Horizon Academy
臺北市新視野實驗教育機構



Parent & Student Handbook

家長與學生手冊

Welcome to Horizon Academy!

This handbook provides important information for parents and students. Please read it together with your child. Our goal is to help every student come to school prepared and ready to participate in daily activities. We kindly ask families to work with us by following the guidelines below.

If you have any questions or cannot find the information you need, please call Horizon Academy or leave us a message through the school app.

歡迎來到新視野實驗教育機構！

本手冊提供家長與學生重要資訊，請家長與孩子一同閱讀。我們的目標是協助每位學生做好準備，順利參與每日的學習與活動。請家長與我們攜手合作，共同遵守以下指引。

若您有任何問題，或無法找到所需資訊，請致電新視野，或透過學校 APP 留言與我們聯繫。

School Basic Information 學校基本資訊

TEL: 886-2-2356-8160
Address: No. 12, Guling St., Zhongzheng Dist., Taipei City 100056

台北市中正區牯嶺街 12 號

網站: https://www.horizonacademy.tp.edu.tw/

FB: https://www.facebook.com/horizonacademytw

APP: https://apps.apple.com/tw/app/ha%E6%96%B0%E8%A6%96%E9%87%8E/id6443537710



Core Philosophy of the Institution 新視野的核心理念

At Horizon Academy, we aim to develop " Preparing Future-Ready Global Citizens." Our focus is on nurturing curiosity, independent learning, and self-confidence, helping students explore and express themselves with assurance in a globalized world. For more details, visit the official website here.

在新視野，我們的目標是培養「具有全球移動能力的未來公民」，幫助學生培養好奇心、獨立學習能力，並展現自信。欲了解更多詳情，請參閱官方網站。

School Calendar 機構行事曆

Horizon Academy follows a three-term academic year, starting in September. Each term lasts 13 weeks, followed by a 4-week break.

新視野一學年有三學季，9 月開學，每學季 13 週，接著放假 4 週。

Key Events 重要活動

First Term:	Teachers' Day, Field Day, Halloween, Thanksgiving Parenting Workshop, Christmas
第一學季：	教師節、運動會、萬聖節、感恩親職講座、聖誕節
Second Term:	Lunar New Year, Lantern Festival, Pi Day, Children's Day
第二學季：	過年、元宵節、圓周率日、兒童節
Third Term:	Grade Trips, Reading Celebration & G3 Library Slumber
第三學季：	特色旅行、閱讀週暨三年級夜宿圖書館

Please refer to the attached calendar or visit the official website for more information.
請參考附件行事曆或是參閱官方網站。

School Start and End Times 上學與放學的時間

- School Start Time 上學時間： 8:00 AM
- Pick-up Time 放學時間： 3:30 PM
- After-School Club 課後社團時間： 4:00 PM – 5:30 PM
  (additional fees apply 需額外付費)



- ✧ If not attending after-school activities, pick up by 4:00 PM.
  未參加課後活動的學童，請於下午 4:00 前接回。

- ✧ If attending after-school activities, pick up by 6:00 PM.
  參加課後活動的學童，請於下午 6:00 前接回。

- ✧ Late Pick-up Fee 延遲接回費用：
  If you need to pick up later, please call the school. A fee of 200 NTD per half-hour will apply.
  若需延遲接回，請致電學校，並支付每半小時 200 元費用。

- ✧ Come downstairs promptly when your name is called during dismissal. Change shoes and carry your school bag with you.
  聽到放學廣播後，請盡快下樓、換鞋，並背好書包。

- ✧ Use the school drop-off and pick-up area for brief stops only. Help children get in and out of the car quickly to keep traffic moving smoothly for all families. Avoid parking at the school entrance for more than five minutes.
  使用校門口接送區作為臨時上下車區域。請孩子及家長快速上下車，以維持全體家長與學生接送流程順暢。避免將車輛停放或等候於校門口超過五分鐘。

Dress Code 服儀規定

- Wear only the school uniform or PE uniform purchased through the school. Label all uniform items with the student's name.
  穿著向學校購買的制服到校，並在所有制服及體育服上標示學生姓名。

- In summer, wear our navy short-sleeve uniform with khaki shorts or skirts.
  夏季穿著深藍色短袖制服搭配卡其短褲或短裙。

- In winter, wear our navy long-sleeve uniform, zip up hoodie, and khaki pants.
  冬季穿著深藍色長袖制服、連帽外套及卡其長褲。

