



Synergy Academy

Student & Family Handbook

2025 – 2026

20 Foundry Street, Ste. 101
Concord, NH 03301
(603) 856-70671
www.SynergyNh.org

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Mission Statement

At Synergy Academy, we nurture the unique talents and potential of every student. Our mission is to cultivate agency, maturity, and mastery by providing a learning environment that balances academic rigor with empathy, creativity, and meaningful community connection.

We offer student-centered academics tailored for those who have faced challenges in traditional high school settings. Our approach actively engages students in a personalized course of study, applying concepts and skills to real-world problems. Students demonstrate mastery through authentic performance and build meaningful relationships with the adult community, including personal advisors, mentors, and through apprenticeships and hands-on service learning.

A Letter to Our Students

Dear Students,

Welcome to Synergy Academy! We're excited to have you and your family join our community. At Synergy, we believe in a personalized approach to learning, where you play an active role in shaping your educational journey.

Our dedicated faculty is here to support you every step of the way. Whether you're working towards short-term goals or planning for your future, we're committed to making your time with us both productive and rewarding.

You'll be responsible for staying on top of your course assignments and appointments, but you're never alone in this journey. If you ever need extra help, our teachers will do their best to accommodate your needs, offering one-on-one or small group sessions whenever possible.

Our program is designed to help you grow in all areas—career, academics, personal development, and social skills. Please be sure to share this information with your family, as they'll be actively involved in your overall learning experience too.

We can't wait to see all the amazing things you'll accomplish here at Synergy Academy!

*Sincerely,
Sarah Koutroubas & Adrienne Evans
Co-Founders of Synergy Academy*



School Information

Enrollment Process *Updated on 10/25/2024*

As a public charter school serving grades 9-12, Synergy Academy is open to all students who apply, without discrimination, in full compliance with federal and state law. We welcome students who have successfully completed primary education through the 8th grade and are ready for the academic rigor of high school. Currently enrolled students are guaranteed a seat the following year unless they withdraw. If there are more new applicants than available seats, a lottery will be held for admission.

In rare cases where a student has not completed traditional 8th grade requirements but may be eligible for promotion to 9th grade based on individual qualifications, exceptions may be made. Such decisions are reviewed and determined on a case-by-case basis by the Co-Directors, ensuring that all students are supported in their readiness for high school.

Hours of Operation

Synergy Academy hours are from **9:00AM - 3:00PM** each day. Students may arrive as early as 8:00AM but please do not drop off your child prior to 8:00AM as doors will be locked.

Transportation

Families are responsible for arranging transportation to and from school. Students are dismissed when the bell rings at 3:00PM.

Dismissal Procedure: Students who are picked up by parents will be outside at 3:00PM. Unless it is an emergency situation, parents should park and wait in their vehicles and not come to the office during dismissal.

Late Pick Up: When a child has not been picked up, we make every reasonable attempt to reach the parent. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.



Delayed Opening

If there is a 2-hour delay we will begin classes at 11:00AM. Off-campus programming and after-school programming will be canceled.

Early Release

If there is an early release due to inclement weather, students will dismiss at 1:00PM. Off-campus programming and after-school programming will be canceled.

Visitor Policy

For safety, all visitors are required to have a scheduled appointment and use the front entrance for both entry and exit. Please ring the bell upon arrival to be let into the building.

Valuables And Personal Belongings

Students should not bring large amounts of cash and/or other valuable items to school. Synergy Academy is not responsible for lost or stolen items. Students may purchase their own combination lock if they wish to use lockers at school. Please be aware that lockers are school property and may be subject to search at any time to ensure the safety and security of all students and staff. By using a locker, students agree to comply with this policy. All students must provide staff with the combination to prevent destruction. Locker usage are a privilege and can be taken away if misused.

Lost & Found

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or be donated.

School Supplies

Synergy Academy furnishes all school supplies for students. Students will be able to access laptops in class, however, laptops are not allowed to leave campus unless special permission is given. Students must sign an electronics-use agreement at the beginning of the school year in order to use technology at school.



