



New Hampshire | LIVE FREE AND LEARN
Department of Education

Learn Everywhere Program Initial Application

1.0 Applicant Information [Ed 1403.01(b)(2)].

Organization Name: Concord Karate Academy LLC (hereinafter referred to as CKA)
Mailing Address: 89 Fort Eddy Road, Suite 3
Concord, NH 03301
Name of Primary Contact: Aspasia Cote
Email Address: acote@cks-nh.com
Phone Number: 603-224-5425

2.0 Purpose, mission statement, or both [Ed 1403.01(b)(1)].

CKA is where students transform themselves through martial arts in Concord, New Hampshire. Our studio culture is rooted in hard work and self-improvement. We offer a variety of Kenpo Karate and education opportunities for every student to become the best version of themselves. We want to help students and adults excel in life by providing educational excellence and positive life lessons through martial arts instruction. To that end, students at CKA will develop a variety of motor skills to help improve their martial arts as well as their cardiovascular training, strength, endurance and flexibility. They will learn how to apply their knowledge related to movement and fitness concepts. They will have the opportunity to develop their social skills while on the mat, and they will develop their personal skills, and understand the personal benefits of movement while choosing to engage in karate. Students will also learn about goal-setting, eating a healthy diet, having a healthy work-life balance, creating positive relationships with others, and how to use exercise to improve health. Our primary goal for all our students is to succeed in any endeavor through martial arts instruction.

3.0 A description of the demonstrated instructor qualifications required for the program(s) and a statement assuring that the instructor(s) satisfies those qualifications [Ed 1403.01(b)(3)].

- Minimum of four years of training in PKS Kenpo Karate
- 1st Degree Black Belt in PKS Kenpo Karate
- Must have approval from the Studio Director

3.0 (Continued)

- Must have progressed through the following Instructor Rankings by demonstrating knowledge of the material as well as an ability to effectively convey the material to a variety of students:
 - o Probationary Assistant Instructor ("Black Top")
 - o Assistant Instructor ("Red Top")
- Is expected to continue their own training in PKS Kenpo Karate
- Must be non-discriminate and all-inclusive towards the students
- Must pass State of NH Criminal History Records Check (if 18 years of age or older)
- Must be 18 years of age or older

CKA affirms that all currently employed instructors meet the minimum required qualifications as outlined above. CKA also affirms that all future instructors employed at CKA will be required to meet the minimum required qualifications as outlined above.

4.0 **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 State of NH Department of Safety as outlined in Saf-C 5703.06 through Saf-C 5703.11 [1403.01(a)(4)].**

CKA affirms that it shall not allow instruction or student contact by any 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 State of NH Department of Safety as outlined in Saf-C 5703.06 through Saf-C 5703.11.

CKA (or its affiliates) will inform parents **IN WRITING** of its criminal history records check policy upon enrollment of their child in the Learn Everywhere program.

5.0 **Identification of the required subject from Ed 306.27(v) for which students completing the learn everywhere program shall receive high school credit(s) [Ed 1403.01(e)(1)(a)].**

CKA is proposing to offer their CKA Teen and Adult Program through the Learn Everywhere program. Students effectively participating in the Teen and Adult Program (earning their Yellow Belt) will be awarded a certificate for credit toward meeting high school graduation requirements in Physical Education as listed in Ed 306.27(v).

6.0 An outline of each program for which approval is sought, which includes goals, competencies, a detailed description of the course of instruction, and a description of expected student outcomes [Ed 1403.01(e)(1)(b)].

Course Description:

CKA Teen and Adult program is designed to help students gain confidence, coordination, physical strength, flexibility, body awareness, and valuable life skills that will serve them both on and off the mat. The CKA Teen and Adult program consists of six (6) core components:

- Beginner Kenpo Techniques
- Forms (Short and Long form #1, Star Block Set)
- Basic movements (strikes, blocks, kicks, etc.)
- Physical fitness (sit-ups, push-ups, running, etc.)
- Respect/Protocol
- Teamwork

Students would need to successfully demonstrate competency in each of the six core components to earn a Learn Everywhere certificate. Students need to attend a minimum of two (2) 45-minute classes per week for 16-weeks and are expected to practice for two (2) 15-minute sessions per week outside of class.