- Wear the sports event T-shirt on Field Day and other designated activity days.
  穿著運動潮 T 參加運動會及其他指定活動日。

- Prepare PE clothes daily and change before and after PE class to stay dry and comfortable.
  準備每日所需的體育服裝，並於體育課前後更換，以保持身體乾爽、舒適。



- Wear sneakers to school. Change into the navy blue breathable indoor shoes purchased through the school when using indoor spaces. Bring sneakers to the fourth-floor changing area and change into them before going to the rooftop for activities.
  穿著運動鞋到校。進入室內空間活動時，請更換向學校購買的深藍色透氣室內鞋。前往頂樓活動前，請將運動鞋帶至四樓換鞋區更換。

- Keep visible layers in school colors. Tops should be navy blue, and bottoms should be khaki.
  若學生因個人舒適或感受需求，須搭配內搭褲、長袖內衣、罩衫或其他會外露的服飾，上半身須為藏青色，下半身須為卡其色。

- Maintain a neat appearance with simple hair accessories to keep hair in place.
  保持整潔外貌，使用簡單髮飾，能固定頭髮即可。

- Enjoy casual dress day on the first Tuesday of the second and third months after the start of the school year. Please refer to the school calendar for the exact dates.
  開學後第二個月及第三個月的第一個星期二為便服日，詳細日期請參閱學校行事曆。

Nutritional Meal Guidelines 餐食營養規範

- **Breakfast Plan 早餐**

  Eat a healthy breakfast before school to fuel your day.
  入校前吃飽健康的早餐，讓你一整天都充滿精神。

- **Lunch Plan 午餐**

  ✧ Order and enjoy fresh, nutritious meals prepared daily by certified kitchen staff for 100 NTD per meal, with payment collected once per term.
  須訂購由專業廚師每日新鮮準備的熱騰騰、營養豐富餐點，每餐 100 元，每學季收費一次。

  ✧ Try all dishes and eat based on your appetite.
  請試著嘗試每一道菜，並根據食量進食。

  ✧ Check the monthly menu on the school app.
  每月菜單可於學校 APP 查看。



- **Snack Plan 點心**
  - ✧ Please order wholesome snacks made with natural ingredients for 40 NTD per snack, with payment collected once per term.
    歡迎訂購用天然食材製作的健康點心，每份 40 元，每學季收費一次。
  - ✧ Afternoon snacks are served at 3:30 PM, check the menu on the app.
    點心於下午 3:30 供應，菜單可於 APP 內查看。
  - ✧ Students may bring filling snacks, such as bread, crackers, cheese, or fruit, for personal consumption only. Please do not share food with others.
    學生可自備較有飽足感的點心，如麵包、蘇打餅乾、起士、水果等，供個人食用，請勿與他人分享。
- Bring your utensils home daily and wash them thoroughly.
  每日帶回餐具並請確實清洗。
- No chocolates, candies, chips, soda, or other processed snacks allowed at school, whether for yourself or to share.
  不帶巧克力、糖果、洋芋片、汽水等加工零食來校，不論自用或分享。
- Celebrate birthdays with warm wishes instead of sweets or treats.
  生日用美好的祝福來慶祝，不帶任何甜點或零食分享。

Assessment & Homework 學習評分及家庭作業

- **Homework 家庭作業**

  Complete assignments like workbook, worksheet or readers on time every day.

  每日準時完成家庭作業，如習作、學習單及讀本。

- **Assessment 評量**
  - ✧ Engage fully in activities, projects and competitions.

    全心投入多元活動、專案製作或競賽。
  - ✧ Take the MAP (Measures of Academic Progress) assessment annually in November and June.

    每年 11 及 6 月參加 MAP 成長型評估測驗。



- **Progress Reports 學習報告**

  Parents are encouraged to carefully review the biweekly, monthly, or end-of-term learning reports every two to three weeks. These reports help families better understand their child's recent learning, progress, and growth.
  請家長詳閱每兩至三週提供的雙週報、月報或季末學習報告，以了解孩子近期的學習內容、表現與成長情形。

- **End-of-Term Showcase 季末成果展**

  Participate in the end-of-term performance to showcase learning progress to parents.

