

Adopt Ed 1400 to read as follows:

CHAPTER Ed 1400 LEARN EVERYWHERE PROGRAM FOR HIGH SCHOOL GRADUATION
CREDIT

PART Ed 1401 PURPOSE AND SCOPE

Ed 1401.01 Purpose. Parts Ed 1401 through **Part Ed** 1407 provide rules of ~~practice and~~ procedure to ensure uniform application of RSA 193-E:2-a, V(b) relative to the approval of alternative programs for granting credit leading to graduation, ***referred to as learn everywhere programs***. The commissioner shall develop and implement this program in conjunction with the state board of education.

Ed 1401.02 Scope.

(a) These rules shall apply to any for-profit or non-profit entity ~~or any individual(s)~~ that offers an educational program, ***consistent with these rules***, that meets the minimum standards for approval to grant credit leading to graduation.

(b) ***These rules shall apply to students, emancipated minors, or students with disabilities in accordance with their individualized education program (IEP) as determined by the IEP team.***

(c) ***Approved learn everywhere programs shall result in certificates that lead to high school graduation credit or that assist a student in making progress towards one or more of the student's annual goals or appropriate measurable postsecondary goals as set forth in the student's IEP and determined by the IEP team.***

(d) ***These rules shall apply to all school districts or local education agencies (LEAs).***

PART Ed 1402 DEFINITIONS

Ed 1402.01 Definitions.

(a) “Commissioner” means the commissioner of the department of education.

(b) ***“Competency” means the expected content, concepts, and skills to be mastered in a course.***

(b) “Department” means the department of education.

(c) ***“Individualized education program (IEP)” means “individualized education program” as defined in 34 CFR 300.22 and which meets the requirements in Ed 1109.***

(d) ***“Learn everywhere program” means a state board approved alternative program for granting credit leading to graduation.***

(e) ***“Local education agency (LEA)” means “local education agency” as defined in 34 CFR 300.28.***

(f) ***“OAPL” means the office of academics and professional learning at the department of education.***

(eg) “Program” means a sequence of instruction over a period of time, which meets the requirements *competencies* of a subject or subjects listed in Ed 306.27(t) resulting in a granting of credit leading to high school graduation.

(h) “School” means a New Hampshire public school, public academy, or chartered public school that contains any of the grades 9 through 12.

(i) “State board” means the New Hampshire state board of education.

PART Ed 1403 PROGRAM APPROVAL

Ed 1403.01 Initial Application Requirements.

(a) An applicant, *as defined in Ed 1401.02(a)*, seeking state board approval for an alternative program shall complete and ~~file~~ *submit* the “Application for ~~Establishing an Alternative Program for High School Graduation Credit~~ *Learn Everywhere Program*” form, ~~June 2018~~ *March 2019 edition*, to the department for review, and include:

- (1) The sponsoring organization’s purpose, mission statement, or both;
- (2) The name and contact information of the individual responsible for oversight and administration of the program for which approval is sought;
- (3) A description of demonstrated qualifications ~~to instruct~~ and a statement assuring that the instructor ~~meets~~ *satisfies* those requirements ~~requirements~~ *qualifications*, which shall not be construed to imply that instructors require a New Hampshire educator license; *and*
- (4) A criminal history records check policy that includes a statement affirming that the sponsoring entity shall not allow instruction *or student contact* by a person who has been charged pending disposition for, or convicted of any violation or attempted violation of any of the offenses as outlined in RSA 189:13-a, V pursuant to a criminal history records check conducted by the department of safety as outlined in Saf-C 5703.06 through Saf-C 5703.11; ~~and.~~

(b) In addition to the application requirements outlined in 1403.01 ~~(b)~~, an applicant shall also submit:

- (1) In the area of instructional program:
 - a. Identification of the *education, program, or opportunity* from ~~Ed 306.31 through Ed 306.48~~ *Ed 306.27(t)* for which students completing the ~~course-subject~~ *learn everywhere program* ~~will~~ *shall* receive high school credit(s);
 - b. An outline of each program for which approval is sought, which includes goals, *competencies*, and a description of expected student outcomes;
 - c. A plan for recording student progress in meeting expected student outcomes; *and*

d. A description of *assessments of student learning outcomes, including, but not limited to:* how students will be assessed to determine that they have met the program requirements; and