Food & Lunch Policies

We do not provide lunch at school, so students are expected to bring their own meals each day. Students are permitted to use microwaves but are expected to clean up after each use.

We do not allow students or parents to use third party platforms such as Doordash or Uber Eats to the school.

We occasionally provide snacks and food items for students during the school day. If your child has any allergies, dietary restrictions, or if you prefer they not consume food or beverages provided by the school, please inform us.

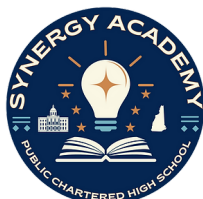
Weather Related Closings

Synergy Academy will typically adhere to the weather-related delays and closings of the Concord School District. This ensures consistency and helps our community stay informed and prepared.

Families will be notified of delays or closings via Alma notification and can also check the WMUR website

Stay Informed

Check out our [Facebook Page](#) and our website www.SynergyNH.org for the most up-to-date information about our school.



School Calendar {2025-2026}

This calendar may be updated periodically. For the most up-to-date record please visit our website.



2025-2026 Synergy Academy Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
20	Back to School Night 5-7pm
25	First Day of School
29	Professional Development Day

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1 - 2	Winter Vacation
19	Martin Luther King Jr. Day / Civil Rights Day

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Labor Day

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
23 - 27	February Vacation

October 2025						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
10	Professional Development Day
13	Columbus Day / Indigenous Peoples Day

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
20	Professional Development Day

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
11	Veterans Day
26 - 30	Thanksgiving Vacation

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
27 - 1	Spring Vacation

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
22-02	Winter Vacation

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
1	Spring Vacation
25	Memorial Day

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
17	Tentative Last Day of School (TBD)



Attendance

Absenteeism

If your child will be absent, please send a note to the school by emailing attendance@synergynh.org as soon as possible.. For the absence to be marked as excused, we need a written note or email within three days of the absence. Frequent or unexcused absences can negatively impact your child's education.

If...	Then parents must...
A student is going to be absent	Email a note to attendance@synergynh.org in advance of the absence
The absence can be excused	Send an email within 3 days of the absence and include: • Student's first and last name • Date(s) of absence • Reason for the absence • Parent/guardian signature and contact information

Synergy Academy considers the following to be excused absences:

- Illness or Injury*
- Medical or Dental Appointments*
- Court Attendance
- Death in the Family
- Religious Observances
- School Activities: School-sponsored activities with administrative approval.
- IEP or Section 504 Plan: Classes missed due to an IEP or Section 504 Plan.
- Extreme Weather

****Synergy Academy accepts excuse notes written by parents for student illness, injury, or medical appointments. However, if the student is absent due to a medical condition for an extended period of time, Synergy Academy requires documentation from a healthcare provider. In the absence of medical documentation, prolonged absences will be marked unexcused. Five (5) or more unexcused absences will result in a truancy letter being sent home.**



Vacations and personal days are considered unexcused absences and will be documented accordingly. We strongly encourage reviewing our annual calendar and planning ahead so your child does not miss important material.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons stated above will be considered an unexcused absence. Parents are responsible for notifying the school when their child is unable to attend.

Five (5) school days or ten (10) half days of unexcused absence in a school year constitutes habitual truancy. Under New Hampshire law, habitual truancy is grounds for filing a CHINS petition in local district court.

When a student is identified as habitually truant or on the path to becoming habitually truant, the school will notify the student's parents of the total number of absences and they will conduct an attendance intervention.

Late Arrivals And Tardiness

Students arriving late (anytime after 9:00 AM) should report directly to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who are habitually tardy in a semester will be required to meet with the school to discuss the reasons for the tardies and to develop a plan for improvement.

Missing more than three (3) hours of the school day is considered a full-day absence.

Early Dismissals

Students will only be released to the parent or approved contact listed on school forms. Parents or designated adults must email the school before the student can leave school grounds, and identification will be required. The school must adhere to all custody and court orders concerning student placement. For security reasons, we do not release students via telephone or to siblings under eighteen (18) years old during school hours.

