**School Policy Document**

**Introduction**

A Brief History of Muenselling Institute:

Muenselling Institute was established under the patronage of His Royal Highness Prince Namgyal Wangchuck on 23rd February 1973 at Khaling under Trashigang District. It began as the school for the blind with three students. Mr. Einar Kippenes, a Norwegian was then the first principal of the school associated by a national teacher. The school was officially brought under the jurisdiction of the Department of Education in April 1981 and the Royal Government of Bhutan started to mobilize the salaries for the few national teachers.

**VISION:**

We will strive to produce independent, productive and worthy value laden students with wholesome academic excellence upholding the GNH values with the pledge of green school.

**MISSION:**

* Respond to the expectation of the Royal Government’s national policy and special educational needs.
* Support the integrated students of the mainstream schools.
* Provide trainings on activities for daily living, orientation and mobility.
* Provide vocational skills through ICT, music and songs.
* Conduct co-curricular activities
* Inculcate GNH values through social work, value education, health and hygiene and preserve our culture.

**Moto:** “Education for all”.

**DECENTRALISED STRUCTURE OF INSTITUTE MANAGEMENT**

**(ORGANOGRAM)**

**GOALS OF THE INSTITUTE**

1. **Institute Management Team:**

Accomplish and monitor general functioning of the programmes under Academic, Non-academic and Student Support Service Affairs, further implement the policies and plans of the institute.

* 1. **Academic Affairs:**

Guarantee an effective delivery of curriculum and educational programmes with provision of professional development and timely monitoring and assessment to achieve excellence in academic performance considering all kinds of special need.

* 1. **Non-academic Affairs:**

Create opportunities for variety of co-curricular and extra-curricular activities to participate and attain the skills of wholesome education.

* 1. **Student Support Services:**

Cater services to build independent, worthy, right attitude, productive and responsible citizens.

**AIMS OF THE INSTITUTE:**

* Create conducive learning atmosphere where staff and students feel homely.
* Consider and take into account the individual needs of a child with various disabilities.
* Strive for quality education.
* Maintain healthy relationship among the staff members.
* Encourage professional development of the staff.
* Promote physical activities, healthy life style and develop positive attitudes.
* Care for child’s psycho-social ambience.

**STRATEGIES**

**Institute Management Team:** The IMT is the executive body to ensure the smooth functioning of the institute as an organisation.

**2. INSTITUTE MANAGEMENT TEAM (IMT) MEMBERS:**

Non-Academic Head (Member)

Student SS Head (Member)

Vice Principals (Secretary)

Principal (Chairman)

Academic Head (Member)

* State Vision, Mission and goals of the institute.
* Propose fiscal year budget and submit to the Dzongkhag Headquarters on time.
* Prioritize activities for the planned budget.
* Execute the plans and policies of the institute.
* Rectify strategies for implementing short-term plans and goals.
* Manage situational crisis or emergencies of the institute.

1. **Academic Affairs**

* Study the curriculum documents related to the respective subjects and implement.
* Coordinate in preparing Year/Block/Term Plans.
* Interpret and apply the learned skills effectively as per the level.
* Set subject-wise targets.
* Adopt variety of teaching –learning pedagogy.
* Analyze terminal results and plan for betterment.
* Prepare checklists to monitor academic areas.
* IEP may be developed and conducted depending on a case.
* Develop Dzongkha and English speaking culture.
* Provision for professional development of staff through SBIP.
* Foster dynamic learning environment.
* Ensure 180 instructional days.
* ICT Literacy programmes will be provided to the students.

1. **Non-academic Affairs**

* Prepare action plans for various activities to be organized in a year.
* Conduct class/house-wise games & sports and cultural competitions for all levels.
* Carry out timely campus beautification.
* Organize annual school rituals (Rimdro).
* Prepare checklist to monitor non-academic areas.
* Organise annual school picnic.
* Speeches for class III and above to be delivered in the assembly.
* Maintain cleanliness of the school campus throughout the year.
* Conduct regular music classes.

