

**Nazarbayev Intellectual school of Physics and Mathematics in Shymkent**

**Guidance**

**for students in the dormitory and their parents**

**for 2022-2023 academic year**

**(Rules of accommodation for students of the dormitory NIS FMN Shymkent)**

**Shymkent 2022**

**Content**

**1. General characteristics of the dormitory.**

**2. The procedure for providing a place in a dormitory.**

**3. Material values transferred to the use of students of the dormitory.**

**4. Information about the staff of the dormitory.**

**5. The daily routine for dormitory students.**

**6. Schedule of educational classes and clubs.**

**7. Safety and health protection.**

**8. Responsibility of students and their parents.**

**9. Regulatory documents.**

1. **General characteristics of the dormitory.**

The dormitory is a structural subdivision of Nazarbayev Intellectual School of Physics and Mathematics in Shymkent (hereinafter referred to as the Intellectual School) and provides conditions for living and educating the following students of the Intellectual School:

1. holders of the educational grant "Orken";
2. secondary and high school students, studying on a paid basis.

A place in the dormitory is provided free of charge and for a fee.

The dormitory is located in the building of the Intellectual School at the address: Shymkent, Akzhaiykmicrodistrict, Elite town district, building 6.

Tel.: **8 (7252) 29 -30- 06,  web-site:** [fmsh.nis.edu.kz](http://fmsh.nis.edu.kz/)

The dormitory is designed for 132 beds. On the first floor there are 9 rooms, on the second and third floors - 12 rooms each, equipped with furniture that meets all modern requirements and sanitary and hygienic standards.

Living space for each student is provided in accordance with the current standards established by the Sanitary Rules "Sanitary and epidemiological requirements for educational facilities", approved by order of the Minister of the National Economy of the Republic of Kazakhstan dated August 5, 2021 No. 76.

The dormitory has all the conditions for comfortable living, development and education of students: separate accommodation for girls and boys, 4 people in each room in accordance with sanitary rules; 5 meals a day, a zone for self-training and recreation (combined); household room.

Organization and management of dormitory activities

The dormitory carries out its activities in accordance with the legal acts of Nazarbayev Intellectual Schools AEO, the work plans of the school, the dormitory and the Rules for organizing the activities of dormitories of Nazarbayev Intellectual Schools, approved by the decision of the Board of August 6, 2021 (minutes No. 40) (subject to changes approved by the decision of the Board AEO "Nazarbayev Intellectual Schools" dated June 11, 2020 (minutes No. 4) (hereinafter referred to as the Rules), Sanitary and epidemiological requirements for the conditions of education, accommodation, catering, hygiene education, medical care for students are provided in accordance with the Sanitary Rules.

For the organization of leisure and educational classes, the educational premises of the Intellectual School (assembly and sports halls, the reading room of the school library, sports grounds, etc.) are used.

**2. The procedure for providing a place in a dormitory.**

The dormitory supports the mission of the school - it provides equal opportunities for students living in the regions and settlements to study at the Intellectual School.

Place in the dormitory is provided within the number of available places. Students who do not have medical contraindications for living are admitted to the dormitory.

The student's legal representative submits a written application for a place in the dormitory addressed to the director of the Intellectual School in accordance with the form in Appendix 1 to the Rules. Applications of legal representatives of students are accepted within the time limits specified by the order of the director of the Intellectual School.

Based on the order of the director of the Intellectual School, a Commission for the allocation of places in the dormitory (hereinafter referred to as the Commission) is formed.

After the completion of the acceptance of applications, the Commission considers the documents submitted by the legal representatives of the students.

When deciding on the provision of a place in a dormitory, on a priority basis, the Commission considers the applications of students specified in subparagraph 1) of paragraph 2 of the Rules related to categories, in accordance with paragraph 11 of the Rules, taking into account the date of acceptance of the application.

Check-in of students in the dormitory is carried out on the basis of the order of the Director of the Intellectual School.