Goals:

The goals of the CKA Teen and Adult martial arts program are broken down in the following six components:

- Beginner Kenpo Techniques
 - Students will learn four (4) Kenpo Karate techniques of varying difficulty (techniques will vary by cycle, but all cover the same main concepts)
 - Students will learn how to move appropriately while executing a defense technique as well as when a defense technique is executed on them (dummy role)
 - Students will learn body control to always ensure partner safety
 - Students will gain confidence and move with appropriate speed and power
- Forms
 - Students will learn three (3) specific sequences of movement that incorporate basic kenpo skills: Star Block Set, Short Form #1, Long Form #1
 - Students will learn how to incorporate basic sequences into freestyle drills
 - Students will work on muscle memory and rote memory
 - Students will learn the main concepts behind each sequence

6.0 Goals (continued)

- Basic movements in the following categories: stances, blocks, punches, strikes, finger techniques, kicks, foot maneuvers
- Students will learn how to execute a variety of basic Kenpo Karate movements
- Students will learn how to incorporate these movements into freestyle drills
- Students will learn body control to always ensure partner safety
- Students will gain confidence and move with appropriate speed and power
- Physical fitness
 - Students will learn the correct body positioning to execute various types of sit-ups and how each type benefits the body
 - Students will learn the correct body positioning to execute various types of push-ups and how each type benefits the body
 - Students will learn how to execute a variety of upper/core/lower body exercises and stretches and how each exercise benefits the body
 - Students will learn the importance of incorporating cardio such as: jumping jacks, jogging, elliptical machine into their fitness routine
- Respect/Protocol
 - Students will learn and follow the four tenants of PKS Kenpo
 - I will develop myself in a positive manner and avoid anything that would reduce my mental growth or my physical health.
 - I will develop self-discipline, in order to bring out the best in myself, and others.
 - I will use the art of Kenpo constructively and defensively, to help myself and my fellow man, and NEVER to be abusive or offensive.
 - I will live by the principles of Black Belt- modesty, integrity, perseverance, self-control, and indomitable spirit.
 - Students will learn and demonstrate proper studio etiquette
- Teamwork
 - Students will learn and follow the three rules of partnered work:
 - Respect your partner (doing partnered drills correctly, not wasting mat time, being mindful of injuries, etc.)
 - Protect your partner (using appropriate speed and power to ensure partner safety)
 - Encourage your partner (letting your partner know if they do something well, cheering them on if they need support)

6.0 Continued

- Students will learn how to work with others to reach and encourage others to meet physical goals
- Students will demonstrate a positive attitude towards self and others

Competencies:

- The CKA Teen and Adult program is based on the following six competencies:
 - Students will learn to move safely and with confidence while executing self-defense techniques
 - Students will demonstrate an understanding of the forms and their possible applications
 - Students will learn the seven categories of basic motion and learn to connect the seven basic movement categories during flow drills with a baseline level of proficiency
 - Students will be able to set and achieve fitness goals and understand the importance of a healthy lifestyle
 - Students will learn and demonstrate proper studio etiquette
 - Students will learn methodologies for training with and supporting one another both on and off the mat and maintain a positive attitude towards self and others

Outcomes:

- Students enrolled in the CKA Teen and Adults martial arts program are expected to realize the following outcomes:
 1. Students can display confidence and control while demonstrating the four (4) self-defense techniques safely on a partner
 2. Students can display knowledge of the technique sequences and how the body moves while safely demonstrating the dummy roles for the four (4) self-defense techniques
 3. Students can display confidence while demonstrating the three (3) beginner forms of American Kenpo Karate
 4. Students can display knowledge of the sequence of motion and the main concepts behind the three (3) beginner forms of American Kenpo Karate
 5. Students can demonstrate an understanding of the use and importance of each of the seven (7) basic categories of motion
 6. Students can demonstrate control, confidence and a baseline proficiency in accuracy during freestyle and flow drills
 7. Students display body control and spatial awareness