1. **Student Support Services**

* Create friendly physical environment.
* Provide basic necessities to the needy ones.
* Education in career (ADL), Values, Driglam Namzha and Health.
* Organize mobility walk.
* Provide enough musical instruments for the students to learn music.
* Create awareness on safety education for fire and earthquake disaster & others.
* Organize talks on health and youth issues.
* Buddy system and O&M for teachers and students.
* Students will be provided necessary assistive devices
* Facilitate proper boarding facilities.
* Arrange transportation for vacation to the nearest bus terminals.
* Help children use white cane.
* The sick/medical aid requiring children will be escorted to BHU/hospital by warden (boys) and matron (girls).
* Care taker will ensure that vehicles are parked at safe sites.
* Special equipment like whitecane, brailler, writing frame, stylus, abacus, magnifying lens, hearing aid, spectacles and braille paper shall be issued on non-returnable basis.
* Biannual health review of ENT and Eye Assessment shall be arranged every year.

**MONITORING**

* Overall monitoring to be done by the Principal.
* The respective coordinator (Academic, Non-academic & SSS) to monitor after completion of every program in their areas.
* Prepare checklist for each area to be monitored.
* Terminal monitoring by the focal person, DEO & EMO.

**EVALUATION**

* Terminal evaluation, examination and assessment.
* Monitors will evaluate all the activities as per the plans and the achievements of their monitoring members.
* Comparative study may be drawn using summative review form and plan for improvement.

**REVIEWING**

* Assess Strengths, Weaknesses, Opportunities and Threats (SWOT) of the planned programmes through SSA tools.
* The planned programmes to be reviewed terminally.
* Review the work plans jointly.
* Use summative Performance Review Forms and plan for the betterment.

**INDICATORS**

* Statement of Institute Vision, mission and goals at place.
* Developed collaborative working system through committees.
* Policies for student support services framed.
* Individual action plans and Institute development plans prepared.
* Activity-wise targets clearly set by each head of department.
* Culture of recognizing excellence established; students and staff encouraged.
* Institute management policies developed.
* Evidence of collective planning, implementing, reviewing, monitoring and reporting maintained.
* Job description for various responsibilities clearly stated.
* Professional development programs organized.
* Atmosphere of learning and exploration created.
* Made optimal utilization of the resources.
* Good ethical and hard working students.
* Adoption of various teaching strategies.
* Institute improvement plan drawn.

**1. Admission Policy**

* Admission to MIK is feasible and open throughout the academic year except for PP.
* The admission committee for all level comprises the Principal and the IMT.
* An individual should produce relevant documents at par with regular schools.
* The age limit for admission is between 7 to 13 years irrespective of blindness and low vision.
* The low vision student who has vision acuity of both the eyes below 3/60 is admitted.
* The individual should produce a medical certificate stating his/her vision of both the eyes by an authorized ophthalmologist/eye specialist.
* Dropouts/newly blinded may be required to produce a progress report and the transfer certificate of his/her last school attended. (Such candidate if he/she belongs to lower classes, he/she is admitted in a lower grade and the student of upper classes is admitted for a year for learning Braille skills. The latter is then admitted in the mainstream schools in the next grade to continue his/her education).

**Documents required for admission to MIK are:**

* Citizenship cards of parents.
* Health card.
* Certificate attested by Ophthalmologist of Bhutan General hospital.
* Mark sheet, school leaving certificate, Progress report and character certificate are required in case of coming from other school on the ground of deteriorating vision.

**Admission of integrated children:**

SENCOs shall be responsible for admission of class VI graduates in JSCS middle campus along with personal files and other required documents.

**2. Examination practices Policy**

Necessary accommodation and adaptation shall be made during various examinations in line with the Examinations, Evaluation and Assessment guidelines for schools with SEN programmes.

* 1. **Continuous assessment:**

The institute shall follow the National Assessment Guidelines produced by Royal Education Council.

1. **Class Work Policy**

Class Work is a planned learning activity required to the lesson taught and is carried out by the students in the classroom during the teaching period under the supervision and guidance of the teachers.

The class work may be group discussion, reading, writing, drawing, problem solving in group, individual and information collection.

The class Work is assigned to students to:

* Encourage independent and group work habit in students.
* Facilitate the effective teaching learning process.
* Get to know student’s strength and weaknesses to provide further support.
* Provide opportunities to students to apply the knowledge and skills learned in the lesson.
* Reinforce the concepts and skills taught.
* For the teachers to find out if the lesson taught is effective.
* Ease the burden of homework on students.