Parents must communicate with Synergy Academy in order for their child to leave early by phone or email in advance. Missing more than three (3) hours of the school day is considered a full-day absence. If the school determines that early departures are negatively impacting the student's education, an attendance intervention will take place.



Health and Safety

Prescription Medication

Prescription medications must be kept and administered by trained Synergy personnel. Guidelines for administering prescription medication within school are as follows:

1. A Request for Medication Administration form must be completed and signed by the student's doctor and parent/guardian.
2. The completed form and the prescription, which must be in the original container, should be given to the school by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student

Non-Prescription Medication

Over-the-Counter (OTC) Medications such as Tylenol, Advil, Tums, Pepto Bismol, and all other non-prescription drugs are **not** allowed on campus and may not be brought to school. Students are expected to take medications before or after school. If OTC medications are found in student possession, such items will be confiscated and parents will be contacted.

Synergy Academy maintains a limited stock of OTC medications which can only be dispensed by our staff only with parental consent.

Stay At Home Guidelines

Synergy Academy does not have a nurse and our staff are not trained medical professionals. We strongly urge students who feel unwell to stay home and rest. If a student has a fever of 100.00° F or higher, is vomiting, or cannot participate in classroom activities their parent/guardian will be contacted for prompt pick-up.

To help prevent the spread of illness, students must be fever-free for 24 hours (without fever-reducing medications) before returning to school. This means, if a student is sent home during the school day, they are not permitted to return the next day even if symptoms have improved.



Immunizations

Per N.H. Rev. Stat. Ann. §189:64, no child shall be admitted or enrolled in any school unless the child is immunized as required, partially immunized relative to the age of the child, or exempt from immunization. A child is exempt if a physician certifies that the immunization may be detrimental to the child's health or a parent/guardian signs a notarized statement that the child has not been immunized because of religious beliefs.

Emergency Drills

In New Hampshire, schools are required to conduct fire drills and lockdown drills to prepare students for emergency situations. The law requires that six fire evacuation drills and four all-hazard drills are conducted during the school year.

For transparency and to support mental health, Synergy Academy will notify students of drills in advance. This approach helps to reduce anxiety and ensures that everyone is prepared for these important safety procedures.

AHERA

Synergy Academy has no asbestos-containing building materials (ACBM) in its building located at 20 Foundry Street Ste 101 Concord NH 03303.. A copy of our Asbestos Management Plan is available in the Synergy Academy main office during regular school hours. Inquiries regarding the management of asbestos-containing materials in our schools should be directed to our school's AHERA Designated Person, Abigail Kourafas who can be reached at abbyk@synergynh.org.



Additional Policies

Additional policies pursuant to NH State Law:

<u>FERPA</u>	<u>Complaint Procedures for Incidents Other than Bullying, Discrimination, Harassment or Sexual Harassment</u>
<u>COPPA</u>	<u>CIPPA</u>
<u>Pupil Safety & Violence Prevention Policy</u>	<u>Reporting Child Abuse</u>
<u>Use of Restraint and Seclusion</u>	<u>Drug or Alcohol Use by a Student</u>
	<u>Title IX Harassment and Sexual Harassment of Students</u>



Instructional Information

Planning a Course Of Study

Upon entrance to Synergy Academy, students will form a Personalized Learning Plan (PLP). The PLP will reflect the student's interests, needs, aptitudes and career goals. The general course objectives should be consistent with the school's content standards and state guidelines.

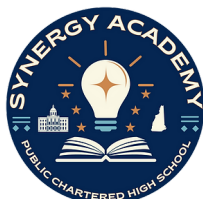
Methods of Measuring Student Progress

While all students will achieve the required standards by graduation, not all will progress at the same rate. Evaluation of that progress is based on individual abilities, interests and talents and may include a variety of the following:

- Progress Checks with the Synergy Administrators, Teachers and Parents
- Oral and written assessments
- Portfolios of student work
- Teacher observations
- Student presentations

Graduation Requirements

Required Subjects	Credit(s)
Arts education	½ credit
Digital literacy	½ credit
English language arts	4 credits
Mathematics	3 credits, including Algebra credit that can be earned through a sequential, integrated or applied program
Physical sciences	1 credit
Biological sciences	1 credit
US and NH history	1 credit
US and NH government/civics	½ credit



Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Health education	½ credit
Physical education	1 credit
Open electives	6 credits
Total	20 credits

Acceptance Of External Credits

Synergy Academy accepts transfer credit only from approved public and private schools and state-approved homeschool programs. Synergy Academy will review the school's program, their course content and instruction.

