

Guidelines for the NIVI and Mainstream Schools

Introduction

The National Institute for the visually Impaired was opened in 1973 by a Swedish Mission, and was formally known as Zangley Muenseling School for the Blind. In 1986 the Education Division of the Royal Government of Bhutan, took over the management of the school.

As per the education policy of Royal Government of Bhutan, the visually impaired students of NIVI have been integrated into the mainstream schools of Khaling Lower Secondary School and Jigme Sherubling Higher Secondary School since 1979.

For the smooth operation of an integrated education program, the three schools have developed these guidelines. This was decided at the 2nd round Special Education Committee meeting held on the 6th of September, 2006. The guidelines have been prepared by the 2010 heads and SENCOs. These guidelines are expected to serve till further amendment.

1. Admission

1.1 Level

The visually impaired children are integrated into the mainstream school after the completion of class VI. However, in future, with the trained teachers and SEN Committee members and SEN Assistants, the policy may be reviewed and the classes for integration may be amended.

1.2 Procedures

The visually impaired students are to be integrated based on the following procedures:

- a. Respective mainstream school shall inform the parents of the visually impaired children to be integrated in the next semester before the winter vacation so as to enable the parents and children to be fully prepared with uniform and fees for the next academic session.
- b. The Special Education Committee of NIVI is to hand over the children to the special education committee of the mainstream schools for admission with required documents.
- c. In absence of parents and guardian, the SENCO of the respective schools will act as a guardian representative at meetings held at the mainstream schools and during the signing of certificates and results for visually impaired children.

2. Boarding System

The boarding facilities for the visually impaired students integrated into Khaling Lower Secondary School shall be availed in NIVI and visually impaired students integrated into Jigme Sherubling Higher Secondary shall avail boarding facilities in that school itself.

3. Examination Practices

3.1 Transcription of questions into Braille

The weekly tests question paper is to be sent to NIVI by the mainstream schools three days in advance, excluding the weekend/holidays. The transcribed questions must be submitted to the examination committee of the respective mainstream school one day before. The question papers for mid-term and annual

examinations are to be sent a week before the examination. The above committees of the two mainstream schools are to hand over the question papers for transcription to the examination committee of NIVI with proper record. The question paper must be stapled, packed and submitted by the committee of NIVI to the committees of the respective schools. The committees are to ensure that the question paper/answer paper for both transcription and ink-printing are handed in person. The master copy of all the question papers should be submitted both in print and soft copy.

3.2 Timing

The visually impaired students appearing at the home/board examination shall be provided with 10 extra minutes for every hour.

3.3 Alternative Questions

Alternative questions for braille users in place of maps, diagrams, geometry works, etc. must be prepared by the concerned subject teachers.

3.4 Large Print

The question papers for the low vision candidates must be enlarged not less than 36 and 16 point font size letters for Dzongkha and other subjects respectively. Respective school shall be responsible for preparing large print question papers.

3.5 Seating arrangement

The school shall arrange separate rooms for braille users and adequate light facilities for the low vision students.

4. Ink Printing

4.1 Examination Answer Papers

The answer paper of the examination will be handed over after the completion of every paper. The ink printing will be completed and handed over within 7 days. However, the ink printing of weekly test papers will be completed within 3 days of the receipt of the paper.

4.2 Project Work

The project works must be typed on the computer by an individual for submission. However, Science, Maths and Dzongkha project works can be submitted for ink printing. The project work for ink-printing is to be handed over by the Special Education Needs coordinators of the mainstream schools to the teacher in charge of NIVI for maintaining ink-printing records. The ink-printing of the project is to be completed within one week.

4.3 Homework/ Classwork

The ink-printing of homework or classwork is to be completed within two days and handed over to the SENCO of mainstream schools.

5. Orientation and Mobility

The integrated children are to be provided with campus orientation by the concerned SENCOs of the mainstream schools. The O&M in charge of NIVI shall extend help in the absence of trained teachers in the mainstream schools.

6. Curriculum Practices

There is no separate curriculum prescribed for the visually impaired children.

7. Supplies

7.1. Stationery and Equipments:

- a. All teaching/learning materials shall be issued at par with the NIVI students to the mainstream schools.
- b. The mainstream school shall maintain proper stock register for all the materials and equipments.
- c. NIVI shall appraise the mainstream schools on materials to be retained/issued permanently.

7.2. Textbooks

The respective schools shall directly obtain textbooks from BPU, Paro as per the yearly requisition.