**Strategies for assigning class work:**

* The class work will be assessed block wise as per the criteria.
* Each student’s exercise book will be corrected regular basis.
* The marks entered in the CA record book will be reflected in the child’s exercise book for transparency.

1. **Home Work Policy**

Home Work is a learning task that teachers assign to students to do after school hours. It is an extension of the class work that student should complete on their own with minimum guidance from a teacher.

The respective subject teacher may assign students with minimum of 1 or 2 questions. This is because of the nature of the braille literacy and numeracy unlike alphabets and numbers. In nutshell, operations with 6 dots take more time and space.

**Strategies for assigning homework**

* All the homework assigned should be assessed.
* Give necessary comments and ensure that students take note of the feedback.
* Acknowledge their work.
* Homework should not be assigned during the teaching hours.
* Homework should provoke students to think and apply the concepts learnt in the class and not encourage mindless and mechanical copying.
* Home work assigned should be such that the student should be able to do it by him/herself.
* Students should not be burdened by homework (subject wise homework time table may be followed) or maximum of 2 questions may be assigned by the respective subject teacher.

**5. Project Work Policy:**

The Project work in school means the extended learning activity undertaken by a student related to a topic in the syllabus involving the students in process such as information gathering, interpreting and presenting the information in a logical sequence and written form.

**Strategies for assigning Project Work:**

* Project Work will be given to class iv-vi students based on the educational needs.
* The project work will be based on subject matter for enhancing concept, skills, values and attitude.
* The respective class teacher in consultation with the subject teachers shall work out timetable for assigning the project work.
* The criteria set for project work must be informed to children while assigning project work.
* Proper feedback must be given to the children.
* Project work will be returned to the students after correction with appropriate comments and marks.
* The materials for project work will be issued to the students as per the requirements made by the subject teachers.

**6. Reading Policy**

**Strategies for Reading:**

* ***Dzongkha & English:*** The respective subject teacher must make sure that every child gets enough time for reading in each period, at least for 10 minutes. The Language teachers ensure the classroom reading program.
* ***Library Class:*** One period for library is allotted to all the classes in a week.
* ***Reading Week:*** Observe national reading week annually (1st Week of September).
* Reading log shall be maintained by designated staff for each class.
* Students will show their speeches in both the languages for correction to the subject teachers.
* The students of higher grade should have read good numbers of books at the end of the year.
* Students of class iv-vi will do book review one each for English and Dzongkha in a year.
* Conduct reading competition.
* Students of class iv-vi must maintain reading portfolio, which will be evaluated by the language teachers at the end of each block (evident from reading log).

1. **Language Policy:**

The language policy is framed as an effort to improve spoken language in Dzongkha and English.

* Students and teachers must communicate in either of these two languages.
* The importance of the policy to be highlighted in the assembly.
* Teachers must set examples in implementing the language policy.
* TOD should monitor on daily basis.
* The following actions will be taken if any student is found using local dialects:
* Make him/her translate in Dzongkha/English on the spot.
* Provide support and give necessary advices.
* Upon repetition, the student may be asked for exposition.

**8. Leave Policy**

1. **Students:**

* A student must fulfil 90% attendance to sit for the examinations.
* The leave application submitted by a student must be signed by the concerned class teacher and written ‘approved’ OR ‘granted’ then filed for future reference.
* Warden/matron must inform the office/class teacher about the sick students.
* The outstation leave for the boarding students need to have approval from the principal/vice principal.
* The boarders must get their leave (in campus) application signed by the warden/matron before submitting to the class teacher.

1. **Staff**

* All staff shall abide by the leave policy set by the RCSC.
* Casual leave is granted in times of crisis and on unavoidable circumstances.
* The outstation leave will be forwarded to the Headquarters for the information/approval.
* The teacher on leave must submit his/her work set for the class to carry out in his/her absence.