Students who meet the requirements of the Rules and have not received a place to live in a dormitory due to their limited number are included in the reserve list, taking into account the date and time of application, approved by the decision of the Commission for the allocation of places in the dormitory.

In the case of a free place in the dormitory, a place to stay is presented to the applicant from the reserve list.

After the students specified in paragraph 11 of the Rules have settled in, if there are vacant places in the dormitory, there is no reserve list, the Commission for the allocation of places in the dormitory has the right to transfer the available places to accommodate the students in need of housing specified in subparagraph 2) of paragraph 2 of the Rules.

**3.Material values transferred to the use of students of the dormitory.**

|  |  |  |
| --- | --- | --- |
| **№** | **Item** | **Amount** |
| **Items for personal use** | | |
| 1 | Bed | 1 |
| 1 | Mattress | 1 |
| 2 | Pillow | 1 |
| 3 | Bedding set | 1 |
| 4 | Set of towels (bath, face, feet) | 1 |
| 5 | A blanket | 1 |
| 6 | Winter blanket | 1 |
| 7 | Summer blanket | 1 |
| 8 | Mattress cover | 1 |
| 9 | Pillowcase (bottom) | 1 |
| **Common items** | | |
| 10 | A desk | 2 |
| 11 | Semi-soft folding chair | 2 |
| 12 | Wardrobe | 2 |
| 13 | Bookcase | 2 |
| 14 | The footwear stand | 1 |
| 15 | Wall mirror | 1 |
| 16 | Curtain set + tulle | 1 |
| 17 | Carpet | 1 |
| 18 | Rug | 1 |
| 19 | Shower cabin | 1 |
| 20 | Bath mat | 1 |
| 21 | Towel hanger | 2 |
| 22 | Bathroom set (mirror, soap dish, glass) | 1 |
| 23 | Pedal basket | 1 |
| 24 | Dispenser | 1 |
| 25 | TV | 3 |
| 26 | Game console | 3 |
| 27 | Fridge | 4 |
| 28 | Bar counter | 3 |
| 29 | Bar chairs | 6 |
| 30 | Trash can | 3 |
| 31 | Washing machine | 3 |
| 32 | Iron | 3 |
| 33 | Ironing board | 3 |
| 34 | Clothes dryer | 6 |

**4. Information about the staff of the dormitory.**

The total number of employees of the dormitory is 28 people. Of these, pedagogical workers - 9 mentors and 4 assistant mentors.

|  |  |  |
| --- | --- | --- |
| **№** | **Name** |  |
| 1 | Anar Umarova - dormitory manager  Tel.: 8-707-202-44-20  [umarova\_a@fmsh.nis.edu.kz](mailto:umarova_a@fmsh.nis.edu.kz) | C:\Users\Gul's\Desktop\95bb62fc-1ced-42b5-aae6-536e9406c135.jpg |
| 2 |  |  |
| 3 | Murat Oisylov – mentor  Tel.: 8-777-917-38-49  oisylov\_m@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\de5bbb46-a2bc-4957-85d1-3aed9bcb7968.jpg |
| 4 | GaukharKambarova – mentor  Tel.: 8-777-118-86-48  kambarova\_g@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\abb93922-56f6-475e-9d43-2ea4fc619c1d.jpg |
| 5 | Bauyrzhan Smailov – mentor  Tel.: 8-771-826-25-95  smailov\_b@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\6c53c8d8-8ab9-425a-a9e3-a8c7a070dbcf.jpg |
| 6 | Darikha Issayeva – mentro  Tel.: 8-701-480-95-78  issayeva\_d@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\b23550d1-dd30-4241-9fb7-ff2eef79c31b.jpg |
| 7 | AssemK hudaiberghenova – mentor  Tel.: 8-771-238-89-80  khudaibergenova\_a@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\857bd7f0-2824-4c5b-b14e-b72eef1369df.jpg |
| 8 | Meruert Nurmakhanbetova – mentor  Tel.: 8-707-832-31-88  nurmahanbetova\_m@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\02086b2c-2c64-4b80-9868-e204bfe74fd9.jpg |
| 9 | Sultan Zhumabayev – mentor  Tel.: *8-700-441-30-10* | C:\Users\Gul's\Desktop\464723aa-4c72-4154-9e15-61c9db589328.jpg |
| 10 | Taghabek Ramankulov – mentor  Tel.: *8-775-467-04-91* | C:\Users\Gul's\Desktop\6b0e3150-954b-4f9e-b75f-167509acfb20.jpg |
| 11 | Bibaisha Moldabekova - assistant mentor  Tel.: 8-775-489-88-90  moldabekova\_b@fmsh.nis.edu.kz | C:\Users\Gul's\Desktop\cb3690d6-24d6-453c-b092-1bc78708c5ca.jpg |
| 12 | Saule Akhayeva – assistant mentor  Tel.: 8-777-649-82-73 | C:\Users\Gul's\Desktop\ed28fa53-6656-4c3e-be40-ed0d08621070.jpg |
| 13 | Nurzhamal Aidarkhanova – assistant mentor  Tel.: 8-707-478-05-71 | C:\Users\Gul's\Desktop\c3a42a65-d582-491d-898f-d966d914eef0.jpg |
| 14 | GulzhasTastanova – assistant mentor  Tel.: 8-707-939-13-31 |  |

