

# UNIQUE ACADEMY HR. SEC. SCHOOL, KHANDWA

## STUDENT HANDBOOK

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**Academic Session: 2026–2027**

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### 1. Introduction

This Student Handbook provides important information regarding the policies, rules, and procedures of UNIQUE ACADEMY HR. SEC. SCHOOL, KHANDWA. It is designed to help students understand their responsibilities and maintain discipline and academic excellence within the school campus.

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### 2. Vision and Mission

**Vision:** To provide quality education and develop responsible citizens.

**Mission:** To encourage academic excellence, discipline, moral values, and overall personality development of students.

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### 3. General School Rules

- Students must arrive at school on time.
  - Wearing the prescribed school uniform is compulsory.
  - Students must maintain cleanliness and discipline on campus.
  - Respect for teachers, staff, and peers is mandatory.
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### 4. Attendance Policy

- A minimum of 75% attendance is compulsory for all students.
  - Students must submit a leave application for absence.
  - Continuous absence without permission may lead to disciplinary action.
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### 5. Academic Policy

- Regular attendance in classes is compulsory.
- Homework, assignments, and projects must be submitted on time.



- Unfair means during examinations are strictly prohibited.
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## **6. Assessment and Examination Policy**

- The school follows a system of Unit Tests, Half-Yearly, and Annual Examinations.
  - The Assessment Schedule will be communicated in advance.
  - Students must follow examination rules strictly.
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## **7. Discipline Policy**

- Any form of indiscipline will result in strict action.
  - Mobile phones and electronic gadgets are not allowed in school.
  - Bullying, fighting, or misbehavior is strictly prohibited.
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## **8. Student Rights and Responsibilities**

### **Rights**

- Right to a safe and supportive learning environment.
- Right to express opinions respectfully.

### **Responsibilities**

- Follow all school rules and regulations.
  - Maintain discipline and honesty.
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## **9. School Facilities**

- Well-equipped Library
  - Science and Computer Laboratories
  - Sports and Co-curricular Facilities
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## **10. Safety and Health Policy**

- Students must follow safety instructions at all times.
  - Any injury or health issue should be reported immediately.
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## 11. Contact Information

**School Office:** 81/8, TakshShila Shiksha Parisar, Bhandariya Road, Khandwa (450001), M.P., India.

**Contact Number:** +91 79746 12341

**Email ID:** hssunique@gmail.com

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## Declaration

I have read and understood the rules and regulations mentioned in this Student Handbook and agree to abide by them.

**Student Name:** \_\_\_\_

**Class & Section:** \_\_\_\_

**Signature:** \_\_

**Date:** \_\_\_\_