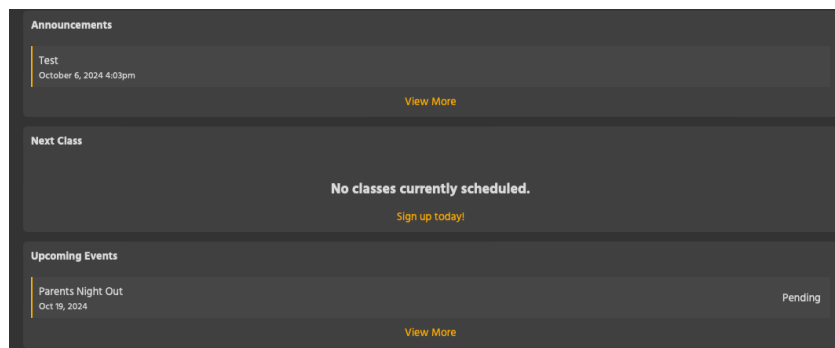
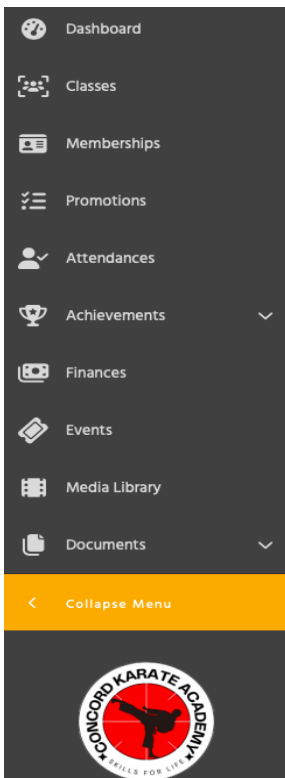
6.0 Outcomes (continued)

8. Students display growth in mobility, strength, cardiovascular fitness and balance and recognize the importance of a healthy and balanced lifestyle
9. Students recognize the benefits of constructive criticism and incorporate advice into their training to positively affect their training outcomes
10. Students consistently demonstrate good studio etiquette during training
11. Students consistently demonstrate respect and positive attitude towards self, instructors, and training partners
12. Students consistently demonstrate an ability to successfully work with a variety of partners

Students that successfully complete the CKA Teen and Adult martial arts course will be awarded a Learn Everywhere certificate for ½ credit to be applied toward meeting high school graduation requirements.

7.0 A plan for recording student progress in meeting expected student outcomes [Ed 1403.01(e)(1)(c)].

Student progress for all students at CKA is maintained in the school's Studio Management System (SMS). Students and parent(s)/guardian(s) are provided with a Student Portal to access all comments, enrollment information, attendance and finance information.



7.0 Continued

Students will also have an attendance card that is maintained by the school that is recorded in the SMS.

The ongoing student evaluation process provides regular opportunities for feedback to the student and parent(s)/guardian(s) regarding steps the student can take towards proficiency in the competencies and outcomes. In addition, opportunities for informal discussions with the parent(s)/guardian(s) and students about their progress is available before and/or after class. Staff are available for additional discussion of student progress by appointment, at times agreed upon by the student's family and the staff of CKA.

Instructors are consistently engaged in continuous feedback with students throughout the program, including verbal feedback to both the student and their parent(s)/guardian(s). CKA will provide students with one Progress Report every 8 weeks (see attached example Progress Report), letting them know where their assessments stand and what their progress toward a certificate is. A copy of the assessment rubric (see attached) is available to the parent(s)/guardian(s).

Should the student receive a "Meets Competency" in all the outcome categories for their certificate, they will be informed that they have completed the requirements and have earned a certificate. All results are based on progress in the course, as observed by the instructor(s), as well as qualitative feedback from their instructor(s).

8.0 A description of how the assessments of student learning outcomes will be done [Ed 1403.01(b)(1)(d)].

Our instructors carefully observe student work and development in our small, in-person classes. Assessments are done against a rubric (attached) for proper progress towards the competencies of their next rank in the CKA Teen and Adult Course component of the Learn Everywhere program.

9.0 The number of credits the program will fulfill [Ed 1403.01(e)(1)(e)].

Students that successfully complete the CKA Teen and Adult martial arts course will be awarded a Learn Everywhere certificate for ½ credit to be applied toward meeting high school graduation requirements.

10.0 A description of the competency-based grading system [Ed 1403.01(e)(1)(f)].

Assessment of Learn Everywhere student competency through outcome attainment is measured on a four-point scale. The achievement levels are defined as follows:

10.0 Continued

- Level 1: Emerging skills – The student is beginning to develop the skills necessary to attain competency.
- Level 2: Approaching expectations – The student is approaching competency outcome attainment.
- Level 3: Meets expectations – The student is meeting the expectations for competency outcome attainment.
- Level 4: Exceeds expectations – The student surpasses expectations for competency outcome attainment.