**9. Classroom Management policy:**

* Class teachers are responsible for setting the classroom rules.
* Every class must have class captain to assist in keeping the classroom safe and clean.
* Classrooms are set into a conducive learning atmosphere for the children.
* The teaching and learning materials in the classrooms will be displayed or kept in proper order.
* Any kind of waste from the classroom should be disposed into the common dustbin placed at the corner of the corridor.

**10. Attendance Policy:**

**10.1 Students**

* Students’ attendance shall be maintained.
* It will be recorded on daily basis.
* The total working days including the previous attendance will be reflected at the end of each month.

**10.2 Staff:**

* Staff attendance register shall be maintained by the school Adm. Asst.
* All the staff shall sign in the morning and in the evening.
* Attendance report shall be compiled and submitted to the Dungkhag Headquarters on quarterly basis.

**11. SCHOOL BOOK POLICY**

The books received or produced will be made sustainable and used cost effectively by maintaining the condition regularly with the full support of staff and students. The braille textbooks’ lifespan should be two years while the print textbooks’ lifespan should be three years.

**Strategies:**

* Check the books by the subject teacher on daily basis.
* Put covers for text books immediately after being issued from the stationery store.
* Brief on how to take care of books.
* Verify the books by the class/subject teacher at the end of the year.
* The teachers will act as role model in handling the books properly and carefully.
* Demonstrate or orient how to turn the pages, open the book, keep book mark and carry books.
* Embossed books should be kept in vertical position in the desks to avoid deteriorate braille dots.