  參加學季末向家長展示的成果表演。

After-School Tutoring 課後輔導班

When a teacher evaluates that a student needs additional support, they will notify the director or principal to arrange tutoring.
當學生的學習表現經老師評估後需加強時，將由老師通知主任或校長安排課後輔導班。

- Fees 收費標準：
  - ✧ One-on-one: NT$500 / 30 min

    一對一：500 元/30 分鐘
  - ✧ Group (2+ students): NT$260 / 30 min

    團班（兩人以上）: 260 元/30 分鐘

  Notes 注意事項：

  No refund or make-up class will be provided if a student is absent. A full refund will be given if the teacher is absent on the scheduled day.

  若學生請假不予退費或補課，若老師請假當天將全額退費。



- Subjects 輔導科目：

  Chinese, Math, English, French

  國語、數學、英文、法文

- Tutors 授課教師：

  ✧ Chinese, Math, and English: Primarily taught by the student's classroom teacher; if unavailable, another teacher will be assigned.

  國語、數學、英文：以學生當班老師為主，若無法安排則另指派教師

  ✧ French: Taught by Ms. Shen.

  法文：沈老師

After-School Clubs 課後社團

One after-school club is available each day for students and parents to participate in.

每日安排一個課後社團，讓學生與家長自由參加。

- Instructors 授課團隊：

  All after-school clubs are managed and taught by external organizations.

  課後社團由校外團隊負責課程內容及授課。

- Club Time 課後社團時間：

  4:00 PM – 5:30 PM (Monday to Friday)

  每日下午 4:00 – 5:30

- Club Activities 課後社團內容：

  Please refer to seasonal announcements for details.

  請參考各季通知了解課程內容。



Term Break Camps 季間營隊

One or two camps are available each week for students and parents to choose from.
每週安排一到兩個營隊，讓學生與家長自由選擇自費報名參加。

- Instructors 授課團隊
  All camps are managed and taught by external organizations.
  營隊由校外團隊負責課程內容及授課。

- Term Break Camps take place during the break between school terms, such as spring break and winter break. School teachers do not hold classes during this period.
  學季間營隊於春假及寒假等學季休業期間舉辦，期間校內教師不授課。

- Camp locations may vary, and schedules differ by camp.
  上課場地可能在校外，各營隊的上課時間不同。

Parent Communication 家長溝通

- **APP**
  - ✧ Download our APP to receive announcements, contact books, and leave messages.
    請下載 APP 以接收通知、聯絡簿訊息，並可留言給我們。
  - ✧ Please allow time for a response after sending a message. Messages are answered daily between 7:30 AM and 6:30 PM.
    請於發送訊息後耐心等候回覆。每日訊息回覆時間為 07:30–18:30。
  - ✧ Use the APP to notify us of absences or medication needs.
    若需請假或託藥，可透過 APP 通知我們。
  - ✧ Scan the QR code at the entrance daily for arrival and departure records.
    每日到、離校請掃描門口 QR Code。

- **Meetings 面談**
  - ✧ Schedule face-to-face meetings with teachers via the APP.
    如需與老師面談，請在 APP 預約，以便老師準備。
  - ✧ Teachers are supervising students at 3:30 PM dismissal, so for brief conversations, please wait until after 4:00 PM.
    放學時間老師仍需照顧學生，如需簡短交流，請於 16:00 後再進行。



- **Parent Events 家長會議**

  ✧ Attend Parent Day in Week 2, Term 1, to meet teachers and learn about the school year.
  第一學季第二週為家長日，歡迎家長來校認識老師並了解學校活動。

  ✧ Join 1-on-1 Parent Meetings in Week 4(adjustment based on the Lunar New Year calendar), Term 2, to discuss individual student progress.
  第二學季第四週（視當年農曆春節調整）會舉辦一對一親師座談會，討論孩子的學習狀況。

  ✧ There is no fixed Parent Events in Term 3. Families will be informed in advance.
  第三學季沒有固定的家長會議，學校將提前公告並邀請家長參與。

  ✧ Sign up for parent workshops offered by the school from time to time.
  報名參加學校不定期安排的家長講座。

Classroom Expectations 班級行為期許

- **Learning & Personal Belongings 學習與物品管理**

  ✧ Use school-provided stationery and bring only necessary learning supplies. Do not bring toys, accessories, cell phones, smartwatches, or extra books to school.
  使用學校提供的文具，並僅攜帶必要的學習用品。避免攜帶玩具、飾品、手機、電子手錶或額外書籍到校。

  ✧ Take care of school supplies and shared items. Use shared books, stationery, tissues, and other school-provided materials responsibly. Avoid wasting or damaging these items. Accept appropriate consequences and pay for repair or replacement costs if any item is damaged.
  珍惜學校提供的共用物品。妥善使用共用書籍、文具、衛生紙及其他校內資源。避免浪費或損壞物品。若造成損毀，須接受相應處理，並照價賠償。