Instructors prepare progress reports every eight (8) weeks for all Learn Everywhere Program participants. These reports are combined with classroom observations to evaluate students on a four-point scale for each competency outcome according to the attached rubric.

11.0 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 [Ed 1403.01(e)(2)(a)].

All students and their families are encouraged, through the website, social media, and personal references, to drop in and watch a CKA Teen and Adult Class to see if they enjoy the class format and are comfortable with the environment and the instructors. Students may also call ahead or reach out via email before arriving to ask questions, address concerns, or schedule a free trial class. If, after the trial class, the student feels comfortable with the program as offered at CKA, they will be given the opportunity to sign up for regular classes. The admission processes are not designed, intended, or used to discriminate or violate individual civil rights in any manner prohibited by law.

12.0 A description of how the program will liaison with the LEA for students with an education plan pursuant to section 504 of the Rehabilitation Act [Ed 1403.01(e)(2)(b)].

At the time of enrollment, CKA offers parents the opportunity to disclose any information regarding ongoing 504 education plan related accommodations and modifications required for their child. Although not all CKA instructors are explicitly certified to work with students with 504 plans, they are supervised by a Certified NH Public Educator and will work with the student's LEA representative to understand how to implement recommended accommodations and/or modifications. If CKA determines that it is unable to provide the required accommodations and/or modifications for a student, the parents will be informed before committing to enrolling in a CKA program.

13.0 A description of how the program will liaison with the LEA for a student with disabilities, consistent with the student's IEP [Ed 1403.01(e)(2)(c)].

CKA gives all parents the opportunity to disclose any sorts of disabilities, including any related Individualized Education Program (IEPs). If asked, CKA will work with the parent to contact the student's Local Education Agency (LEA) to assist in the coordination of the student's IEP to include, but not be limited to, the required special education programs, support services, and least restrictive environment. At the parent's request, a CKA representative will participate in IEP team meetings (via Zoom, Microsoft Teams, or any other remote conferencing software) that discuss revisions to the student's IEP needed to participate in a CKA program. CKA will also coordinate with the LEA in fulfilling the LEA's responsibility to provide any special education, related services, supplementary aids and services, accommodations, and modifications the IEP team has determined the student needs. The provision of these services is not the direct responsibility of CKA.

14.0 A statement that the applicant 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 [Ed 1403.01(e)(2)(d)].

CKA 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.

15.0 A description of facilities to be used for educational instruction and a description of how the facilities will meet the priorities of the program [Ed 1403.01(e)(3)(a)].

CKA is located at 89 Fort Eddy Road, Suite 3 in Concord, New Hampshire has approximately 2000 square feet of training space. This includes private changing rooms for all genders, a large open space with 2.5" Tatami mats for karate training, a learning space for working on written work, a waiting/viewing area for parents to watch students, and an adequate, maintained parking lot. The facility is well-suited to meeting the priorities and learning goals of the Learn Everywhere program.

16.0 A statement affirming that the facilities shall comply with all applicable federal and state health and safety laws, rules, and regulations [Ed 1403.01(e)(3)(b)].

CKA affirms that all facilities will comply with all applicable federal and state health and safety laws, rules, and regulations.

17.0 Disclosure of insurance, if any, which would cover the participants in the Learn Everywhere Program [Ed 1403.01(e)(4)].

CKA agrees to disclose to Learn Everywhere program participants insurance CKA maintains, if any, which would cover the participants in the Learn Everywhere program.

