

Student Rules for Taking Leave at KCIS Qing Shan Campus

康橋國際學校青山校區小學部學生請假規則

2025.03.27 簽呈核定

簽呈文號：〈2025〉康橋小學學務字第 011 號

一、Purpose 目的：

Monitor students' attendance to ensure their safety and right to learn.

掌握全體學生到校出席狀況之動態，確實維護學生學習權益及安全，以利教學進行。

二、Subjects 對象：

All students enrolled in this school must apply for leave in accordance with these rules.

凡本校在籍學生，均須依本規則辦理請假。

三、If students cannot attend classes or activities for some reason, they should apply for leave. Those who are absent without completing the leave application procedures will be considered absent.

學生因故無法到校上課或出席各種活動時，應辦理請假。未依本規則完成請假手續而缺席者，一律以曠課計。

四、Students absent for more than 3 consecutive days or 7 days total in one semester will be reported absent by regulations and included in the list of students for re-enrollment guidance.

凡連續曠課3日以上或一學期累計7日者，依規定提報為中途輟學學生列入復學輔導對象。

五、Types of Personal Leave and Explanation 請假種類及限制：

（一）Authorized Leave 公假：

The student who is absent from class due to participating in the following activities (requires approval by the school department) will apply for the Authorized Leave.

凡參加下列活動因而未上課者（需由業務單位認定），由校方准予公假。

1. Participating in competitions organized by the education government.

參加教育主管機關主辦之競賽活動者。

2. Participating in competitions organized by various sports associations approved by the Sports Administration.

參加體育署核定之各項運動協會所主辦之競賽活動者。

3. Participate in various off-campus competitions (must represent the county, city, or country) on their own and be approved by the relevant administrative unit.

自行參加校外各項競賽活動(需代表縣市或國家出賽)，經相關業管行政單位認定簽核者。

（二）Personal Leave 事假：

Students may apply for leave for personal or family matters.

學生有關個人或家庭事項，得請事假。

（三）Sick Leave 病假：

Students who need to rest at home due to illness or accidental injury may apply for sick leave.

因病或意外傷害需在家休養者，得請病假。

（四）Funeral Leave 喪假：

Students may apply for the funeral leave if a relative has died.

學生親屬喪亡，得請喪假。

(五) School Activity Leave 學校活動假：

The student who is not attending classes due to participating in school activities (needs to be confirmed by the department) will be granted leave registration for school activities by the school organizer, signing a form in advance.

凡參加學校活動因而未在原班教室上課者（需由業務單位認定），由校方主辦單位事先簽單給予學校活動假登記。

(六) Natural Disaster Leave 天災假：

Students who are unable to attend classes due to natural disasters may apply for natural disaster leave, which will not be counted as an absence.

因天災或不可抗力之事實無法到校上課者得請天災假，其請假不列入缺勤計算。

(七) Other Leave 其它假 (Prenatal leave, maternity leave, paternity leave, miscarriage leave, parental leave 產前假、產假、陪產假、流產假、育嬰假)：

Students who are pregnant can apply for prenatal leave, miscarriage leave, or childbirth leave by providing proof. Their leave will be handled specially by the Student Affairs Department and will not be counted as absence.

學生因懷孕得檢具證明請產前假、流產假或分娩假，其請假由生教組專案處理，不列入缺勤計算。

六、Method for taking leave 請假方式：

(一) If a student is temporarily ill or has an accident and is unable to attend school, parents should apply for leave online by logging into the school's online leave system.

學生臨時生病或發生事故未能到校，家長應以線上請假方式進入學校線上請假系統請假。

(二) If you are unable to apply for leave online in time for some reason, you may request leave from your homeroom by phone before 08:35 am on the same day. However, you must still apply for leave online afterwards, and the leave application will be completed only after approval.

如因故無法及時線上請假，得以電話於當日上午 08:35 前向導師口頭請假，惟事後仍須進行線上請假，經核准後始完成請假手續。

(三) Personal leave must be applied for before the leave date.

事假需於請假日前完成請假手續。

(四) Authorized Leave is applied for by the school department. If students have relevant reasons, please contact the school department for application and processing.

公假一律由業務單位提出，個別學生如有相關事由，請洽業務單位申請及處理。

(五) Natural Disaster Leave is applied for by the school department. If students have relevant reasons, please contact the school department for application and processing.

天災假由學校統一申請與核定，個別學生如有相關事由，請洽生教組申請及處理。

(六) Leave is calculated by period (including morning self-study and the 9th period). You should confirm the leave date and period before taking leave.

請假以節次計算（含早自習及第九節導師時間），請假前應確認請假日期及請假節次。

(七) Sick leave, personal leave, bereavement leave: The reason for the leave (not the type of leave) must be stated in the "Leave Description" column of the leave form. If you are taking leave for 7 days or more, you need to attach a hospital diagnosis or a copy of your flight ticket and other supporting documents. If the required documents cannot be attached in time for some reason, a "handwritten note" should be attached first to explain the reason and the expected date of providing the certificate and the parent's signature. Please keep the proof for verification afterwards.