- 1. Instructor observation of project-based learning, including off-site learning projects;*
- 2. Competency-based or performance based assessments;*
- 3. Instructor observations of student performance;*
- 4. Project evaluation rubrics used to evaluate program proficiencies; and*
- 5. Other assessment approaches as determined by the learn everywhere program;*

e. A description of the system for awarding grades to students, including, but not limited to:

- ~~i1. Pass or fail; or~~
- ~~ii. Letter grade system; and~~
- ~~iii2. Competency based number system 4-1;~~

(2) In the area of admission:

a. A description of methods for admission which shall not be designed, intended, or used to discriminate or violate individual civil rights in any manner prohibited by law; and

b. A policy that describes *description of* how the program will coordinate *liaison* with the local education agency (LEA) for students with an education plan pursuant to section 504 of the ~~R~~Rehabilitation ~~A~~Act;

c. A description of how the program will liaison with the LEA for a student with disabilities, consistent with the student's an individual education plan (IEP), or both, for matters pertaining to include, but not be limited to coordinating:

- 1. any ~~R~~Required special education programs;*
- 2. sSupport services, or both, including methods of compliance with all federal and state laws pertaining to children with disabilities; and*
- 3. Least restrictive environment; and*

d. A statement that the program understands that it has certain responsibilities, pursuant to Section 504 of the Rehabilitation Act, if it receives Federal funds,

or the Americans with Disabilities Act, as amended, to provide students with disabilities with equal access and equal opportunities to participate in the learn everywhere program, including by providing the student with reasonable accommodations;

(3) In the area of minimum standards:

a. A description of how the program meets the minimum standards for graduation credit for the program as referenced in Ed 306.31 through Ed 306.48; ~~and~~

b. Number of credits the program will fulfill; and

c. A competency-based grading description;

(4) In the area of facilities:

a. A description of facilities to be used for educational instruction and a description of how the facilities will meet the priorities of the program; ~~and~~

b. ~~If applicable, a~~ A statement affirming that the facilities shall comply with all *applicable* federal and state health and safety laws, rules, and regulations, including, but not limited to the following, ~~noting that the participation in this program shall not construe additional facility requirements not otherwise required by state or federal law:~~

~~i~~ 1. Fire safety; and

~~ii~~ 2. Barrier-free access under Abfd 300, *code for barrier-free design*, and the Americans with Disabilities Act of 1990(ADA), as amended by the ADA Amendments Act of 2008; ~~and~~

c. Participation in the learn everywhere program shall not require facility requirements not otherwise required by state or federal law; and

(5) *In the area of insurance:*

a. Proof of insurance for protection of children in care and in amounts as recommended by the program's insurance provider, which provider shall be licensed to do business in the state of New Hampshire and which the department shall be an additional named insured so as to receive notice of policy changes or cancellations;

b. A policy for signature of parents or legal guardians of students, or emancipated minors, referred by an LEA to an approved Learn Everywhere program, which states "I (the parent/legal guardian of _____/_____, an emancipated student,) covenant and agree at all times to indemnify and hold harmless the (school district), their school boards, officers, directors, agents, employees, all funding districts and sources, and their successors and assigns, (the "indemnified parties") from any and all claims, demands, actions and causes of action, whether in law or in equity, and all damages, costs, losses, and expenses, including but not limited to reasonable attorneys' fees and legal costs, for any action or inaction of the state approved Learn Everywhere program, its board, officers, employees, agents, representatives, contractors, guests and invitees, or pupils."

Ed 1403.02 Review by Department of Application for State Board Approval.

(a) Upon receipt of an application, the department shall form an ad hoc learn everywhere program approval committee comprised of the following members appointed by the commissioner or designee:

(1) From the department:

a. The administrator of the office of academics and professional learning (OAPL), or designee, who shall serve as chair of the committee;

b. Department representatives with content area expertise, curriculum competency expertise, or both;

(2) Additional members, whose reasonable availability shall not interfere with the timely review of the application pursuant to RSA 541-A:29:

a. A representative from the extended learning opportunity network; and

b. No less than 1 and no more than 2 New Hampshire state board licensed educators licensed in the content area enumerated on the application, where at least one shall be currently teaching in that content area in a school, as defined in Ed 1402.01(h).

~~(ab)~~ Pursuant to RSA 541-A:29, the department shall review the application submitted for state board approval within 30 business days of receiving the application to verify completeness and:

(1) If the application is incomplete, shall notify the applicant by email of the requirements for completion; and

(2) If the application is complete, shall notify the applicant by email that the application is received and complete.