Credits that are acceptable will be converted to the appropriate scale; a full year class with a passing grade will earn 1 credit in the correlating subject and a half-year class with a passing grade will earn 0.5 credits in the correlating subject. Transfer credits are considered Pass/Fail not calculated in a student's GPA.

Grade Level Classification (9-12)

Students are classified as follows:

- Grade 9 (Freshman) 0 - 5.0 credits earned
- Grade 10 (Sophomore) 5.1 - 10 credits earned
- Grade 11 (Junior) 10.1 -15.0 credits earned
- Grade 12 (Senior) 15.1+ credits earned

Weekly Schedule

At Synergy Academy, our schedule is designed to balance content learning with hands-on experience and personal growth. We use an A-Day and B-Day schedule to structure our classes from Monday to Thursday. Within these days, students focus on content blocks, where they dive deep into core academic subjects. An alternating schedule allows students to engage deeply with their subjects while managing a balanced workload.

Fridays are set aside for project work, experiential learning, and focused growth. This



day allows students to dedicate time to their projects, receive additional help in their classes, and engage in activities that reinforce their learning through real-world experiences.

Community Service Requirement

All Synergy Academy students will complete community service hours as a graduation requirement. Students will be given opportunities to gain hours through school wide activities. Students are encouraged to explore community service opportunities in their area of interest.

Standardized Testing

Synergy Academy must administer New Hampshire Statewide Assessment System (NHSAS) mandated tests.

Students in Grade 11 take the College Board School Day SAT and the NHSAS Science assessment. Students may qualify for the Dynamic Learning Maps alternate assessment for the NHSAS Science assessment.

Per state requirements, students must pass the civics test developed by USCIS. Students are required to answer a minimum of 90 questions correctly (70%) to pass. Our staff will work with every student to help them achieve successful completion of this requirement.

Grading System

Synergy Academy uses a competency-based grading system. Competency based systems focus on what students actually know and can do, rather than simply how much time they've spent in class or how many assignments they've completed. Students are assessed based on their ability to demonstrate specific skills or knowledge in a subject area. Each subject or course is broken down into specific skills, or competencies, that students need to master during the course. These are clearly defined so students and families know what is expected.

Students are evaluated on their ability to demonstrate their understanding of these competencies. If they don't fully grasp a concept right away, they have the opportunity to continue working on it until they do. The goal is for every student to achieve mastery at their own pace.

At Synergy Academy, we use a competency-based grading system on a 4-point scale. To pass a class, students must demonstrate proficiency in all required competencies. At the end of the term, we convert the 4-point scale into a numerical percentage, which is then



used to determine a letter-based grade. This approach ensures that students meet the necessary learning objectives before receiving a final grade.

Synergy Academy grades students on a 1 - 4 system, with:

(1) - NP - Not Participating

Student demonstrates a preliminary or minimal level of understanding or application. Concepts have been presented and opportunities to demonstrate understanding have been given, but evidence is lacking. This could be due to a lack of written or other evidence submitted, or the student has yet to demonstrate a level of basic proficiency.

(2)- AP - Approaching Proficiency

Student demonstrates a level of understanding and/or application at an acceptable level, but below the targeted level of proficiency. Gaps in understanding and/or ability to apply knowledge and skills still exist.

(3) - P - Proficient

Student demonstrates a level of understanding and application at the targeted level of proficiency. Content and skill mastery has been demonstrated and applications of this mastery to other areas of the curriculum are emerging

(4)- PD - Proficient with Distinction

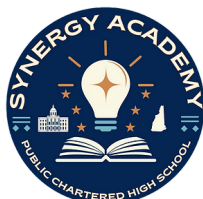
Student demonstrates a level of understanding and application beyond the targeted level. Content and skill mastery is excellent and applications of this mastery to other areas of the curriculum are evident.

