basis of where they reside.

School districts hosting Running Start classes can limit access to Running Start high school students only. Colleges/universities often offer courses that limit access to certain specific classes of students, such as in hospitals, prisons, etc.

[WAC 392-169-045](#)—Allows Running Start students to enroll in college level courses offered by a college/university.

Student Policies

Question: Whose (college/university vs. school district) policies apply to attendance, grades, and behavior of students enrolled in Running Start classes held in school district facilities?

Answer: Running Start courses, no matter where they are located, are courses of the college/university. The college/university rules and policies apply for Running Start students in Running Start classes.

[WAC 392-169-015](#)—States that eligible eleventh and twelfth grade students may enroll in the college/university in order to participate in Running Start.

[WAC 392-169-075](#)—“Each school district and institution of higher education shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in courses of, and the receipt of services and benefits from, the school district or the institution of higher education.”