  ✧ Keep your desk and belongings tidy. Organize your personal items after class and help clean the classroom as directed by the teacher.
  保持座位與個人物品整潔。下課時整理好個人物品，並依老師指示協助清潔教室。



- **Safety & Behavior 安全與行為規範**

  - ✧ Walk indoors, including hallways and staircases.
    在室內慢走，走廊、樓梯等空間禁止奔跑，確保安全。

  - ✧ Do the right thing at the right time. Focus in class, use the restroom during breaks.
    在正確時間做該做的事。 上課專心學習，下課再去洗手間。

  - ✧ Get permission from a teacher before leaving the classroom, and tell the teacher where you are going. Go to the rooftop only when a staff member is present.
    取得老師允許後再離開教室，並告知老師前往地點。前往頂樓活動時，須有教職員在場。

  - ✧ Respect personal space. Interact with classmates politely and do not touch any part of another person's body without permission.
    尊重他人的身體界線。與同學保持適當距離並禮貌互動，未經允許不得觸碰他人身體的任何部位。

  - ✧ No bullying or harming others, in person or online.
    不霸凌、不傷害他人，無論在校內或網路上，都要友善待人。

- **Respect & Responsibility 尊重與負責任**

  - ✧ Greet teachers and staff politely when you see them.
    看見師長時，請主動禮貌問候。

  - ✧ Ask for permission before taking or using something that does not belong to you.
    詢問並取得允許後，再拿取或使用不屬於自己的物品。

  - ✧ Return lost items to the teacher or rightful owner.
    拾獲物品交給老師或歸還失主。

  - ✧ Report any issues to a teacher immediately.
    遇到問題立即告知老師。看到或感覺有不對勁的事，勇敢說出來。



Consequences for Violating the Rules 違反規範的處理方式

For detailed guidelines, please refer to the Student Guidance and Discipline Policy.

詳細細則請參閱《學生輔導與紀律守則》

- Verbal Reminder 口頭提醒
  The teacher will remind the student of the rule, explain why it is important.
  老師會與學生懇談，提醒學生規則並解釋其重要性。

- Parent Notification & Reflective Time 知家長並進行反思時間
  Parents will be informed via the school app, and the student will take a short break outside the classroom to think about their behavior and how to improve.
  家長將透過學校 APP 收到通知，學生會離開教室短暫休息，思考自己的行為以及如何改善。

- Apology Letter 道歉信
  Parents will be required to come to school to accompany their children in writing an apology letter to reflect on their actions and express a commitment to following the rules. Depending on the situation, parents may also be asked to provide a written explanation to other parents.
  家長會被要求來校陪同孩子，寫一封道歉信，反思自己的行為，並承諾遵守規則。視情節，家長也可能需提供書面說明給其他家長。

Consequences for Serious Violations 重大違規處理措施

- Director's Meeting 負責人約談
  Parents and student will visit the d irector for a discussion about their behavior and how to make better choices.
  學生與家長會被邀請到校，討論目前行為並檢討如何改善，學習如何做出更好的選擇。

- Notify Parents to Take the Student Home for Reflection 返家思過
  Parents will be informed to take the student home, and the student will need to take a leave from school for three days to reflect on their behavior.–
  通知家長立刻帶學生返家思過，請家長務必到校瞭解並接回學生，再讓學生請假在家檢討行為三天。

- School Transfer Guidance 轉學輔導
  If a student's situation is serious and does not improve despite guidance, the principal will meet with the parents to discuss a possible transfer, aiming to help



the student find a more suitable learning environment.
若情況嚴重，經輔導仍未改善，校長將與家長溝通轉學事宜，幫助學生找到適合自己的學校。