At Synergy Academy you must have a (3) Proficient, or higher, in order to pass.

Progress Reports And Report Cards

Synergy Academy releases quarterly progress reports (2 times per year) and bi-annual report cards (2 times per year) as follows:

Semester 1 Progress Report	October 24, 2025
Semester 1 Report Card	December 19th, 2025
Semester 2 Progress Report	March 27, 2025
Semester 2 Report Card	June 5th, 2025



Grades will close approximately 1-2 weeks before each Report Card date.

Accessing Student Grades And Information

At Synergy Academy, we use Alma as our Student Information System (SIS). This platform is a comprehensive tool that houses all student grades and progress. Both parents and students will be required to create accounts, allowing them to log in at any time to view attendance records, check grades, and monitor academic progress.

Alma ensures that families have easy access to important information, keeping them informed and engaged in their child's education.

Homework

At Synergy Academy, we don't assign homework. Instead, we focus on providing rich, hands-on learning experiences during the school day. While we may offer additional learning opportunities, they are entirely optional and not required. This approach allows students to fully engage in their studies without the added pressure of homework, giving them more time to pursue their passions, spend quality time with family, and rest.

By balancing structured learning with personal time, we believe students can achieve a healthier and more effective educational experience.

Academic Honesty

Synergy Academy is strongly committed to nurturing academic excellence, truth, responsibility, and integrity. Our program expects all students to maintain a high standard of ethics in their academic pursuits. Academic dishonesty is considered a serious matter and will not be tolerated. Academic dishonesty in course work, on examinations, or in other academically related activities includes but is not limited to the following:

- Copying from another student or knowingly allowing another to copy
- Using unauthorized materials and/or technologies
- Plagiarizing work which is defined as the intentional or accidental appropriation of another's writings or ideas and the unacknowledged incorporation of that work, in full or in part, in one's own written work – including electronic media such as the internet
- Counterfeit work, including turning in as one's own work that which was created, researched, or produced by another person or Artificial Intelligence (AI)



- Theft or the altering of grades, records (written or electronic), and/or teaching materials

Student Internet and Network Use Policy

Synergy Academy provides technology and Internet access to support educational goals and align with these objectives:

- Internet usage is strictly for educational purposes only.
- Accessing social media applications, games, or other non-educational websites without teacher permission is prohibited.
- VPNs are prohibited on school grounds and all devices.
- Transmission of illegal material, such as copyrighted, threatening, or obscene content, is strictly forbidden.

We use filters to block inappropriate content, but some controversial material may still be accessible. It's the user's responsibility to avoid such content. While we regulate Internet content, we are not liable for any access to inappropriate materials.

Internet Monitoring and Security

Synergy Academy monitors all Internet usage on our network, and users should have no expectation of privacy when accessing or using our systems. Students must:

- Use the internet only for educational purposes.
- Follow state and federal laws.
- Avoid sharing personal information.
- Refrain from disruptive behavior and unauthorized recording.

Computer and Privileges

Access to the network is a privilege that may be revoked for inappropriate use. Violations of these rules may result in the cancellation of network privileges and disciplinary actions. Unauthorized access may also lead to criminal prosecution under New Hampshire and federal laws.

Vandalism of school technology and harassment will result in an automatic cancellation of user privileges. Vandalism includes harming or destroying data, while harassment



involves persistent annoyance or interference with others.

Families are financially responsible for any damage, loss, or theft of a school-owned device caused by negligence, misuse, or intentional actions.

See the [2526 Electronics Agreement](#)

Right-To-Know

Parents and guardians have the right to request information about the professional qualifications of their child's teachers and paraprofessionals under ESSA. Synergy Academy makes this information available upon request. [Email](#) us with your request.

Title Programs

Synergy Academy's Family Engagement Policy and School-Parent Compact outline how the school and families partner to support student learning and achievement. The policy reflects input from parents and staff during the annual Title I meeting.