**ROLES AND RESPONSIBILITIES**

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| **SL.**  **NO.** | TITLE | JOB STATEMENTS |
| 1. | Chairman/  Principal | * Overall administration. * New admission. * Supervision of IWP rating * Ensuring the incorporation of GNH principles in all programs * Dissemination of any changes due emergency to the staff. * In-charge to be rotated after every three years. * Maintaining visitor’s register |
| 2. | Vice Principal | * Officiating overall administration in the absence of the Principal. * Guiding academic and student affairs * Using EMSS tools in lesson planning, monitoring and observation and maintain record. * Updating Substitution of teachers * Organizing monthly professional development meeting. * Supervision of PE ratings of support and class IV staff. |
| 3. | Staff Secretary | * Spearheading staff welfare. * Social gathering. * Coordinating functions where whole school is involved. * Collection of contributions. * Monthly collection of staff tea contribution based on the monthly actual expenditure. * Collection of staff welfare contribution @200/- (mandatory for all staff if it is within the institute but optional for the welfare collection of other agencies). |
| 4. | BPU | * Embossing textbooks during urgency * Printing Questions. * Thermoforming/preparing of Teaching Aids. * Recording of teaching aids handed to the RC. * Recording of question papers of mainstream schools. * Brailling of all important notices & orders. * Prepare Action plan |
| 5. | Exam Committee | * Preparation of exam timetable. * Compiling of draft question papers. * Collecting block wise marks. * Contacting subject teachers for questions & master copy. * Recording of progress report; & register & questions of mainstream schools. * Review weekly test * Prepare Action plan |
| 6. | House masters | * Helping/guiding various house activities as per the yearly calendar. * Coordinate gardening work. |
| 7. | Warden & Matron | * Maintaining over all hostel affairs. * Taking care of cleanliness. * Discipliner in the hostel. * Caring sick students. * Rising and sleeping students on time. * Recording guest /parents with the help of students leaders. * Allowing permission for students to go out of campus during week ends. * Controlling students from going to staff quarters. * Using geyser and toilet properly * Supervising the night study. * Abstaining personal friends from entertaining. * Staying 24 hours in the hostel and to seek permission for leave if required. * Propose substitution when both are on leave for official duty/leave. * Recording & issuing of individual hosteller’s belongings. * Proper labeling of belongings and locking rooms while closing for vacation * Escorting of children during shows/blessings as per buddy system. * Monitoring and supervision of viewing TV |
| 8. | Finance and Procurement committee | * Maintain accounts and bills * Declaration of Accounts on monthly basis * Making proposal for procurement. * Informing the staff and the students of the fund status. * Verifying the bills. * Issuing things. * Preparation of annual expenditure. * Recording of annual expenditure. * Maintaining expenditure not covered by the government. * Maintaining fixed account in the name of institute. * Acknowledgement of donation on both cash and kind. |
| 9. | School property & Maintenance Committee (Building/furniture/electrical equipments) | * Identifying and proposing maintenance. * Supervising works and also drawing plans for development. * Maintaining records of furniture issued. * Maintaining the inventory of all government properties. |
| 10. | Religious & Cultural Committee | * Organizing Cultural show for various occasions (National events) * Implementation of syllabus. * Religious & Educational trips depending on situations. |
| 11. | Literary Committee | * Organizing literary activities as per school calendar (quiz, essay, reading) * Motivating children for participating in national and international competitions. * Prepare speech roster. * Prepare Weekly quotes on both Dzongkha and English. |
| 12. | Librarian | * Maintaining records of books issued and received. * Guiding the students in using library. * Recording of kuensels and other official bulletins and newspapers. * Attending book fair for purchasing new stock. * Assist subject teachers in selecting library books. * Proposing for new subscriptions. * Action plan |
| 12. | Store Assistant | * Maintaining record of stationery stock. * Updating issue of stock. * Preparing requisitions as per EPGI/ textbook policy. * Maintain stock ledger |
| 13. | Mess Committee | * Maintaining stock. * Purchasing food commodities. * Supervising food quality. * Preparing monthly menu. * Weighing of commodities while receiving * Supervise timely cleaning of the store, kitchen, dining hall & surroundings with the help of cooks. * Loading and unloading of commodities with the help of GSC/ESP staff |
| 14. | Games & Sports | * Organizing various competitions as per school calendar. * Draw plans for conducting activities including the arrangement of judges. * Organizing athletics competition. * Conducting drills before morning assembly. * Terminal rating of PE activities. * Prepare Action plan. |
| 15. | Disciplinary Committee | * Deciding on any disciplinary action. * Counseling at intervals. * Executing students’ code of conduct. * Giving information to the students about counseling and guidance. * Maintaining various steps of counseling for putting up to the discipline committee. * Maximizing various means for self realization. |
| 16. | O & M/ ADL/ Driglam Namzha | * Teaching O & M and ADL to the students as per class wise grouping. * Extending out- reach program(s) as per request from other organization. * Imparting of Driglam Namzha skills as part of ADL. * Delivering social & traditional etiquettes Za-cha-dro-sum and tha-dam-tshi * Wearing kabney * Teaching types of reception. * Ensuring the incorporation of GNH principles in all programs |
| 17. | Special Education Committee/SEN | * Coordinating with mainstream schools on various issues. * Collecting subject wise issues for discussion. * Collecting related feedbacks on Braille textbooks for further improvement. * Maintaining minutes of meeting conducted. * Conducting Special Education meeting & Braille Symposium. * Submitting the synopsis of any activities to ICT for updating website immediately after the completion of programs. * Issues pertaining to integrated students should be reported to SENCO KLSS * Recording of materials * Maintaining issue register * Supporting mainstream schools. * Carry out RNDA and submit report to the Office and other stakeholders. |
