



STUDENT

學生LIFE

生活守則

The goal of “Student Life” is to help promote a good learning environment and a God-honoring lifestyle.

In order to encourage students to uphold the Student Life guidelines, SYME uses a discipline point (d-point) system. Details will be listed on the last couple pages

1. “Have a S.E.A.T.”

Speak English at All Times

You must speak English during ALL SYME sessions and activities. Any other languages are not allowed.

English **begins** at 8:30am everyday.

Ends:

8:30pm (Tue. & Wed.)

7pm (Thur.)

5pm (Fri.)

Married students also need to speak English while they are at SYME.

Each time you speak in a non-English language we will ask you to “have a S.E.A.T.” and you are to immediately put 10 NT in the “Have a SEAT” Box. It is the responsibility of all students to report when a non-English language has been spoken by another student. If one or more students hear a non-English language being spoken and do not report it, they too will ALL be required to pay 10NT each. If students are intentionally holding full conversations or singing in a non-English language without permission they will be subject to suspension.

The only exceptions to this rule are (1) when a teacher or staff asks you for a particular Chinese word or phrase or otherwise instructs you to use Chinese (2) when speaking to the cook.

You may not leave SYME alone or with one other student. You must have a 3rd party to make sure everyone is speaking English at all times. If you leave SYME during Tues.- Fri. 8:30am-8:30pm you must have 3 or more people in your group.

學生生活守則的目地在於幫助提升好的學習環境 並建立一個榮耀神的生活方式。

SYME以D-point系統來幫助學生維持校規, 詳情請看最後兩頁。

1. [整天說英文]

在SYME上課期間 不論是教室或者戶外活動, 學生必須只講英文, 不可以使用任何其它語言交談。

你必須每天從早上8:30開始用英文。

到

8:30pm 週二, 三

7pm 週四

5pm 週五

已婚的學生也要整天說英文直到他們離開SYME為止。

每次說非英文的語言, 我們會要求你馬上繳交10元放到“Have a S.E.A.T.”的盒子裏。任何人若聽到有人說非英文的語言, 都有責任稟報校方。如果兩個人以上聽到有人非英文的語言 卻沒有向報告的話, 他們也要被罰款。如果學生未經允許刻意完全用非英文的語言交談或唱歌, 將會被停學。

唯一例外的是(1)當老師或職員問你一個特定的字句或是告知你可以講中文(2)當學生跟廚師講話

您不能單獨或與其他一位學生一起離開SYME。如果您在星期二到星期五 8:30am-8:30pm 離開SYME, 您的小組中必須有3個或更多的人同行, 以確保每個人都在說英語。

2. Electronic Devices & usage:

To promote an interpersonal environment, we have some restrictions concerning personal electronic devices during SYME hours. Students must turn off and put away ALL electronic devices in their lockers after the 8:30am bell rings. They may never be used unless given permission by a teacher/staff for educational purposes only.

If you have an emergency, you may give/receive calls through the SYME office phone, 04-2310-4890, (not your personal cell phone).

Students may not access erotic or pornographic sites. SYME reserves the right to monitor all internet use on their servers.

3. Attendance

3a. Sign in

Students must sign in before 8:20 each morning. After signing in, students are not to go out again and buy breakfast. At the 8:30 bell, students must mute and place their digital devices in their lockers.

3b. SICK OR ABSENT

It is expected that you will attend ALL classes and meals. If you are sick, you need to tell Mrs. Wen immediately. If you are given permission, you may visit the doctor's office or clinic nearby.

All students must fill out an Absence Request Form and get **approval** from Mrs. Wen **at least one day before**, not your teacher. You must have a good reason for being absent. Being tired or emotional are not good reasons for being absent from SYME classes or meals.

There are only 16 class days each month. If each month, you miss more than 3 days of SYME or you have more than 25 D-points, you will not receive semester credit for that term.

3c. COMMUTING STUDENTS

With special permission, married students may attend SYME as commuters. We believe that the husband-wife and parent-child relationships are very important.

2. 3C

為了促進學員間的互動, SYME對於學員們在SYME時使用3C產品有時間限制, 學員們禁止在上學期間使用3C產品。請學員們在8:30鈴聲響後, 將自己的3C設備關機並放進個人置物櫃內。在此期間內, 除非經由老師們的許可, 用於學習方面之使用, 否則, 全面禁用任何的3C設備。如果您有任何的緊急狀況時, 可以請對方致電至SMYE的辦公室 04-23104890, 若您需撥打電話, 請至辦公室詢問並借用電話, 而非使用您的個人通訊設備。

學生不能看任何色情的影片/圖片, SYME有權查看學生所上的網站。

3 出席

3a. 報到

學生必須在每天早上**8:20**之前登記報到。登記後, 學生不可再次外出買早點。進SYME後, 在**8:30**鐘聲響時, 學生必須將**3C**設備關至靜音並將其放在儲物櫃中

3b. 生病或請假

規定每天都要參加每一堂課且每一頓餐都要吃。如果你生病, 你需要馬上通知Mrs. Wen。你可被允許去看醫生。

如果你需要缺席, 一定要至少提前一天交請假申請表給**Mrs. Wen**並獲得許可。請假需要有正當的理由, 疲累或有情緒而不上課或不吃飯在SYME來說不是正當的理由。

每個月只有16天的課, 如果你每個月超過3天沒上課或是每個月被給予超過25個D-points, 你那個學期會沒有學分。

3c. 通勤的學生

特別許可已婚學生可以通勤上學。我們認為夫妻之間、親子之間的關係非常重要。

What God has joined together SYME does not want to separate (Matthew 19:6). Therefore, we do NOT allow married students to be separated from their spouse in order to live in the SYME dormitory.