病假、事假、喪假：須於假單「請假說明」欄敘明請假原因（非假別）；請假七天（含）以上則需另附醫院診斷書或機票影本等證明文件；應附證件因故無法及時附上者，應先附上「手寫便簽」說明原因及預計提供證明日期與家長簽名，並於事後補交證明供查核。

- (八) Those who fail to apply for leave in the online system, fail to complete the leave application procedures, or whose leave application is not approved will be considered absentees.
未於線上系統進行請假、未完成請假手續，以及請假未經核定者以曠課論。
- (九) The calculation of make-up leave starts from the day after returning to school. An online leave application form must be submitted within 10 days at the latest. If you fail to do so, you will not be able to apply for make-up leave, and it will be considered as an absence.
補請假於返校次日開始計算，最遲 10 日內必須提出線上請假申請單，逾期則無法再行補請假，以曠課論。
- (十) If you apply for leave within 2 days, it will be approved by the disciplinary coordinator; if you apply for leave for more than 3 days (including 3 days) and within 7 days (excluding the 7th day), it will be approved by the Student Affairs Department; if you apply for leave for more than 7 days (including the 7th day), you must submit supporting documents and be approved by the principal.
請假於 2 日內，由生教組長核定；請假 3 日以上（含 3 日）並於 7 日內（不含 7 日）由學務主任核定；7 日以上（含 7 日）須檢具證明文件由校長核定。

七、Procedure for taking leave 請假流程：

- (一) Enter the online leave application system through the school's official website, student system, or the Kang Chiao App, and enter the student ID number and parent ID of the student who is applying for leave.
由學校官網學生系統或康橋 App 進入線上請假系統，輸入請假學生學號與家長身份別。
- (二) Click Send SMS, and the system will send the verification code to the parent's mobile phone via SMS. (This step can be skipped with the Kang Chiao App)
點選傳送簡訊，系統會將認證碼傳簡訊給該家長之手機。（康橋 App 可免此步驟）
- (三) After entering the verification code, you can enter the leave system. (This step can be skipped with the Kang Chiao App)
輸入驗證碼後即可進入請假系統。（康橋 App 可免此步驟）
- (四) After completing the input, click to submit the leave application. The leave application is successful. Wait for the leave application to be signed and approved to complete the leave application.
輸入完畢後點選請假單送出，假單申請成功，等待請假單簽核通過，完成請假作業。
- (五) Parents can check the approval results in the leave application system.
家長可至請假系統查詢簽核結果。
- (六) Parents will be notified via email if the leave application is approved or rejected.
請假單簽核通過／駁回皆會以電子郵件通知家長。
- (七) If you need to cancel your leave, please click on Cancel Leave Application in the Leave System
如需取消請假，請於請假系統點選撤銷假單申請。

八、Other notes 其他注意事項：

- (一) Parents will be notified of student absences via email at 8:00 am the following day.
學生缺勤通知將於缺勤隔日上午八點以 Mail 信箱通知家長。

- (二) If you need to take leave temporarily during class or early leave (including the 9th period), you must apply for leave online.
課間臨時或提早外出請假(含第九節)，皆需進行線上補請假。
- (三) The leave is calculated from the date of the online application. If the leave is more than five school days (inclusive), the leave procedure should be completed one day before the leave and approved by the Student Affairs Department. The Student Affairs Department can then assist in suspending meal supply and applying for a refund of meal expenses. Other expenses, such as after-school activity fees and transportation fees, are not refundable.
線上請假申請日起算，如超過上課日五日以上(含)者，應於請假日一日前完成請假手續並經學務處核准後，得由學務處協助辦理停止供餐及申請退伙食費，其他如課後活動費、交通費等概不退費。
- (四) During the regular assessment (midterm and final) period, please do not take leave unless necessary to avoid affecting your test scores. The relevant examination details will be handled by the school's regular assessment and make-up examination procedures.
定期評量(期中與期末)期間，非必要請勿請假，以免影響考試成績。相關考試細則，依本校定期評量補考辦法辦理。
- (五) Do not take long vacations during the semester unless necessary, so as not to affect students' academic studies.
學期中非必要不得請長假，以免影響孩子的課業學習。
- (六) At the end of the semester, you are not allowed to take a long vacation for reasons such as traveling abroad or studying abroad, so as not to affect the final assessment and academic learning.
學期末不得以出國旅遊或遊學等理由請長假，以免影響期末評量與課業學習。
- (七) During the leave, parents are requested to cooperate with the class learning progress and assist in guidance at home.
請假期間，請家長配合班級學習進度，在家協助指導。

九、These regulations shall take effect upon the Principal's approval. The same applies to any amendments.
本規則陳請 校長核可後實施，修正時亦同。