| 18. | Low Vision  In charge | * Assessing the needs and helping low vision students. * Coordinating with RC in charge for using aids. * Maintaining the records of LV students. * Issue assistive devices. |
| 19. | Braille Equipment/ Braillers | * Maintaining braillers/embossers * Keeping records of equipment * Issuing equipment. * Reporting the details of repairs carried out to the office. |
| 20. | Health In-charge | * Providing first Aid * Monitoring students’ health * Implementing health programs -Iron supplementary program on Thursdays * Maintaining health register/book * Recording of Wt & Ht (BMI) twice a year. * Issuing of health book to the sick * Escorting the sick by matron/warden instead of friend(s). * Informing the in charge/ principal immediately if it is of severe nature. * Prepare Action plan * Arranging diet for sick children |
| 21 | General Office  (Adm. Assistant) | * Typing/filing official letters. * Updating Staff & Students details/information etc * Maintaining fax register, dispatch register, incoming letters and official files. * Maintain leave details of staff. * Preparing indent for the coming session. * Prepare TOD roster * Recording official corespondences * Maintain students’ profile |
| 22 | ICT /Computer teaching/ Updating Website | * Maintaining /updating records * Verifying bills if necessary * Updating of Anti Virus & softwares regularly in all computers. * Networking/Updating of website as per the synopsis received at intervals from the various in-charges. * caring of server. * Removal of any recorded softwares to be discussed with the users. * Teaching of basic computer skills from class I to VII * Assisting higher secondary students in internet services * Maintaining checklist and yearly plans. * Guiding colleagues in assessing ICT programs. * Monitoring LAN in the campus. * Supporting e-learning for other subjects. * Issue of any materials through requisition. |
| 23 | Admission committee | * Checking relevant documents * Ensuring admission criteria * Recording of the past history of the individual child. * Convening general staff meeting for the special case admission. * Completing case wise case agreement with the guardians of the adult blind prior admitting him/her on a three year probation. * Applying SWOT analysis for discontinuation/continuation of studies. * Maintain admission register |
| 25 | Teaching Braille | * Teaching Braille skills in Maths, Eng., & Dzongkha for recently blinded higher class candidates |
| 26 | Ink printing & record keeping | * Recording of subject wise assignments (HW, CW, PW) received & dispatched * Recording of subject wise answer scripts. * Distribution of assignment/answer scripts to the teachers concerned and Sp. Edn. Co-ordinators. |
| 27 | TOD | * To ensure updating TOD register by all the staff members. * To ensure the visit of important visitors are reflected in the TOD Register. * On the day of TOD, the concerned teacher shall not join any invited gathering both formal and informal. * Attending TOD duties as per the cycle is mandatory for all staff on weekends & government holidays for controlling unforeseen problems. * Principal and VP shall substitute the absence of TOD. * The TOD shall seek leave approval a day ahead of TOD schedule. |
| 28 | Yearly activities | * To record and update the activities carried out as per the school calendar 2018. * To record the marks of the two houses as per the performance and to accumulate the marks for final declaration on sports’ day. |
| 29 | HRD Committee | * The candidate nominated shall have subject link with her/his subject (s) taught in the institute/related job delegation. * The candidate(s) nominated shall, however have /has seniority protected (within the institute) in the teaching/support services for some opportunities. * The candidate(s) nominated is/are totally for the purpose of completing his/her certification in continuation to the last course attended. * The candidate(s) nominated on return shall share his/her experiences gained to the institute staff through SBIP without exceptions. * The candidates(s) if required to be nominated during breaks shall be done by the head of the institute. * However, in the engagement of all the qualified candidates the opportunity shall be extended to any suitable staff of the institute. * The above terms & conditions are subjects to review after three years. * The nomination of candidate shall be validated under the signatures of all the committee members/two thirds of the members. * However, the above terms & condition shall not apply to the following:   + If the nomination is confirmed by name by an authority –ECCD & SEN Division, HRO, DSE , NGO, etc. However, for such candidate institute shall convey on his/her professional linkage.   + If the training is availed solely through individual interest via international medias, to relieve such a candidate a formal approval shall be sought individually from the concerned authority * Nomination for any workshop shall route through the institute HRD committee. * A staff nominated is mandatory to attend any workshop on which failing shall have adverse record for promotion. * It is also mandatory to avail instructional 80 hours professional development annually for each staff. * Record trainings/workshops attended annually for the portfolio. * Certify individuals for taking initiatives. * Recommend for fast track promotion. * Assign and assess winter assignments for the support staff; and verify the attendance. * Quarter allotment will be done by the committee based on existing rules. |
| 30 | Water Management Team | * Ensuring perennial water supply to the institute. * Cleaning of water sources at intervals. * Maintenance of water tanks. * Indenting requirements of plumbing materials. * Regular maintaining of leakages. Controlling the misuse of water. * Controlling the use of water for washing vehicles by outsiders. * During major crisis all the beneficiaries shall volunteer. * Observe World water day. |
| 31 | Disaster committee | * Update annual disaster management plan * Conduct mock drills |
| 32 | Electrician | * Carry out inventory of electrical appliances for maintenance * Weekly inspection of electrical connections with in the campus * Put requisition for electrical goods * Timely cleaning of electrical bulbs/tubes * Carry out maintenance works |
| 33 | Hair cutting committee | * Hair cutting for both boys and girls |
| 34 | Minuter | * Maintain the minutes of meetings |