**5. The daily routine for dormitory students.**

**Daily routine for grades 7-8 (Monday-Friday)**

|  |  |  |
| --- | --- | --- |
| **№** | **Time** | **Routine** |
| 1 | 07:00 – 07:05 | Wake up |
| 2 | 07:05 – 07:15 | Morning exercises |
| 3 | 07:15 – 07:35 | Hygiene procedures |
|  | 07:35 – 08:00 | Preparing for school |
| 4 | 08:30 – 08:50 | Breakfast |
| 5 | 08:50 - 11:55 | Lessons |
| 6 | 11:55 – 12:30 | Lunch |
| 7 | 12:30 – 12:45 | Flashmob |
| 8 | 12:45-15:50 | Lessons |
| 9 | 15:50-16:00 | |  |  | | --- | --- | | Afternoon snack |  | |
| 10 | 16:00-17:00 | Extra lessons |
| 11 | 17:00-17:30 | Clubs |
| 12 | 17:30-18:15 | Free time (walking outside, clubs, contacts with parents, etc) |
| 13 | 18:15-19:00 | Educational classes according to the plan |
| 14 | 19:00-19:30 | Dinner |
| 15 | 19:30-21:00 | Doing homework |
| 16 | 21:00-21:20 | Second dinner |
| 17 | 21:20-22:00 | Free time, preparation for sleep |
| 18 | 22:00-07:00 | Sleeping |

**Daily routine for grades 9-12 (Monday-Friday)**

|  |  |  |
| --- | --- | --- |
| **№** | **Time** | **Day Routine** |
| 1 | 07:00 – 07:05 | Wake-up |
| 2 | 07:05 – 07:15 | Morning exercises |
| 3 | 07:15– 07:35 | Hygiene procedures |
| 4 | 07:35-08:00 | Preparation for classes |
| 5 | 08:00-09:15 | Classes |
| 6 | 09:15-09:35 | Breakfast |
| 7 | 09:35-11:55 | Classes |
| 8 | 11:55-12:10 | Flash mob |
| 9 | 12:10-12:55 | Classes |
| 10 | 13:00-13:30 | Lunch |
| 11 | 13:35-15:45 | Classes |
| 12 | 15:50-16:45 | Extra classes |
| 13 | 16:50-17:00 | Afternoon snack |
| 14 | 17:00-17:30 | School clubs |
| 15 | 17:30-18:15 | Free time |
| 16 | 18:15-19:00 | Educational classes |
| 17 | 19:00-19:30 | Dinner |
| 18 | 19:30-21:00 | Home work |
| 19 | 21:00-21:20 | Second dinner |
| 20 | 21:20-22:00 | Free time and sleep preparation |
| 21 | 22:00-07:00 | Sleeping |

