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The booklet “Guide for boarding-school students and their parents” describes the rules of living in the boarding-school of «Nazarbayev Intellectual School» of chemistry and biology in Shymkent. Mainly, the organizational activities of the boarding-school include the creation of favorable conditions for the life and successful development of students. All points of the manual correspond to the general provisions for organizing the activities of the «Nazarbayev Intellectual Schools» boarding-school created and approved by the board of the AEO «Nazarbayev Intellectual Schools» and comply with the laws of the Republic of Kazakhstan.

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**INTRODUCTION**

Welcome to our boarding-school, the «home far from home» for our students!

We understand that the decision to send a child to live in the boarding-school is one of the most difficult decisions for parents. We thank the parents who made that choice and trusted us.

We understand that we cannot completely replace the home environment, but we will do everything possible to provide comfortable living conditions and a favorable emotional atmosphere. The priority in the work of our employees is to ensure safety, as well as to create a warm atmosphere within our large “family”. We pay special attention to the health, nutrition and emotional well-being of each student.

To provide appropriate services for your child, the boarding-school employs qualified personnel in the field of medicine, education and technical support.

The boarding-school has good conditions for creating a learning environment. As well as developing independent learning skills, we recognize that supervision and guidance play a very important role.

We hope that the education we provide will help our students become worthy citizens of the Republic of Kazakhstan.

# BOARDING-SCHOOL STAFF

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**SCHOOL GUIDING STATEMENTS**

**MOTTO** Change the World, begin with yourself

**MISSION** We learn to build a better world by opening our hearts and minds.

**VISION** We are a school team aspiring to be recognized leaders in education, guiding students to become global citizens and achieve success in a rapidly evolving informational landscape.

**VALUES:**

* Respect
* Transparency
* Patriotism and responsibility
* Diligence and creativity
* Honesty
* Family values and traditions
* Health and well-being
* Global citizenship.

**Strategic development directions of the school**:

**High-qualified education:** High-qualified education is global creating an environment to solve real problems through partnerships.

**Global Citizenship:** Friendship, Equality, Peace for Future Life and a belief system that develops students' global competence based on safety principles.

**Digital citizenship:** Digital citizenship is from school to school is the basic digital that allows you to live confidently and honestly outside to work in an online environment that helps develop skills and values of qualification of responsibility.

**BOARDING-SCHOOL ACCOMMODATION**

The boarding-school is designed for 132 places and consists of 3 floors. High school boys are housed on the first floor, high school girls (11-12) and junior school boys (7-8) are on the second floor, junior school girls (7-10) are on the third floor.

The boarding-school management must provide students with prepared rooms at the beginning of the school year. At the end of each quarter, adjustments can be made to the accommodation according to students’ wishes or at the discretion of the boarding-school head. Items such as large suitcases are not permitted.

All students who have received permission to move into the boarding-school, as well as newly arrived students, must undergo instruction on the rules of living in the boarding-school, safety precautions, sanitary and hygienic requirements. At first, new arrivals and younger students are under the patronage of older students and the leaders of the boarding-school council.

All residents of the boarding-school are personally responsible for their personal hygiene throughout the academic year. Issues such as daily showering and changing underwear and socks and doing laundry are important and necessary.

**MEDICAL REQUIREMENTS FOR CHECK-IN TO THE BOARDING-SCHOOL**

In the boarding-school students must submit the following certificates:

Certificate № 086 (On passing a medical examination)

Certificate № 063 (On the availability of mandatory vaccinations provided for by the Ministry of Health of the Republic of Kazakhstan)

Information about the epidemiological environment

Certificate of being tested for bacterial culture three times.

Students with diseases of the nervous system, accompanied by convulsions and loss of consciousness, tuberculosis, and other diseases specified in the sanitary standards list are not provided with a place in the boarding-school.

For diseases such as skin infectious diseases, pediculosis or any diseases in the acute period, a place in the boarding-school is provided only after complete recovery.

If children already living in the boarding-school become ill, they are isolated until their parents arrive and sent home for treatment, while maintaining their place in the boarding-school.

Parents must provide evidence of their children's allergic reactions to various allergens. Copies of the certificate must be kept by the boarding-school medical workers.

There must be permission from parents to provide first aid. Permission is taken at the beginning of each academic year.

Take a receipt from your parents agreeing to call an ambulance in an emergency. Include this clause in the agreement between the school and parents.