[Family Engagement Policy](#) and [School Parent Compact](#) ***Updated on 10/09/2025***



Student Behavior

Dress Code

At Synergy Academy, we value a comfortable and respectful learning environment that allows for personal expression while maintaining appropriate standards. Our dress code guidelines ensure that all students are dressed in a manner conducive to a positive educational experience.

- Clothing must fully cover private areas, including the chest, buttocks, and upper thighs.
- Tops and bottoms must be long enough and fit properly to ensure private areas remain covered at all times.
- Clothing that reveals private areas or undergarments (e.g., bras or underwear) is not allowed.
- Clothing or accessories with offensive or inappropriate language, images, or symbols are not allowed.
- Clothing that promotes violence, drugs, alcohol, or discriminatory messages is not allowed.
- Clothing with vulgar, lewd, or obscene language or images, or that disparages race, gender, sexual orientation, religion, national origin, ancestry, or disability is not allowed. This includes gang symbols or anything promoting illegal or violent behavior.

If a student's attire does not meet the dress code:

- The student may be asked to change into alternative clothing provided by the school, if clothing is available.
- The student's family may be contacted.
- A parent-teacher conference may be requested to discuss the matter.

We appreciate and encourage each student's individual style while maintaining these standards to ensure a comfortable and respectful learning environment.

Tobacco-Free School



No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds.

Enforcement of this prohibition shall initially rest with the Co-Director who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings, and applicable fines and penalties.

Drug and Alcohol Use by Students

Synergy Academy has a strict zero-tolerance policy for drug and alcohol use by students. The possession, use, or distribution of drugs or alcohol on school property or during school-sponsored activities is prohibited. Violations of this policy will result in disciplinary action, which may include suspension or expulsion.

For more detailed information, please refer to the "Additional Policies" section of the handbook.

Search Policy

Synergy Academy is committed to maintaining a safe and healthy learning environment. To ensure this, a student is subject to be searched by administrators if reasonable suspicion exists that a violation of the law or school rules will be uncovered. A student may be subjected to a search of his/her person, Personal Property, and/or an assigned locker, desk, or storage area.

The Co-Director or her designee may confiscate and search a student's electronic communication device when they have reasonable suspicion prior to commencing the search for believing that the search will turn up evidence that the student has violated, or is violating either the law or a school rule. The Co-Director or her designee shall not delete any data or information on the electronic communication device.

In the event that the electronic communication device is suspected to have been used to commit a crime, it shall be provided to law enforcement.

School staff or another student should report a student's suspicious activity to an administrator.

Student Cell Phone & Personal Electronic Device Policy

In compliance with New Hampshire law (RSA and HB 781), personal electronic devices including cell phones, tablets, smartwatches, and laptops are not allowed during the school day. Students must turn in all devices upon arrival; they remain stored until dismissal. Unauthorized use, including taking photos or recordings without consent, will result in disciplinary action. Students needing to contact parents may use the school



phone.

See the [Student Cell Phone & Personal Electronic Device Policy](#).

Filming, Recording, And Photographing

New Hampshire is an all-party consent state when it comes to recording conversations or filming, meaning that all parties involved must give their consent before being recorded. Under New Hampshire law (N.H. Rev. Stat. Ann. § 570-A:2), it is illegal to record a conversation or video without the knowledge and consent of everyone involved. This includes filming or recording other students at school.

In a school setting, this law means that students cannot film or record other students without their permission. Doing so without consent can result in legal consequences, as well as disciplinary action from the school. If a cell phone or any media device is used in bullying of another student whether it's on or off campus grounds, it will be banned from campus.

Cyberbullying is a serious issue that extends beyond the physical boundaries of school, and it includes any form of bullying that occurs over digital platforms, such as social media, even when students are not on school grounds.

Cyberbullying

At Synergy Academy, our cyberbullying policy aligns with broader anti-bullying policies and covers any online behavior that harms, intimidates, or humiliates another student. This includes but is not limited to:

- Harassing or threatening messages sent through social media, text, or email.
- Spreading rumors, lies, or harmful content about another student online.
- Posting inappropriate or unauthorized images or videos of other students.