**Saturday routine**

|  |  |  |
| --- | --- | --- |
| **№** | **Time** | **Day routine** |
| 1 | 08:00 – 08:45 | Wakeup (morning exercises, hygienic procedures) |
| 2 | 09:00-09:30 | Breakfast |
| 3 | 09:30-10:30 | WatchingTV, reading, walking, visiting family |
| 4 | 10:30-12:30 | Educational classes, school clubs |
| 5 | 12:30-13:00 | Lunch |
| 6 | 13:30-16:00 | Hobbytime (sport, reading, etc.). |
| 7 | 16:00-16:30 | Afternoon snack |
| 8 | 16:30-19:00 | Citytour(museums,theatre,cinema) |
| 9 | 19:00-19:30 | Dinner |
| 10 | 19:30-21:00 | WatchingTV, reading, walking, visiting family |
| 11 | 21:00-21:20 | Second dinner |
| 12 | 21:20-22:00 | Preparation for sleep |
| 13 | 22:00-08:00 | ***Sleeping*** |

**Sunday routine**

|  |  |  |
| --- | --- | --- |
| **№** | **Time** | **Day routine** |
| 1 | 07:00 – 07:30 | Wake up |
| 2 | 07:30 – 07:40 | Morning exercises |
| 3 | 07:40 – 08:00 | Hygienic procedures |
| 4 | 08:15-08:55 | Breakfast |
| 5 | 09:30-10:30 | Morning walk |
| 6 | 10:30-13:00 | Freetime(bath,laundry, ironing) |
| 7 | 13:00-13:30 | Lunch |
| 8 | 13:30-16:00 | Citytour(museum, theatre, cinema) |
| 9 | 16:00-16:30 | Afternoon snack |
| 10 | 16:30-17:30 | Cleaning the room |
| 11 | 17:30-19:00 | Gym, school clubs, walking, independent learning |
| 12 | 19:00-19:30 | Dinner |
| 13 | 19:30-21:00 | Home work |
| 14 | 21:00-21:20 | Second dinner |
| 15 | 21:20-22:00 | Preparation for sleeping |
| 16 | 22:00-07:00 | Sleeping |

**6. Weeklyschedule**

Educational work by groups is carried out systematically, according to the approved annual work plan. According to this system, educators spend a lot of interesting and useful events and educational classes. They develop the mechanism of children behaviour selfcontrol, implement the habit for a healthy lifestyle, acquaint themselves with the laws of the Republic of Kazakhstan, the Convention on the Rights of the Child, the rules of safe behavior in society, traffic rules, fire safety, develop such features as hard work, honesty, justice, patriotism and responsibility.

After the lessons, a child needs a change in the type of activity. Dormitory students attend all types of school clubs and sports sections organized at the school, as well as hobby clubs run by educators and assistants of educators.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Days of the week | 17.30-18.15. | 18.15.-19.00 | 19.00.- 21.30. | 21.30.-22.00. |
| Monday | Walking | Talk | Home work | Preparation for tomorrow |
| Tuesday | Walking | School clubs | Home work | Preparation for tomorrow |
| Wednesday | Conversation on hygiene for boys and girls. Volleyballforboys (9-12 grades), football –boys (7-8 grades) | Sport games | Home work | Preparation for tomorrow |
| Thursday | Walking,  Individualand couching sessions with physiologists | Психологические тренинг игры | Home work | Preparation for tomorrow |
| Friday | Walking  Volleyballforboys- (7-8 grades), footballforboys (9-12 grades, gym, exercisestherapyforagroupofstudentswithmusculo-sceletalandmotorfunctiondisorders (postural disorders, scoliosis, flat feet) | Воспитательный час | Homework | Preparationfortomorrow |
| Saturday | Walking,Volleyball for boys (7-8 grades), football for boys (9-12 grades), gym | Timetable events | Home work | Preparationfortomorrow |
| Sunday | **10.00.-11.00.** | **11.00.-13.00.** | **15.00.-16.00.** | **19.00.-21.00.** |
| Roomtidingup, walking | Timetable events | Girls Club  «Handicraft» | Preparationfortomorrow |

**7. Safety and Health Protection**

The school and its adjacent territory are protected by the Security and Safety Service in accordance with the instructions for the protection of Nazarbayev Intellectual Schools. Round-the-clock Thevideo surveillance is underway round-the-clock. Threesecurity posts work around the clock according to the duty schedule approved by the director of Musahan-Security LTD LLP.