All boarding-school employees must familiarize themselves with the instructions for providing first aid.

**MEDICAL SUPPORT IN THE BOARDING-SCHOOL**

The health and safety of boarding-school students is the most important task facing the boarding-school staff.

During the daytime, boarding-school students, if necessary, use medical service at school.

In the evening and at night, the medical block of the boarding-school operates for boarding-school students. Thus, students are provided with round-the-clock medical support. It is very important for the school medical staff that the medical history, medical forms of compulsory immunization vaccinations are completely and correctly filled out, especially information about allergic reactions to certain substances is especially important.

In cases where a student has a disability or chronic illness, a personal conversation with the student's parents about the medical requirements of the attending physician for the care of this student is required and a written agreement for the care of this student, signed by both parties, is also required.

If students become ill, written permission from parents will be required to provide first aid.

**DAILY SCHEDULE**

**(Monday to Friday)**

07:00 – 07:10 Get up

07:10 – 07:20 Morning exercises

07:20 – 07:40 Water treatments

07:40 – 08:00 Preparing for school

08:00 – 08:50 Breakfast

08:50 – 11:55 School lessons

11:55 – 13:30 Lunch (for each parallel separately)

12:30 – 12:45 Flash mob

12:45 – 15:30 School lessons

15:30 – 16:00 Afternoon snack

16:00 – 17:00 Additional classes at school

17:00 – 18:00 Rest at the boarding school

18:00-19:00 Educational work

19:00 – 19:30 Dinner 1

19:30 – 21:00 Preparing homework

21:00 –21:20 Dinner 2

21:20 – 22:00 Walk in the fresh air

22:00 – 07:00 Night sleep

Weekends are considered Saturday and Sunday.

**WEEKEND ROUTINE**

08:00 – 08:10 Get up

08:10 – 08:35 Morning walk

08:35 – 09:00 Water treatments

09:00 – 09:30 Breakfast

09:30 –13:00 Time for personal use (hygiene procedures, washing, ironing), possibly club work

13:00 – 13:30 Lunch

13:30 – 16:00 Walk and excursions around the city

16:00 – 16:20 Afternoon snack

16:20 – 17:20 Walks, city tours

17:20 – 19:00 Time for personal use (hygiene procedures, washing, ironing), possible club work

19:00 – 19:20 Dinner 1

19:20 – 21:00 Preparing homework

21:00 – 21:20 Dinner 2

21:20 – 22:00 Preparing homework

22:00 – 07:00 Night sleep

**LIFE OUTSIDE HOME**

Living away from home brings some challenges for every student in different ways. Some students are more independent and mature enough to live away from their parents, while for other students, life away from home is a little difficult. To prepare for boarding-school life, boarding-school staff strongly encourage students to develop independent living skills. Educational work in the boarding-school also includes developing self-care skills and creating order in your room. The student’s responsibilities include such actions as carefully making his bed, neatly folding personal belongings, maintaining personal hygiene standards, washing underwear and socks, ironing personal belongings, being on duty in the room, drawing up his own schedule, independently preparing for lessons, active participation in public events. These are just some of the habits that students should develop.

Living in the boarding-school requires following clear rules and being flexible. Students living in the boarding-school must obey the boarding-school rules at all times. They must follow and adhere to routines such as completing homework on time and going to bed on time.

It is important to note that students need to learn how to use their free time effectively. Relaxation and free time with friends should be aimed at creating a rewarding time in the boarding-school.

Life in the boarding-school requires the fulfillment of new requirements - this is respect for the privacy, honor and dignity of other students living in the boarding-school. Supporting each other if necessary is encouraged.

Sometimes interpersonal conflicts may arise among students. In such cases, for boarding-school students, it is necessary to share these problems with parents or boarding-school staff at the very beginning of their occurrence. It is much easier to deal with problems while they are still minor. Parents are encouraged to maintain open communication with the school and r boarding-school staff.

The staff of the boarding-school helps in developing a patient and friendly attitude towards personal life and the feelings of other people. If conflicts arise, it is important that they are resolved amicably. Discussing these issues with the boarding-school staff may be helpful in providing a suitable solution.

**FEELING HOMESICK**

Homesickness is a natural process during the first time living in a boarding-school. This is a normal adaptation moment for newly arrived students. We understand these feelings and help children overcome these difficult periods. It is important that they understand that feeling homesick is completely normal and there is nothing to be ashamed of or embarrassed about these feelings.