~~(bc)~~ The department shall provide support to the ~~program~~ **application process** where available and needed;

~~(ed)~~ The ~~department~~ **learn everywhere program approval committee shall convene and** shall evaluate the completed application for review by the board using the following criteria:

(1) The purpose or mission statements express a clear and focused purpose for the program that supports student learning;

(2) The description of the facilities includes sufficient detail to indicate that priorities will focus on a facility that is appropriate for the activities and students to be served;

(3) The program outline being proposed aligns with the selected Ed 306.27(t) ~~program~~ **subject and the subject program as** ~~area~~ outlined in Ed 306.31 through Ed 306.48;

- (4) There are educational goals, **competencies**, and methods for assessment that will be used to measure student progress toward meeting program goals **and competencies**;
- (5) An adequate description is provided for staff member qualifications;
- ~~(76)~~ Verification of a criminal background check policy and an assurance that it will be disclosed to parents upon enrollment; and
- ~~(67)~~ ~~A policy is in place to~~ **A description of how the program will** meet individual student needs and to ensure that the program meets the requirements of Ed 1403.01(b)(2)b.

~~(de)~~ Pursuant to RSA 541-A:29, within 60 days of the notification of a completed application, the department shall notify the applicant in writing of the date and time of the meeting where the application will be discussed and voted on by the state board.

~~(ef)~~ The ~~department~~ **administrator of OAPL shall submit the evaluation report to the commissioner who** shall submit ~~an evaluation report~~ **such report and a recommendation** to the state board along with the application materials for review.

Ed 1403.03 State Board Approval.

- (a) The review of applications shall be an item on the agenda of a regularly-scheduled state board meeting.
- (b) The state board shall approve, conditionally approve, or deny the application and notify the applicant in writing of its decision.
- (c) The state board shall approve the application, after reviewing the application and the department's evaluation under Ed 1403.02, if it determines the application is in compliance with Ed 1403.01.
- (d) If the application is not in compliance with the standards referenced in **Ed 1403.03(c)**, the application shall be conditionally approved if the state board determines that the remaining issues can be readily addressed within **a** timeframe ~~specified by the state board~~, not longer than **to exceed** 90 days from notification **by the state board**, ~~or it otherwise the application~~ shall be denied.

(e) If the state board:

~~(1)~~ Conditionally approves an application, the state board shall include in the notification:

~~a.~~(1) A written explanation of the reasons for conditional approval;

~~b.~~(2) The conditions the applicant shall meet for final approval; ~~and~~

~~c.~~(3) The deadline for submission of the **conditional approval response** ~~that shall be met for final approval;~~ **and**

(4) The consequence for failure to comply with the conditional approval requirements.

~~(2)~~**(f) If the state board ~~D~~denies an application, the state board shall include in the notification:**

- ~~a.~~**(1) A written explanation of the reasons for the denial;**
- ~~b.~~**(2) The areas deemed deficient by the state board; and**
- ~~c.~~**(3) An explanation that the applicant may reapply for approval at any time.**

~~(fg)~~ When the state board receives the conditional approval response from the applicant, the state board shall review the response at the next regularly scheduled state board meeting for discussion and vote and shall notify the applicant in writing of either a final approval, conditional approval, or a denial of the application.

~~(gh)~~ The applicant may appeal a denial or conditional approval by the state board in accordance with Ed 213.

Ed 1403.04 Renewal of an Alternative Program for High School Graduation Credit.

(a) 90 days prior to the expiration of a provisional ~~license~~ **approval** or a full ~~license~~**approval**, an applicant seeking ~~license~~ renewal of a **learn everywhere** program **approval** for high school graduation credit shall complete and submit the “~~Renewal Application for an Alternative Program for High School Graduation Credit-Learn Everywhere Program~~” form, ~~August~~ **March** 2018**9**, as specified in Appendix H, **to the department** along with **the following**:

- (1) A statement signed by the sponsor entity ~~or individual(s)~~ stating that there have been no changes to any of the programs or documentation required, as outlined in Ed 1403.01, since the previous application period; or
- (2) A statement signed by the sponsor entity ~~or individual(s)~~ stating there have been changes to one or more approved programs, a list of the changes, and supporting documentation as outlined in Ed 1403.01.

(b) Upon receipt of a renewal application, the department shall follow the review procedures as outlined in Ed 1403.02.

