

Attendance Rules for the School Year 2021

Greetings, Dear Parents/ Guardians!

We wish you good health and blessings in your family for the School-Year 2020!

Please refer to the following rules for the management of attendance at our school, in accordance with the Student Life Record Creation and Management Guidelines, Ministry of Education Directive No. 280. In addition, we ask you to pay close attention to your children and keep close contact with the school always so that our children can grow up properly.

1. Attendance Status Management

A. Absences

1) Calculation of the number of Absences

>>According to the school regulations, if the student does not attend on the date to be attended, it will be treated as an absence. (Just contacting the homeroom teacher does not mean that attendance is recognized.)

2) Absence Counted as Attendance

A) Failure to attend due to natural disasters such as earthquake, heavy rains, heavy snow, storm, tsunami, etc.

B) Failure to attend with the permission of the school principal, such as contests and trainings representing the school and the provincial city (Office of Education), exchange learning, out-of-school experience learning (see back page), and suspension of school pursuant to Article 8 of the School Health Act.

C) Period for completing school service, social service, and special education pursuant to Article 31 (1) of the Enforcement Decree of the Elementary and Secondary Education Act.

D) Recognition period for participation in meditation programs such as counseling and career programs pursuant to Article 28 (6) of the 「Elementary and Secondary Education Act」

E) In case of failure to attend due to the following congratulations and condolences-Submit an application (confirmation) for participation in congratulations and condolences [Form 1].

【 Instances When Absence is Counted as Attendance 】

Classification	Family Member(s)	Maximum Number of Days to be Absent	Others
Wedding	• Siblings	1	*Saturdays when the school is closed and public holidays are not included in the number of said instances, and are included to the counted absences.
Adoption	• Oneself	20	
Death	• Parents and grandparents • Parents' grandparents	5	
	• Brother, sister and his/her spouse • Parent's siblings	3	
		1	

F) Students who are absent from school with the permission of the school principal due to severe menstrual pain (One day in a month)

3) What to do during absence due to an illness

[Form 2] A notice of absence is required.

A) Short-term absence due to an ordinary 1~2 days of illness

Must submit the following within 5 days from the date of absence.

① Submission of the Excuse Letter For Absence + ② Homeroom teacher confirmation

B) Long-term absence due to an illness for more than 3 days

Must submit the following within 5 days from the date of absence.

① Submission of the Excuse Letter For Absence + ② A doctor's medical certificate or opinion (document related to medical treatment such as doctor's opinion, medical treatment confirmation, hospitalization confirmation, etc.)

C) Absences related to sensitivity to fine dust (with underlying diseases)

① Absence notice + ② A doctor's medical certificate or opinion

※ The medical certificate submitted at the beginning of the semester can be substituted for proof of absence for the semester.

4) Unrecognized absences (no need to submit an absence notice)

A) Suspension of attendance pursuant to Article 17 (1) 6 of the 「School Violence Prevention and Countermeasures Act」

B) Suspension of attendance pursuant to Article 31 (1) 4 of the 「Enforcement Decree of the Elementary and Secondary Education Act」

C) Period of home study under Article 31 (6) of the 「Enforcement Decree of the Elementary and Secondary Education Act」

D) In case of intentional absence, such as negligence, runaway, or refusal to attend

E) In case of absence due to other unreasonable reasons

※ Absences exceeding the period of extracurricular experience period, or due to overseas language training

5) Other absences (recognized by the principal: payment in accordance with the official letter)

A) In case the school principal acknowledges that the absence is due to unavoidable personal circumstances, such as nursing parents and family members, household assistance, and caring

B) In case the school principal acknowledges that the absence is due to other reasonable reasons

1. Off-campus Experiential Learning [Forms 3 and 4]

◆ Operation ◆

A. Off-campus Experiential Study is an experience study conducted after obtaining prior permission from the principal according to a personal plan. The period shall be recognized as attendance within ten days of a year, excluding holidays, vacations, and discretionary holidays.

B. Off-campus experiential study means a wide range of hands-on experience activities such as observation, survey, collection, field trip, exploration, cultural experience, etc. and practice are centered on educational effects.

C. In principle, the period of Off-campus Experiential Study is operated on a daily basis, and it can be operated on a half-day basis (4 hours) if necessary.

(4 hours, 2 times of off-campus experiential study is counted as 1 day.)

D. When a student intends to engage in Off-campus Experiential activities, such as domestic and international surveys, for various out-of-school experience activities, he/she shall carry out them under the responsibility of his/her guardian.

◆ Application procedure ◆

A. The guardian shall establish an Off-campus Experiential study plan three days before the study (excluding Saturdays, Sundays, and holidays) [Form 3]

※ Fill out the application form for the off-campus experiential study and submit it to the homeroom teacher.

B. The guide shall be a guardian or an adult entrusted by the guardian.

C. After receiving the application form, the principal approves the out-of-town experiential study after determining the necessity of it and whether it can be faithfully carried out.

D. Before leaving for an out-of-town experience study, students and their guardians should take precautions and learn how to do so.

E. If the application for the Off-campus Experiential study is found to be fake experience, the absence is treated as NOT RECOGNIZED absence.

F. Students are required to submit a Off-campus Experiential study within 7 days after the completion of the study. [Form 3] (Proof documents in case of overseas experience learning: Immigration certificate, ticket), and the homeroom teacher (school) shall provide appropriate post-mortem guidance equivalent thereto. However, the Unaccumulated Minor (UM) service can be used when visiting relatives living abroad.

※ Non-approval of Off-campus Experiential Study (NOT RECOGNIZED Absence)

·All activities planned and carried out by private academies, religious organizations, etc.

·All activities conducted by one adult for several students, not one student

From Geumpyung Elementary School Principal