Concord Karate Studio

Week 8 Progress Report



Student Name: _____

Evaluation Date: _____

Current Rank: _____

Part 1: Exercise

4 = Exceeds expectations, 3 = Meets expectations, 2 = Approaching expectations, 1 = Emerging skills

Pushups	4	3	2	1
Sit-ups	4	3	2	1
Jog / Jumping Jacks	4	3	2	1

Part 2: Basics

Basic Name	Score			
1.	4	3	2	1
2.	4	3	2	1
3.	4	3	2	1
4.	4	3	2	1
5.	4	3	2	1
6.	4	3	2	1
7.	4	3	2	1
8.	4	3	2	1
9.	4	3	2	1
10.	4	3	2	1

Part 3: Techniques

Technique Name	Score / Comments			
	4	3	2	1
	4	3	2	1

Part 4: Forms

Form Name	Score / Comments			
	4	3	2	1

Result:

Red Tip

Promote

Needs more time on rank

Final Competency Assessment Rubric – CKA

Student Name:

Assessment Date:

Meets Competency Assessment Expectations: YES NO

Criteria	4 - Exceeds	3 - Meets	2 - Approaching	1 - Emerging
Competency #1: Students will learn to move safely and with confidence while executing self-defense techniques				
Self-Defense Techniques	Demonstrates confidence and control with all 4 techniques, applying them safely and effectively.	Demonstrates confidence and control with most techniques, applying them safely.	Demonstrates limited confidence and control; some techniques are unsafe.	Lacks confidence and control; techniques are performed unsafely.
Technique Sequences and Body Movement	Clearly articulates and demonstrates the sequence and body mechanics of dummy roles for all techniques.	Demonstrates understanding of sequences and body mechanics for most techniques.	Limited articulation of sequences; some mechanics are unclear.	Lacks understanding of sequences and body mechanics; unclear execution.
Competency #2: Students will demonstrate an understanding of the forms and their possible applications				
Beginner Forms of American Kenpo Karate	Confidently demonstrates all 3 forms with precision and clarity in execution.	Demonstrates most forms with good execution; minor errors present.	Limited execution of forms; lacks clarity and precision.	Unable to demonstrate forms; lacks understanding of sequences.

Forms Sequences and Body Movement	Clearly articulates and demonstrates understanding of the sequence and body mechanics for all forms.	Demonstrates understanding of sequences and body mechanics for most forms.	Limited articulation of sequences; some mechanics are unclear.	Lacks understanding of sequences and body mechanics; unclear execution.
------------------------------------------	------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------------------------------------	-------------------------------------------------------------------------

Competency #3: Students will learn the seven categories of basic motion and learn to connect the seven basic movement categories during flow drills with a baseline level of proficiency

Categories of Motion	Demonstrates thorough understanding and application of all 7 categories of motion in practice.	Demonstrates understanding and application of most categories in practice.	Limited understanding of categories; inconsistent application.	Lacks understanding of categories; does not apply them.
Freestyle and Flow Drills	Shows control and confidence; proficient in accuracy during all drills.	Display control and confidence; accuracy is mostly proficient.	Limited control and confidence; accuracy is inconsistent.	Lacks control and confidence; accuracy is poor.

Competency #4: Students will be able to set and achieve fitness goals and understand the importance of a healthy lifestyle

Body Control and Spatial Awareness	Exhibits excellent body control and strong spatial awareness at all times.	Shows good body control and spatial awareness most of the time.	Limited body control and spatial awareness; occasionally unsafe.	Lacks body control and spatial awareness; frequently unsafe.
Fitness and Healthy Lifestyle	Demonstrates significant growth in fitness; articulates the importance of a balanced lifestyle.	Shows growth in fitness; understands the importance of a balanced lifestyle.	Limited growth in fitness; some understanding of balance.	No noticeable growth in fitness; lacks understanding of balance.

--	--	--	--	--

Competency #5: Students will learn and demonstrate proper studio etiquette				
Constructive Criticism	Actively seeks and applies feedback effectively to enhance training outcomes.	Accepts and applies feedback to improve performance.	Limited application of feedback; inconsistent improvement.	Resists feedback; does not incorporate constructive criticism.
Studio Etiquette	Consistently demonstrates excellent studio etiquette and respect for all Participants.	Generally demonstrates good studio etiquette; minor lapses in respect.	Occasionally shows poor etiquette; respect is inconsistent.	Frequently demonstrates poor etiquette; lacks respect for others.
Competency #6: Students will learn methodologies for training with and supporting one another both on and off the mat and maintain a positive attitude towards self and others				
Works well with Partners	Consistently works effectively with various partners.	Generally works well with partners.	Limited ability to work with partners.	Struggles to work with others.
Teamwork	Fosters a positive training environment.	Maintains a mostly positive environment.	Occasionally negative interactions.	Often disrupts the training environment.