At nightthe entry to the school territory is prohibitedfrom 9 p.m. Every 30-40 minutes, the territory is bypassed. In the evening, artificial lighting is provided on the territory. The dormitory is visited be the district inspector regularly. The dorm is equipped with internal video surveillance.

School safety plans and a plan for conducting evacuation exercises have been developed to ensure the school safety.

In the evening seven educatorswork with children in the dormitory from 4.30 p.m.untill10 p.m., two assistants and a nurse work from 9 p.m. until 8 a.m.

On the day of dormitory check-in, the students are instructed on the rules of living in the dorm and compliance with safety regulations. During the year, the trainings on fire evacuation are taken. Each floor has fire extinguishing equipment, a fire evacuation plan is on each floor and in each room.

A medical unit is located on the first floor of the school dormitory. The dormitory students medical care is provided by the staff of the School Medical Service. First aid supplies are available at the medical department. At night, the health of children is monitored by the nurse of the school dormitory.

###### **8.Students and parents responsibility**

1. The dormitory Students when arrive and depart must be accompanied by their legal representatives (parents, adoptive parents, adopters, guardian, trustee, foster carer, other persons replacing them, in accordance with the legislation of the Republic of Kazakhstan.) At the beginning of the school year, legal representatives must provide notarized powers of attorney for persons replacing them);
2. Accompanying legal representatives must sign in the register of arrival/departure of students of the school dormotory;
3. Comply with road safety rules;
4. If there is a need in a doctor examination (temperature above normal, acute respiratory infections, injury, etc.), the student should be accompanied to the hospital by the legal representatives or their proxies (having a notarized power of attorney), after arrival from the hospital to hand in the student medical certificate to the school dormitory medical staff;
5. After treatment, bring a certificate of health and a prescription list (if the course of treatment is not completed) and give to the school doctor;
6. Comply with the terms of the Rules;

The parent has the right to:

1. actively participate in cultural dormitory events;

2. visit the child at the prescribed time in accordance with the Rules;

3. to receive information on the student's behavior and performance from the dormitory and school administration.

It isprohibited to:

1. send children to the dormitory alone unaccompanied or with persons who do not have a notarized power of attorney (with relatives, parents of other students or taxi drivers);

2. to bring confectionery containing cream (cakes, rolls, bagels, etc.), sweet carbonated drinks (Coca Cola, Pepsi Cola, Fanta, etc.), dairy products (yogurt, rustic milk, etc.) to the dorm; including energy drinks, store drugs, dietary supplements without doctor’s prescription.

Self-government body

1. To implement measures to control the observance and improvement of housing, cultural and living conditions of dormitory students, to attract students to participate in the dorm management, in educational, cultural, physical culture and recreation work, the Dormitory Council is chosen from the students living in the dorm.

2. The Dormitory Council is a public self-government body and is elected at the general meeting of students. The status and authority of the Council is determined by the Regulation on the Dormitory Council approved by the School Principal.

**9. Regulatory documents**

**1**. Rules for organizing the activities of Dormitories of Nazarbayev Intellectual Schools, approved by the decision of the Board of AEO "Nazarbayev Intellectual Schools", June 01, 2022 (Protocol No. 24) (taking into account changes approved by the decision of the Board of AEO "Nazarbayev Intellectual Schools", June 11, 2020 (Protocol No.23 )

2. Sanitary Rules "Sanitary and Epidemiological Requirements for Educational Facilities," approved by the Order of the Minister of National Economy of the Republic of Kazakhstan dated August 5, 2021 No.76.