

## **REQUIREMENTS FOR SUBMITTING AN APPLICATION**

### **New Hampshire Administrative Rules for Education**

#### **PART 318 Chartered Public Schools, Ed 318.08**

Along with the requirements found in RSA 194-B New Hampshire Chartered Public Schools, the following are the requirements for submitting an application in accordance with NH Administrative Rules for Education, Ed 318.08:

1. An applicant seeking state board approval for a charter school submits a letter of intent to submit a charter school application to:

**New Hampshire Department of Education  
Charter School Office  
101 Pleasant Street  
Concord NH 03301**

An applicant completes and submits the intent to submit a charter school application form

2. An applicant submits an application consisting of an original, 3 paper copies and an electronic copy to the Department for its review.
3. The application includes:
  - Completed [application cover sheet](#); and
  - Table of contents, page numbers on each page, one-inch margins and at least 11-point font.
4. The application should not exceed 50 pages, not including appendices, which may include letters of support, a five-year budget or both.
5. An application to establish a charter school is presented by the prospective board of trustees in the form of an application containing all of the elements in [RSA 194-B:3, II\(a\)-\(bb\) and \(dd\)](#).

6. An application also includes the following information:

- The total number of teachers and the average teacher/student ratio for the first 5 years;
- Whether the applicant has access to a facility suitable for the school and, if not, how the applicant intends to provide a physical location for the school; and
- A summary of the school's focus including a description of the characteristics, methods, and goals of the school.

7. In addition to the criteria listed in [RSA 194-B:3-a, II\(a\)-\(bb\) and \(dd\)](#), each applicant provides the following:

- An admission policy taking into consideration the following factors:
  - Methods for admission which shall not be designed, intended or used to discriminate or violate individual civil rights in any manner prohibited by law;
  - How the school will conduct lottery selection as provided for in [RSA 194-B:9, I\(c\)](#) and assure that the preferential status, if any, of children of the founding members of the charter school shall be addressed in the admissions process; and
  - How the school will provide for educationally disabled students;
- A policy that either sets forth the guidelines for the optional contracting of services with the host school district in sharing transportation, athletic, maintenance and other services and facilities ([RSA 194-B:5, V](#) and [RSA 194-B:8, VII](#)), or states how and why the school declines to choose the option;

8. A statement that the school will **conduct school employee and volunteer background investigations** in accordance with [RSA 189:13-a](#);
  
9. A statement that, in accordance with [RSA 194-B:8, II](#), the school facilities shall comply with all federal and state health and safety laws, rules, and regulations, including, but not limited to:
  - Fire safety;
  - Heating, ventilating, and air conditioning (HVAC);
  - Plumbing;
  - Electrical; and
  - Requirements of [Ed 321.23\(u\) and \(v\)](#);
    - (u) If the project involves construction or extensive renovations of food service facilities, drawings and specifications shall be reviewed and approved by the bureau of food protection in the department of health and human services as required by [He-P 2304](#). A copy of the letter of approval shall be provided to the department.
    - (v) If the project includes a well or septic system, approval shall be obtained from the [department of environmental services](#) as required by RSA 485 and [Env-Ws 300 et seq.](#) or successor rules in subtitle Env-Dw or [RSA 485-A](#) and [Env-Wq 1000](#), as applicable. A copy of the approval(s) shall be provided by the applicant to the department.
  
10. A statement that the school will provide required educational services under [RSA 194-B:8, IV](#), if applicable;
  
11. A statement which meets the requirements of [RSA 194-B:2, II](#); and
  - The school will have available information about its curriculum and policies to all persons, and parents and students considering enrollment.

12. Statements that the school will develop, **prior to opening**, policies regarding the following:

- Records retention;
- Promoting school safety including:
  - Reporting of suspected abuse or neglect;
  - Sexual harassment, as detailed in [Ed 303.01\(j\) and \(k\)](#);
  - [RSA 193-F](#), pupil safety and violence prevention;
  - [RSA 126-U](#), limiting the use of child restraint practices; and
- Developmentally appropriate daily physical activity pursuant to [Ed 310](#).

*Note: An administrative "rule" is defined as a regulation or standard adopted by an agency to implement or make specific a law enforced or administered by the agency; or interpret a procedure or practice requirement binding on persons outside the agency. Rules shall be valid and binding on persons they affect, and shall have the force of law unless amended or revised.*

*Rulemaking is therefore lawmaking, in areas which the legislature has decided are too specific or too detailed to be handled by legislation.*

The definition of an administrative rule can be found at the following NHDOE link:  
<https://www.education.nh.gov/legislation/rules.htm>