From our experience, we know that children call home when they feel unwell and some negative comments about the boarding-school may be exaggerated in an attempt to convince parents that students can be a bit depressed. Parents need to objectively approach such issues and calmly figure it out.

Students who actively participate in extracurricular school activities tend to have an easier time adjusting to boarding-school life and rhythm of school. Therefore, please, encourage your children to participate in the variety of activities and programs that we offer them.

The school does not tolerate bullying of any kind, whether physical or emotional. Moreover, boarding-school students, when entering our school, must behave like one family, whose members always support each other. It is important to note that in the boarding-school there are no initiation rites or other dominant relationships between senior and junior students. The boarding-school management undertakes to provide good living conditions.

**"A BUSY CHILD IS A HAPPY CHILD"**

At first, poor grades or difficulties in communication, high expectations in study can also cause nostalgia. Often, this is due to the fact that beginners have a hard time adjusting to different teaching methods, high demands and a more structured schedule. In this case, you need to explain to your children so that they do not panic and turn to school staff for help (curators, educators, psychologist, etc.)

All boarding-school students adjust to boarding-school life in their own unique way. A child who has just moved into a boarding-school often suffers from homesickness at first. In the first few weeks, it is better to give your child time to get used to the boarding-school routine, especially on weekends. This is a good time to make new friends and have a good experience adjusting to a new society.

We, as persons providing our services and support, will treat you with great understanding and patience. If you need help, you can contact the educators and the boarding-school head.

**ACADEMIC EXPECTATIONS**

Some students of the Nazarbayev Intellectual Schools find academic expectations demanding and challenging. We place high hopes on developing hard work and research skills. Therefore, parents are advised to discuss any difficulties with their children before they move into the boarding-school. Setting achievable goals agreed upon by parents and students is a big help in this regard.

**CREATING A SAFE ENVIRONMENT FOR BOARDING-SCHOOL STUDENTS**

This NIS policy provides a comfortable and safe environment for all NIS students, protecting them from any form of violence, including physical, emotional and sexual abuse, during any activities organized by NIS.

NIS staff must demonstrate support and understanding of each student's individual rights at all times, must support safety policies and be attentive to the student's condition. Reflect the ethics and principles of NIS in all actions and behavior.

To support the student’s emotional balance, we are ready to attract help from people who have nothing to do with the school, who are ready to listen to the student’s problems (such as a helpline).

The external doors of the boarding-school are closed at night, but the fire exit doors must be easily opened from the inside. To ensure safety from emergency incidents, such as fires, earthquakes, terrorist attacks, etc., appropriate instructions have been developed and conducted. Trainings on evacuation and rules of behavior in case of emergencies are regularly conducted.

As in any public place, incidents such as the loss of a student's personal belongings may occur in the boarding-school. If, after a thorough inspection of the room, the student still does not find his item, he must inform his educator or boarding-school head about it. To eliminate such cases, several rules are provided that must be strictly followed by each student:

-Before taking someone's item, you should ask permission.

-You cannot bring expensive things to school.

-Important personal items should be marked.

-You cannot leave personal belongings in common areas of the dormitory.

**SUPERVISION REQUIREMENTS**

- Boarding-school workers on duty at night (2 assistant educators, 1 physician) must monitor each floor.

- After lights out, it is forbidden to be outside the boarding-school, not only the boarding-school, but also the room; if this does happen, the student should be taken in and given a written warning.

- Educators working during the day, when handing over their shifts, provide information about the number of children to assistant educators who come on duty at night.

- Before lights out, assistant educator check that all children are present (after lights out, all students must be in their rooms). If a student is absent, first of all:

- Contact the student by phone, if the student does not answer then:

- The school territory is checked, if the student is not found:

- The school administration is notified.

- Next, contact the parents.

**PROBLEMS**

Parents should speak directly with boarding-school management regarding any concerns or complaints. All complaints will be dealt with appropriately.

Often boarding-school students are more willing to share their complaints with parents than with boarding-school staff, so you should contact us as soon as you receive a complaint from your child. Since it is easier to solve a problem at the very beginning, before it develops into something bigger.