(c) The state board shall consider renewal applications following the procedures outlined in Ed 1403.03.

(d) The state board shall not issue a renewal of a one-year provisional approval without reviewing all evaluations received pursuant to 1407.01.

Ed 1403.04**5** Changes to Application Information. Any changes to any of the information enumerated in Ed 1403.01 shall be submitted in writing to the department for review and shall be submitted to the state board following the procedures enumerated in Ed 1403.03.

PART Ed 1404 ~~ISSUANCE OF LICENSES,~~ **PROGRAM APPROVAL**, REVOCATION, AND WITHDRAWAL

Ed 1404.01 ~~Issuance of Licenses~~ **State Board Approval.**

(a) If the state board approves:

~~(1)~~ **(a)** An initial application or a conditional approval of an initial application for establishing an alternative program for high school graduation credit, the state board shall issue a 1-year provisional ~~license~~ **approval**, which can be renewed following the procedures outlined in Ed 1403.04; ~~and.~~

~~(2)~~ **(b)** *If the state board approves* A renewal application or a conditional approval of a renewal application for an alternative program for high school graduation credit, the state board shall issue a 5-year ~~license~~ **approval**, which ~~can~~ **may** be renewed every 5 years following the procedures outlined in Ed 1403.04.

~~(bc)~~ If the state board conditionally approves an ~~initial or renewal application for establishing an alternative program for high school graduation credit~~ **a learn everywhere program**, the state board shall issue a conditional ~~license~~ **approval**, not to exceed 180 days, with a specific deadline for conditions to be met.

~~(ed)~~ A list of approved ~~alternative programs for high school graduation credit~~ **learn everywhere programs and their approval status** shall be maintained on the department's website.

PART Ed 1405 REPORTING REQUIREMENTS

Ed 1405.01 **Alternative Program for High School Graduation Credit Reporting Requirements.**

~~(a)~~ Each approved program shall annually, in September, submit to the state board an ~~annual~~ report which shall include, at a minimum, the following:

~~(1)~~ **(a)** A brief statement explaining how the program is meeting the goals of its mission statement; and

~~(2)~~ **(b)** Number of students enrolled in the program and the number of students awarded certificates leading to high school credits for the previous school year.

PART Ed 1406 STUDENT ENROLLMENT REQUIREMENTS

Ed 1406.01 Responsibility of the LEA.

(a) If a child with an IEP notifies the school of his or her intent to participate in a learn everywhere program, the LEA shall:

(1) Follow the procedures enumerated in Ed 1109.03(h) and 34 CFR 300.324 to schedule an IEP team meeting; and

(2) If requested by the child’s parent or member of the IEP team, invite a representative from the learn everywhere program to attend the IEP team meeting.

(b) If the IEP team decides to redraft, revise, amend, or modify the IEP, the IEP team shall:

(1) Determine what, if any, special education, related services, supplementary aids and services, accommodations, and modifications the student needs to participate in the program; and

(2) Be responsible for providing the student with the special education, related services, supplementary aids and services, accommodations, and modifications the IEP team has determined the student needs pursuant to (1) above.

(c) The IEP team may decide not to redraft, revise, amend, or modify the IEP for reasons including, but not limited to:

(1) The program would not assist the student in making progress towards one or more of the student’s annual goals or appropriate measurable postsecondary goals in the student’s IEP, regardless of whether the program will result in the student earning a high school credit;

(2) Is not necessary for the student to receive a free appropriate public education (FAPE); or

(3) Not be safe for the student, even if the student were provided with special education, related services, accommodations, and other supports and services.

(d) If a student’s parent disagrees with the determination of the IEP team regarding the student’s placement in a learn everywhere program, the parent may follow the procedures outlined in Ed 1121 through Ed 1123 regarding complaints, alternative resolutions, and due process hearings.

PART Ed 14067 PROGRAM COMPLETION CERTIFICATES AND ISSUING CREDIT

Ed 14067.01 Program Completion Certificates.

(a) Within 30 days of a student’s successful completion of a program *and submission of a learn everywhere program evaluation*, a completion certificate shall be issued to the student.

(b) Certificates shall be signed by the person designated in Ed 1403.01(ba)(2) and the instructor(s) of the program.