Student Identification Cards (Digital ID) 數位學生證

- Issued by Yingqiao Elementary School for Horizon Academy students.
  新視野實驗教育機構的學生證由學籍學校螢橋國小核發。
- Functions as a Taipei Pass, library card, and EasyCard.
  學生證具備台北通、市立圖書館借書證及悠遊卡功能。
- Allows free entry to Taipei City educational institutions such as the zoo, astronomy museum, and art museum.
  憑證可免費進入臺北市立社教機構，如動物園、天文館、美術館等。
- Parents decide on Taipei Pass membership, EasyCard registration, and library borrowing functions.
  家長可選擇是否開啟台北通會員、小額消費的記名及市立圖書館借書證功能。
- Used for school activities, library checkouts, and meal services.
  學生證可用於校內活動、圖書館借閱及餐點服務。
- Includes policy-based benefits such as a weekly dairy product redemption.
  學生證另享政策優惠，如每週可兌換一次乳品，詳見相關規定。
- Report lost or damaged IDs to the office immediately. Replacement costs NT$113 and takes 7-10 business days.
  學生證遺失或損壞，請立即向學校申請補發，費用為 113 元，需 7-10 個工作天。
- Do not lend or borrow IDs; each student must use their own.
  不得轉借或借用他人學生證，請務必使用自己的證件。
- We recommend preparing a larger cardholder with a lanyard for your child to help prevent the student ID from getting lost.
  建議為孩子準備一個大一點、含掛繩的卡夾，以降低學生證遺失的機率。



Attendance & Leave Policy 出缺席及請假方式

- Submit leave requests via the APP at least one week in advance for travel, competitions, or other planned absences.
  學生若因出國、比賽等可預知行程無法上學，應於一週前透過 APP 請假。

- Notify the school by phone or through the APP before 8:00 AM if your child is absent due to illness or emergency.
  如因病或突發事件無法到校，請家長於上午 8:00 前來電或以 APP 請假。

- Stay home when sick. If a child has a fever of 38°C or above, or is diagnosed with a communicable disease such as enterovirus or influenza, parents must keep the child at home to rest. Please inform the school, submit a leave request, and update the school on the child's condition to help prevent the spread of illness on campus. Follow the school's return-to-school guidelines. To ensure that students have fully recovered and are no longer contagious, the school follows the guidance of the Department of Education and the Department of Health.

  落實「生病不上課」原則。若孩子發燒（體溫達 38°C 以上），或罹患腸病毒、流感等傳染性疾病，請家長務必讓孩子在家休息。請主動向學校請假並回報孩子病情，以避免將病毒帶入校園，造成群聚感染。遵守學校返校標準。為確保孩子完全康復且無傳染力，學校將依照教育局及衛生局宣導，執行相關防疫停課與返校規範。

  Return-to-school standards are as follows 返校標準如下：

  ✧ General fever 一般發燒:
  Students may return to school after being fever-free for at least 24 hours without fever-reducing medicine.
  退燒後需觀察 24 小時，且未使用退燒藥仍無發燒情形，始可返校。

  ✧ Enterovirus 腸病毒:
  Students diagnosed or suspected by a doctor must stay home for at least 7 days, including weekends and holidays.
  經醫師診斷或疑似感染者，請假至少 7 天，含週末及假日。

  ✧ Influenza 流行性感冒:
  Students are advised to rest at home for 5 days, or may return after being fever-free for at least 24 hours.
  建議在家休息 5 天，或退燒後滿 24 小時，始可返校。

  ✧ Other communicable diseases, such as COVID-19, chickenpox, or



conjunctivitis: Students should follow the doctor's advice and return only when they are no longer contagious.
其他傳染性疾病，如 COVID-19、水痘、紅眼症等：請依照醫師專業建議隔離，並於確認無傳染力後再返校。

- Unapproved absences are considered truancy.
  未經請假或請假未准之缺席，將視為曠課。
- Three consecutive truancy days will be reported per education bureau regulations.
  曠課達三日以上，將依教育局規定上網通報中輟。
- School-approved competitions or activities count as official leave.
  學生代表新視野參賽或參與活動，視為公假。
- Understand that missed classes due to absences cannot be made up or refunded.
  請假缺席之課程，恕無法補課或退費。



Horizon Academy Parent & Student Handbook Acknowledgment Form

新視野實驗教育機構家長與學生手冊同意書

By enrolling in Horizon Academy, I acknowledge and support the school's mission and values and agree to follow the guidelines outlined in the handbook.
本人已閱讀並了解新視野實驗教育機構的家長與學生手冊，並同意遵守學校的規範與指引。
I understand the importance of the policies regarding daily routines, behavioral expectations, and after-school services, and I will ensure that my child understands and abides by these regulations.
本人明白手冊中有關生活規範、行為要求及課後相關服務的規定，並將協助孩子理解與遵守相關規範。
If I have any questions, I will contact the school before signing this acknowledgment.
如有任何疑問，本人將在簽署前與學校聯繫。

Student Name 學生姓名: _____

Parent/Guardian Name 家長/監護人姓名: _____

Date: ___Year ___Month___Day