**CONNECTION WITH HOME. COMMUNICATION**

At the beginning of boarding-school life, frequent communication with home is especially important for newly arrived students; fortunately, modern technology makes communication easier. Students living in the boarding-school can communicate with their families regularly. The most common means of communication are mobile phones or email. Parents are not recommended to call during classes, meals or after lights out. Parents of students living in the boarding-school can contact their children:

-out of school hours;

-in free time from preparing homework;

-in free time from eating;

- during the daytime, free from previous procedures.

**INSTRUCTIONS FOR MOBILE PHONE USE**

All boarding-school students are required to have inexpensive cell phones. At the beginning of each school year, all student electronic devices (models, numbers) must be registered. It is necessary to inform immediately about the replacement or purchase of a new cell phone.

The following requirements must apply to all students in the boarding-school:

- Boarding-school students are responsible for the safety of their cell phones.

- During school hours, phones must be put on silent mode and left in a personal closet.

- You cannot use electronic devices after lights out.

- Camera phones must not be used to violate the privacy of other students and boarding-school staff.

**ROOM RULES**

- Always maintain order and cleanliness.

- Carefully make the bed, do not let outer clothing sit on it.

- Comply with hygiene requirements in the morning and evening.

- Do not talk loudly and do not disturb your neighbors.

- Boarding-school students must not enter adjacent rooms without permission or without invitation.

- Male students are not allowed to enter rooms of the opposite sex and vice versa.

- Boarding-school students make their own beds and remove their personal belongings and trash after themselves.

- Active games, running, jumping, pushing in rooms are serious offenses, all types of active games can be played outside the school building, on sports grounds, in the gym, etc.

- Outdoor games outside the hostel, walks, excursions to the city, shopping must be accompanied by educator.

- Due to limited living space, it is not recommended to bring anything large from home (large plush toys, glass photo frames, etc.)

- Each student is responsible for his own property.

- Be responsible for everything that is in the room.

- Save water and electricity.

- Strictly follow safety rules.

- Maintain a daily routine in a timely manner.

- It is prohibited to eat food in bedrooms.

- It is prohibited to bring valuables into the boarding-school (expensive watches, expensive cell phones, jewelry, large sums of money); the boarding-school staff is not responsible for the loss of prohibited items.

- It is prohibited to keep travel bags and suitcases in the room (after checking into the boarding-school, bags and suitcases should be returned home).

- Keep the workplace clean and tidy (desks, tables).

- Take out the trash in the hallway every day before leaving for school.

**RESPECT FOR OTHERS (KEEP QUIET)**

Students and boarding-school staff must respect themselves and treat all people around them, value them and their time and work. Keep silence:

- During the time allotted for preparing homework;

- During group activities;

- During meetings, social events;

- After lights out;

**COMMON AREAS**

You cannot leave your personal things and belongings in common areas.

Boarding-school students must maintain order and cleanliness in common areas.

**BREAKDOWNS AND DAMAGES**

From time to time, breakdowns of boarding-school property entrusted to boarding-school students may occur. Breakdowns can occur due to wear and tear or due to improper use of the property. If a student causes damage to property of the school or another student, he or she is required to pay compensation. Boarding-school residents are responsible for their immediate areas, including beds, closet, desk and chair. Any cases of damage must be brought to the attention of the boarding-school manager. If the damage is the result of rash and careless actions, then the legal representatives of the culprit are obliged to restore the damage on their own. The boarding-school will be thoroughly inspected on a regular basis. It is important to keep every part of the boarding-school in good condition. Boarding-school students should not attempt to repair or modify furniture themselves. Intentional damage will result in appropriate disciplinary action.

**STORAGE OF PROHIBITED AND HAZARDOUS MATERIALS**

- It is prohibited to bring explosive, flammable substances, bladed weapons, firearms, poisons, chemicals, animals or insects into the boarding-school.

- It is prohibited to bring and use tobacco, alcohol, narcotic, psychotropic and toxic substances in the school and outside it.

- It is prohibited to bring expensive or dangerous items to school.

**RULES FOR THE USE OF MEDICINES**

School and boarding-school medical staff must strictly adhere to the exact medical procedures prescribed by the doctor.

Medical staff should be equally informed about the smallest medical problems of students and act in concert to avoid situations such as accidental re-dispensing of medications.

Boarding-school students are strictly prohibited from taking medications on their own. A student's medications prescribed by the school physician or an off-site physician are dispensed by the school medical staff in accordance with the instructions for use.