8. Resource room

There shall be a separate resource room and study room for visually impaired students in the mainstream schools.

9. Sensitization Programme

9.1 Sensitization Programme for the Staff of Mainstream Schools

NIVI shall conduct a sensitization programme for the staff of the mainstream schools at the beginning of every two years to familiarize staff with the children with special educational needs.

9.2 Parents Sensitization Programme

NIVI shall conduct a separate sensitization programme for all the parents of visually impaired students annually on special education.

10. Access to Information and Technology

The visually impaired students integrated in the mainstream school shall have access to information and technology.

11. Co-curricular Activities

The visually impaired students integrated into the mainstream schools are to fully participate in all feasible co-curricular activities.

12. Note-taking

The integrated visually impaired students are to be provided with routine/voluntary assistance for dictating notes.

13. Orientation for Class XI VI Students

VI students qualified for class XI shall be enrolled without having to attend the orientation programs conducted by the Dzongkhags.

14. Dropout

The principals of respective schools will submit the list of the dropouts who would need support and forward this list to the SpEd Unit for necessary guidance.

15. Braille Symposium

The NIVI shall conduct Braille Symposium once in the middle of the academic year.

The forum shall be attended by:

- ✓ Visually impaired students of mainstream schools.
- ✓ SEN coordinators of three schools.
- ✓ The students and staff of NIVI.
- ✓ Other braille users.

16. Special Education Meeting

The Special Education meeting shall be held twice a year, the first in the beginning of the academic session and the second after midterm exams.

17. School Special Education Needs Committee

The respective schools shall form Special Education Needs Committee.

To achieve the roles and responsibilities, SENCOs shall have less teaching periods and other responsibilities in the school.

The special education meeting shall be attended from the three schools by:

- Heads
- Assistant heads
- Special Education needs coordinators
- Assistant coordinators

Special Education Needs Committee

Definition: UNESCO (1983) “Special education is a form of education provided for those who are not achieving, or are not likely to achieve through ordinary educational provisions, the level of educational, social and other attainments appropriate to their age, and which has the aim of furthering their progress towards these levels”.

Introduction

With the introduction of integrated education, the visually impaired children studying in the mainstream schools were found to be facing learning difficulties in the regular classroom. The UNV special education consultant, Miss Alison Rhodes, created this committee to support the visually impaired children.

Aim

To promote an integrated education program in the mainstream schools.

Special Education Committee

Special Education Committee comprises of the following members in the respective schools:

1. Special Education Needs Coordinator.
2. Assistant Special Education Need Coordinator.
3. Concerned class teachers

The Roles of Special Education Committee

- ✓ Integrate and support visually impaired children in respective schools.
- ✓ Induce the importance of integration.
- ✓ Organise orientation and mobility through the support of orientation and mobility coordinator of NIVI.
- ✓ Inform BPU of Paro through school administration on requirement of textbooks and reading materials in braille and large print.
- ✓ Arrange applicable means of assistance in taking notes.
- ✓ Guide and support the active participation of the visually impaired children in the co-curricular activities.
- ✓ Look for an applicable solution for the difficulties faced by the visually impaired children in the subject matters through discussion with the coordinators amongst the three schools, school administration and concerned subject teachers.
- ✓ Arrange teaching learning materials and maintain proper record of the equipments.
- ✓ Guide and monitor the access to information technology for the visually impaired children through the support of the IT coordinator of respective schools.
- ✓ Maintain the personal files of the integrated students.
- ✓ Familiarize new teachers with Special Educational needs through SBIP/staff meeting.
- ✓ Manage all the visits pertaining to SEN.
- ✓ Send and receive students' work for ink printing and transcription.
- ✓ Observe important dates related to visually impaired children as per the international calendar.
- ✓ Remind the examination committee of the necessary arrangements required for visually impaired children during examinations.
- ✓ Liaise with different stake holders involved in the programme.

Endosed on: Saturday, June 12, 2010

Endorsed by:

| Sl. No. | School | Designation | Signature | School | Designation | Signature | School | Designation | Signature |
|---------|--------|------------------|-----------|--------|--------------------|-----------|--------|------------------|-----------|
| 1 | NIVI | Principal | | JSHSS | Principal | | KLSS | Principal | |
| 2 | | Vice Principal | | | Vice Principal | | | Vice Principal | |
| 3 | | Coordinator | | | Coordinator | | | Coordinator | |
| 4 | | Vice Coordinator | | | Asstt. Coordinator | | | Vice Coordinator | |