



New Hampshire

Department of Education

Learn Everywhere Program Initial Application

An applicant for an alternative program must complete and submit the following information and required documentation to be considered for program approval:

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| Sponsoring Organization Name | |
| Purpose, mission statement, or both | |
| Name of Primary Contact | |
| Address | |
| Phone Number | |

Attach documentation to this application cover sheet that adequately and appropriately satisfies the following program requirements:

1. A description of demonstrated qualifications and a statement assuring that the instructor satisfies those qualifications, which shall not be construed to imply that instructors require a New Hampshire educator license.
2. 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.

Instructional Programs

1. Identification of the education, program, or opportunity from Ed 306.27(t) for which students completing the learn everywhere program shall receive high school credit(s);
2. An outline of each program for which approval is sought, which includes goals, competencies, and a description of expected student outcomes;
3. A plan for recording student progress in meeting expected student outcomes;
4. A description of assessments of student learning outcomes, including, but not limited to:
 - Instructor observation of project-based learning, including off-site learning projects;

- Competency-based or performance based assessments;
- Instructor observations of student performance;
- Project evaluation rubrics used to evaluate program proficiencies; and
- Other assessment approaches as determined by the learn everywhere program;

Admissions

1. 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;
2. A description of how the program will liaison with the local education agency (LEA) for students with an education plan pursuant to section 504 of the Rehabilitation Act;
3. A description of how the program will liaison with the LEA for a student with disabilities, consistent with the student's IEP to include, but not be limited to coordinating:
 - Required special education programs;
 - Support services; and
 - Least restrictive environment; and
 - 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;

Minimum Standards

1. 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;
2. Number of credits the program will fulfill;
3. A competency-based grading description;

Facilities

1. A description of facilities to be used for educational instruction and a description of how the facilities will meet the priorities of the program;
2. 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:
 - Fire safety; and
 - 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
 - Participation in the learn everywhere program shall not require facility requirements not otherwise required by state or federal law; and

Insurance

1. 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;

2. 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, or the 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."