- To avoid situations such as accidental or intentional overdose, storage at inappropriate temperatures, self-medication (use of inappropriate medications), use of expired medications, medications prescribed by a doctor are stored in medical block, with the exception of drugs for patients with diabetes and bronchial asthma.

- For unhindered access to medications for diabetes and bronchial asthma, the medications of such patients should be kept by the patients themselves.

- Any medicine, even something as simple as Panadol, is prescribed by a pediatrician (a prescription must be issued with the signature of a pediatrician); medicines can only be dispensed as prescribed by a doctor.

**POLICY FOR CONTACTING PARENTS ABOUT MEDICAL ISSUES**

It is mandatory to notify parents in the following cases:

- If the child requires a doctor of a specific specialty;

- If the diagnosis poses a serious threat to the student’s health.

Relevant and correct information to parents about the student’s health status is given by the boarding-school head, who in turn receives accurate information from educators and doctors.

Ordinary minor daytime ailments, which were not reported to parents, can worsen at night and usually in such cases, students who already have longing for their parents and nostalgia may incorrectly and exaggerately convey the situation to their parents. In such cases, parents should be given accurate information about the student’s health status and agree with the parents on the need to call an ambulance.

**MEDICAL REQUIREMENTS WHEN FOR QUARANTINE**

In cases of mass disease in schools, quarantine is declared, quarantine is approved and announced by the relevant medical organizations.

- In cases where quarantine is declared, the school informs parents and obliges them to pick up their children within 24 hours.

**BED REST POLICY**

- In cases where a student is unwell while at school, the medical staff, after a medical examination, decides whether it is advisable to provide the student with bed rest, since space in the isolation ward of the medical unit is limited and bed rest can only be provided in serious cases when bed rest is really necessary.

**PROVIDING AN APPROPRIATE DIET**

The school canteen menu was developed by the Ministry of Health of the Republic of Kazakhstan by resolution 16/84 of December 30, 2011. Locally, the promising menu is controlled by the Karatau [Sanitary and Epidemiological Service](https://context.reverso.net/%D0%BF%D0%B5%D1%80%D0%B5%D0%B2%D0%BE%D0%B4/%D0%B0%D0%BD%D0%B3%D0%BB%D0%B8%D0%B9%D1%81%D0%BA%D0%B8%D0%B9-%D1%80%D1%83%D1%81%D1%81%D0%BA%D0%B8%D0%B9/Sanitary%2Band%2BEpidemiological%2BService) , the school’s quality control commission. The developed diet fully meets the daily nutritional needs of a growing body and is a harmless, dietary food.

In cases where a student requires a special diet or if the student has an intolerance (allergy) to certain foods included in the standard diet (salt, sugar, milk, berries, etc.), then the student’s parents inform the medical doctor in advance staff, nutritionist and hostel manager. For such students, medical staff and nutritionists develop a special dietary menu.

**MEASURES TO PROMOTE A HEALTHY LIFESTYLE**

- Through health education work and mandatory daily morning exercises, develop an interest in a healthy lifestyle.

- Running, walking in the fresh air, water procedures.

- Mandatory morning exercises (getting up at 07:00 am, 07:15 – 07:30 exercises, 07:30 water treatments, etc.)

- Classes in the gym for a student can only take place with the permission of parents and under the supervision of a physical education teacher.

- For the purpose of physical development, sports clubs are organized for boarding-school students.

**SLEEP PATTERN**

Quiet and healthy sleep, lasting at least 8-9 hours a day, is very important for the health and development of a student and this duration of sleep is provided for in the developed daily routine of the boarding-school. Students should understand the importance of following a routine and going to bed at a specific time. The daily routine provides time for all important procedures necessary for the student. All students must strictly adhere to the approved daily routine.

**GUIDELINES**

To use time effectively and develop self-discipline, students should write down long-term and short-term plans and goals in their notebooks or journals. It is especially important to take notes on homework.

- When leaving the boarding-school for classes to prepare homework, you must check your bag for all the items necessary for study, because entry to the boarding-school is prohibited until the end of classes.

- If a student finishes his homework before the allotted time, he can spend the remaining time reading a book or reviewing the topics covered.

- Students may use laptops for no more than 1 hour and only to prepare for lessons. You cannot leave laptops connected to the charger. Use laptops only in areas designated for lesson preparation and under the supervision of educators.

- During the time allocated for preparing homework, it is prohibited to use cell phones, make or receive calls. It is recommended to mute your phone or put it on silent mode.