Even if this behavior occurs outside of school hours or off-campus, it can still impact the school environment and student well-being. Therefore, any instances of cyberbullying, whether they happen at school or not, will be addressed with the same seriousness as in-person bullying.

Disciplinary actions may include parental involvement, suspension, or even expulsion, depending on the severity of the situation. In some cases, law enforcement may be notified if the behavior violates state laws. The goal of this policy is to create a safe, respectful, and supportive environment for all students, both online and offline.

Student Discipline Policy And Due Process



Synergy Academy offers a personalized, individualized learning program for its students and, in return, it expects its students to comply with the highest standards of behavior academically as well as socially. It expects its students to be cooperative and attentive in the classroom and to socialize and work with peers with respect and friendship. The school, therefore, sets policies for conduct and discipline as the means to ensure both student safety and appropriate behavior.

Disciplinary measures for student misbehavior include but are not limited to removal from a classroom setting, restitution, out-of-school suspension, and exit from school enrollment.

Students may be removed from a classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class. This process will begin with the Teacher completing and turning in a Discipline Referral. In most cases, the offending student will be directed to the Co-Director's office.

The Co-Director is authorized to assign out-of-school suspensions for a specific period for gross misconduct or for neglect or refusal to conform to school rules and policies. The offending student will not be permitted to attend school during the period of an out-of-school suspension.

The power of suspension is authorized as follows:

Pursuant to Ed 317.04(a)

1. The Co-Director is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school policies or rules. The Co-Director is authorized to continue the suspension of a pupil for a period in excess of 10 days with the approval of the Chair of the Board of Directors. Prior to this extended or "long-term" suspension, the Co-Director will provide an informal hearing on the matter. Pursuant to Ed 317.04(a)
2. "Long-term suspensions" may be issued for an act of theft, destruction or violence as defined by NH RSA 193D:1, or for possession of a pellet or BB gun, rifle, or paintball gun under NH RSA 193:13, II.
3. Any suspension in excess of 10 school days is appealable to the Board of Directors, provided the Co-Director receives the appeal in writing within 10 days after the issuance of the suspension. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.

Grounds For Suspension

A student may be subject to suspension based on a discipline referral. The following



infractions are to be considered as grounds for suspension; the list is intended to be illustrative, not exhaustive:

- Fighting, assault, or attempted assault
- Theft of property
- Destruction of property/vandalism
- Grossly disrespectful conduct
- Violation of the drug/alcohol/vaping/smoking policy*
- Bringing weapons, or imitation weapons to school
- Recording or photographing another person without his/her consent*
- Harassing, hazing or bullying another student
- Violation of the Phone Ban as outlined in the policy

*NOTE: Pursuant to NH RSA 126-K:6, no person under 18 years of age shall purchase, attempt to purchase, possess, or use any tobacco product, e-cigarette, or liquid nicotine. Pursuant to NH RSA 126-K:7: 1. No person shall use any tobacco product, e-cigarette, or liquid nicotine in any public educational facility or on the grounds of any public educational facility.

Determination Of Suspensions

Items listed above are examples of grounds for immediate suspension from Synergy Academy. Out-of-School Suspensions and the number of days assigned for said violations will be determined at the discretion of Synergy Academy leadership. Students and parents/guardians have the right to appeal any suspension by first notifying the Co-Director and then writing a formal letter to the Synergy Academy Board of Trustees.

In accordance with our Attendance Policy, students have the ability to make up work during a suspension, however they are responsible to contact their teachers to obtain these assignments. Continued violations in the area of suspension may result in a referral to be exited from the Synergy academy.

Exit From Synergy Academy

A determination to be exited from Synergy Academy will be made based upon the Discipline Referral process, a conference, and administrative communication with parents/guardians. Exit from school enrollment will be imposed upon the commission of an egregious violation of school rules and policies, including but not limited to the following: (1) possession of illegal drugs or alcohol on school grounds; (2) possession of a firearm or weapon; and (3) aggression and/or anger directed at school faculty, staff member, or peer.



A student faced with an exit will be afforded due process in terms of notice from the Co-Director and appeal to the Board.