(c) Certificates shall contain course identification and credit information, including, but not limited to:

(1) Course title;

(2) Course minimum standard alignment as indicated in Ed 1403.01(b)(3);

(3) Number of credits awarded ~~and the grade attained;~~ *and*

(4) Either:

a. “Mastery” to indicate completion of the program having met or substantially met all competencies which results in a granting of credit; or

b. “Pass” to indicate the program was completed at a level that shows growth toward one or more of a student’s annual or appropriate measurable post-secondary goals in accordance with an IEP, which does not result in the granting of credit.

Ed 14067.02 Issuing Credit for Graduation.

(a) Schools shall accept at least 1/3, and may accept as much as 100 percent if approved by the superintendent, of the total number of credits required for high school graduation, if requested by a student pursuant to (c) below.

~~(a) Certificates shall be used to grant credit for graduation.~~

(b) Approved New Hampshire schools shall grant students with valid completion certificates from approved learn everywhere programs high school credit leading to graduation in the area enumerated on the certificate. Credits earned from learn everywhere programs shall appear on high school transcripts but shall not negatively affect the student’s grade point average.

~~(bc) The student shall submit the completion certificate to the high school where they wish to be granted credit, or they shall not receive credit.~~

~~(c) Approved New Hampshire schools shall grant students with valid completion certificates high school credit leading to graduation in the area enumerated.—~~

(d) Program completion certificates earned by students while not enrolled in a school, as defined in Ed 1402.01(h), shall only be granted credit if approved by the school superintendent.

PART 1408 DEPARTMENT MONITORING OF APPROVED LEARN EVERYWHERE PROGRAMS

Ed 1408.01 Monitoring.

(a) To determine if all standards are met as specified in the application and approval and as specified in Ed 1403.01 each approved learn everywhere program shall be reviewed and have an on-site monitoring visit conducted by OAPL as follows:

(1) One on-site visit during the one-year provisional approval; and

(2) At the discretion of the department any time during any approval period.

(b) OAPL shall issue a written report of findings to the monitored program indicating compliance or noncompliance with statutes and rules relative to all programmatic components of the approved learn everywhere program to the commissioner.

(c) The commissioner shall submit the report of findings to the state board no later than 30 days after receiving the report.

(d) If the state board determines from the report that the program is not being implemented as approved, the department shall initiate an investigation as outlined in Ed 1409.

PART Ed 14079 COMPLAINTS, REVOCATION, AND WITHDRAWAL

Ed 14079.01 Complaints and Investigations.

(a) Complaints shall be submitted in writing to the department under one or more of the following circumstances:

- (1) The program commits a material violation of any of the conditions, standards, or procedures set forth in its application;
- (2) The program or sponsor organization knowingly ~~employs a person in violation of~~ *violates* Ed 1403.01(~~ba~~)(64);
- (3) The program or sponsor organization fails to disclose or violates its disclosed criminal history records check policy;
- (4) The program or sponsor organization makes a material misrepresentation in its application;
- (5) The program or sponsor organization becomes insolvent; or
- (6) The program is found to be in violation of any law that undermines the purpose of the program.

(b) All complaints shall be investigated, and, upon receipt of the complaint, the department shall notify the program and sponsor organization within 15 days of receipt of the complaint that an investigation has been opened.

~~(c)~~ After completion of an investigation, the department shall present its findings to the state board of education at the next regularly scheduled state board meeting.

~~(d)~~ If the board determines that the program or sponsor organization has not met one or more of the circumstances enumerated in *Ed* 1407.01(a) the program or sponsor organization shall be notified in writing within 10 days of the board's finding.

Ed 14078.02 Suspension, Revocation, and Withdrawal.

(a) The department may immediately suspend a *program license approval* if the department finds that public health, safety, or welfare requires emergency action and incorporates a finding to that effect, pursuant to RSA 541-A:30, III.

(b) The state board shall revoke a program ~~license~~ **approval** prior to the expiration of its term if the board determines that the program meets any of the circumstances outlined in Ed 1407.01(a), and shall notify the program or sponsor organization in writing within 10 days of the board's determination.

(c) The state board may place a program on probationary status for up to one year if the board determines that the complaint can be addressed with the implementation of a remedial plan, after which, if the plan is unsuccessful, the ~~license~~ **program approval** shall be revoked.

(d) A program or sponsor organization may appeal the board's decision pursuant to Ed 213.

Appendix I

| Rule | Statute |
|-------------|---------------------|
| Ed 1400 | RSA 193-E:2-a, V(b) |