- After the time allotted for preparing lessons has expired, clean up your workplace, turn off the electricity, close the windows, collect laptops, close the doors.

- Curator gives information to parents about their child’s progress. Educators provide information to parents about the behavior of their children in the boarding-school, in case of violation of the boarding-school rules and in case of illness of their children.

**LEADERSHIP**

- In the rules for organizing the boarding-school activities there is a provision on the boarding-school council, where the boarding-school council is a body of student’s self-government. The main activity of the boarding-school council is monitoring the implementation of internal regulations and organizing a number of educational and cultural events.

- Every academic year a new boarding-school council is formed. Any student living in the boarding-school can be a member of the student council. Members of the student council are elected by voting, with the participation of all boarding-school residents.

- Members of the boarding-school council may also include the student council of the school.

- Members of the boarding-school council and senior students must demonstrate their leadership qualities everywhere.

- Members of the boarding-school council and high school students, with their positive behavior (ethics, neatness, modesty, responsibility, friendliness) set an example for other school children to follow.

- They value the characteristics of each student, support and help other students in the boarding-school, thereby showing tolerance and respect towards others.

- They can create an atmosphere of mutual respect through supportive and trusting relationships.

**DEFINITION OF INTERNATIONALISM AND INTERCULTURAL CONNECTION**

Our educational policy aims to develop an understanding of the political, scientific and cultural independence that exists in our world and the ways in which other people and cultures influence our daily lives.

We are committed to equipping our students with the necessary skills to compete in a global economy.

We will achieve this through:

• teaching different languages;

• teaching subjects in more than one language;

• hiring teachers from different countries and different cultures;

• holding and participating in international events;

• studying other cultures;

• teaching lessons on critical thinking using multiple perspectives;

• teaching tolerance in other cultures;

• passing examinations recognized by higher educational institutions in various countries;

• encouraging recycling;

• developing students' individuality and understanding of cultures;

• recognition and development of universal human values by students;

• establishing connections with students from other countries;

• spreading ideas (TEDx) ;

• organization and participation in the “Model UN” project.

 **CAMPS AND EXCURSIONS**

The boarding-school management and school always informs parents in advance about upcoming major trips to camps and hikes. Routine excursions within the Shymkent city are part of the school regime and notification of these trips does not require mandatory notification.

Parents must be informed in the following cases:

- When organizing a trip out of town;

- When traveling to another city;

- When organizing a trip to foreign countries;

- Before traveling to another country, it is necessary to assess all the risks that may arise during the trip;

- Instruct students on how to behave in a particular country, briefly familiarize them with the history, traditions and customs of this country;

- Distribute brief reminders or instructions on how to behave if you are lost, etc.;

- It is mandatory to have badges with your full name and address where you are staying. Responsibility for the safety of students rests entirely with the accompanying school and boarding-school staff.

**DRESS CODE REQUIREMENTS**

All school uniforms and sportswear must be labelled with the owner's name. There is not much space in the lockers, so you can only bring what you need.

During school hours, a common uniform approved by the school is required for everyone; after school and on weekends, free uniform is allowed (free uniform should be modest: shorts from mid-thigh and below, T-shirts should completely cover the torso and shoulders, for girls in the summer tank tops with closed necklines and knee-length skirts are acceptable). Clothes should always be clean, ironed and in a neat appearance.

Essential clothing should be ironed and hung on hangers in the closet (ironing is done only during leisure time), other things should be neatly folded on shelves, shoes intended to be worn outside the school building should be stored in a specially designated place.

Bags, clothes, and trash should not be thrown on the floor. Place the bag in a free cabinet under the stairs. Throw garbage into the trash bin.

**DINING-ROOM**

- Eating is allowed only in the school canteen and in a specially designated place in the boarding-school.

- During meals, during class hours, students remain in school uniform. After classes, in the dining room, modest, homely clothing is allowed.

- Parents of a student with a special diet (diabetes, food allergies) must notify the boarding-school head about these circumstances before the beginning of the school year, then the boarding-school head notifies the nutritionist and the canteen administrator.

- Meals (breakfast, lunch, afternoon snack, dinner 1, dinner 2) at a strictly defined time for all students.

- It is not allowed to engage in extraneous activities while eating (calling, talking on the phone, talking loudly, pushing someone, making sudden movements).

- Eating is prohibited in the bedrooms.

**FINANCE**

- Students can carry no more than 5,000 tenge per week (to purchase necessary stationery, hygiene products, etc. while shopping), except in cases where it is necessary to pay for taking international IELTS exams.

- If you have a larger amount, you can deposit it with your educator.

- In case of loss of money not deposited, as well as unauthorized expensive items, the boarding-school staff is not responsible.

**VALUABLES**

Parents should ensure that all of their child's valuable personal belongings are left at home.

All items of any value must be stored in personal closets or locked lockers.

Students are prohibited from carrying a large amount of money exceeding 5,000 tenge. Boarding-school students should make do with the cash they have; borrowing money from other students or lending money to other students is strictly prohibited.

Students are prohibited from performing any commercial activities (buying or selling any items), and as well as from making purchases from other sources without the permission of the boarding-school staff.

Students cannot use the things of other students without their permission; all things of any value (laptops, players, watches) must be marked.

It is prohibited to give valuables (laptops, cell phones, etc.) for temporary use (deposit) to other students; if such an incident occurs, the item should be immediately sorted out and returned to the rightful owner or parents of the student.

**DEPARTURE FROM SCHOOL**

- Students cannot leave the school during school hours.

- In emergency cases (illness, family circumstances), they can leave the educational institution only with written permission from the administration and indications from the medical unit, accompanied by parents or authorized representatives.

- Students living in the boarding-school leave the educational institution only on weekends and only with parents or with adults who have notarized powers of attorney from the student’s parents (except in cases where the children themselves have a written power of attorney from their parents, certified by a notary, to attend out-of-school activities courses).

1. Before taking the student home, the parent or authorized representative shows identification documents.

2. The names of the student and the authorized representative are entered in the registration log, the date and time of departure are indicated and the signatures of the educator on duty and the authorized representative are placed.

3. A receipt is filled out on behalf of the person taking it on the basis of a power of attorney issued by a notary.

**RULES OF CONDUCT IN DIFFERENT EMERGENCIES**

Every year, when students move into the boarding-school, safety briefings and practical training on evacuation and during lockdown are mandatory. Information about each student’s familiarization with the rules of conduct during various emergencies is recorded in special journals.

**INFORMATION ABOUT CHANGES**

Boarding-school staff must be kept informed of any changes in the circumstances of a student living in the boarding-school. Especially:

- When the guardian changes.

- When the contact telephone number of the student, parents or legal representatives changes.

- When the student’s residential address changes.

- When parents’ workplace changes.

- If a student has problems with [urinary incontinence](https://context.reverso.net/%D0%BF%D0%B5%D1%80%D0%B5%D0%B2%D0%BE%D0%B4/%D0%B0%D0%BD%D0%B3%D0%BB%D0%B8%D0%B9%D1%81%D0%BA%D0%B8%D0%B9-%D1%80%D1%83%D1%81%D1%81%D0%BA%D0%B8%D0%B9/urinary%2Bincontinence) (boarding-school head is notified and, if necessary, sensitive measures are taken).

- Transfer information to the relevant authorities.

- When handing over a shift in the morning, information is also provided about the number of students and incidents that occurred at night, including cases of illness.

**LAUNDRY ROOM**

**-** The school provides laundry services to all students living in the boarding-school. Laundry services include changing, washing and ironing bed linen, towels, and bedding at least once a week.

- Washing of school, sports uniforms and personal belongings of students is carried out in the living rooms once a week. Household rooms are equipped with automatic washing machines and ironing systems.

- In order not to confuse each other’s things and quickly find their things after washing, it is recommended that parents make permanent marks on clothes. (Embroider initials and class)

- Students in the boarding-school wash their own underwear, socks and handkerchiefs by hand.

**VISITORS**

- In cases where students are visited by guests, when students are picked up for the weekend, they must register with the educator on duty.

- Visitors cannot enter students' rooms; they meet in the school lobby, next to the security post.

- If visitors behave inappropriately, they are prohibited from visiting the student.

- A male visitor (other than parents and siblings) should not be left alone with a female student (not left unsupervised).

- Students who do not live in the boarding-school and students from other schools cannot enter the boarding-school.

**IN CONCLUSION**

Dear parents and students, this manual was specially developed by school staff to create optimal conditions for the life and development of our students. We hope that you will not have to violate these rules and, moreover, you will enjoy living in the boarding-school. We wish you a pleasant and useful time!!!

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