Commuting students only eat one meal each day (lunch) at SYME. If you eat any other meals, you must let the accountant know 24 hours before and pay 80 NT/meal.

Commuting students must sign in at 8:50 every morning. It is also vitally important that commuting students be in class on time with their assignments completed. If a commuting student is late or has not completed their quiet time for three days, they will be asked to come at 8:30 each morning. If this continues to be an issue, they will be asked to withdraw from SYME.

4. WEEKENDS

Weekend hours are : (Friday 5pm - Monday 10pm)
Students are expected to return to the dorms before 10:00 p.m. on Monday nights.

4a. NO SMOKING OR DRINKING

As a student of SYME you are not to use/smoke tobacco or take other illegal drugs. Nor are you allowed to drink alcohol (including beer, wine, cocktails or any other alcohol) or go to bars. **This includes weekends, too.** If you have a smoking or drinking problem, please let us know and we would like to help you overcome these harmful habits. If you smoke or drink while at SYME and do not let us know you will be subject to disciplinary action.

THIS IS A WARNING: If you drink alcohol with other SYME students (even on the weekend) and do not let us know, you will automatically be given a 3-day suspension. If it happens a second time, you will be suspended.

5. SYME & OFFICE

5a. TITLES

All teachers and staff are to be called Mr., Mrs., or Ms., followed by their family or given name (Miss. Jenny, Mrs. Collins, Mr. Lee etc.) unless given permission by the teacher or staff member to be

馬太福音19:6說：神配合的，人不可分開；所以SYME不想讓夫妻分開，因此我們不允許已婚學生住宿而跟他們的配偶分開。

通勤的學生每天在SYME只吃一頓餐(午餐)。如果你要吃其他的餐，必須在前一天讓會計知道，且每餐要付台幣80元。

通勤的學生需要每天早上8:50簽到。對通勤的學生有一件非常重要的事是他們一定要準時到課堂上且要完成他們的作業。如果通勤的學生遲到或是三天沒有完成他們的QT，他們會被要求每天早上8:30到校。如果這問題還繼續存在，他們會被勒令退學。

4. 週末

週末時間為星期五 5:00pm到星期一10:00pm。
學生務必要在禮拜一晚上10點前回到宿舍。

4a. 不可抽煙或喝酒

SYME的學生不可抽煙或吸毒、也不可以喝酒(包括啤酒、酒類、雞尾酒或任何其他酒精)或去酒吧。這也包括週末在內。如果你有抽煙或喝酒的問題，請讓我們知道，我們想要幫助你勝過這些對身體有害的習慣。如果你在SYME抽煙或喝酒沒讓我們知道，你將會被停學。

要警告你：如果你和SYME其他的學生一起喝酒(甚至在週末)沒讓我們知道，你會被停學三天。如果第二次發生，你將會被停學。

5. 在SYME

5a. 稱呼

除非老師或辦公人員允許其他的稱呼，不然所有的老師和辦公人員都要被稱為某某先生，某

addressed another way. Students are to show proper respect for teachers and other classmates.

5b. SYME HOURS

Mon.: 9 am- 9pm

Tues.-Thurs.: 8am - 8:30pm

Fri.: 8am - 6pm

Students should not expect SYME to be open other than the normal class/business hours. Students should not be alone at SYME without a teacher or staff.

5c. Office

Students are not permitted to enter the SYME office except in the office common area unless they are invited by a staff person.

5d. EQUIPMENT

Students cannot touch the projector or the tech booth equipment. You must ask a staff member before using any SYME equipment. Students will be responsible to pay the cost of damaged equipment.

6. Kitchen & Food

6a. Food

Students are NOT to take food (including tea, coffee, fruit and snacks), dishes or silverware to their locker or to their dorm from the SYME kitchen/fridge **unless given permission by the chef.**

6b. Visitors & meals

We love having visitors and guests come and eat with us at SYME. If you invite a visitor to eat here at SYME, the cost per meal is 80 NT. The cost to stay in the dormitory is 400 NT per person per night. (Alumni is 200NT). Visitors are to pay at the SYME office **before** attending the meal or staying the night. Current students should pay for their guests in advance.

7. NO P.C.

There should be no intentional **physical contact** (holding hands, hugging, back massages, kissing) between students of the opposite sex unless you are married or engaged.

某小姐或是某某太太(如Miss Jenny, Mrs. Collins, Mr. Lee 等等...). 學生要尊重老師和同學。

5b. SYME開放時間

星期一: 9 am- 9pm

星期二至星期四: 8am - 8:30pm

星期五: 8am - 6pm

學生不應該要求SYME在上述以外時間開門
學生也不能獨自在SYME除非有老師陪同

5c. 辦公室

除了辦公室公共區域, 學生不可隨便進入SYME辦公室, 除非辦公人員叫你進來。

5d. 器材

學生不能亂碰投影機和音控器材。如要使用SYME的任何設備一定要先問過辦公人。學生若損壞器材有責任賠償。

6. 廚房與食物

6a. 食物

學生不可拿廚房或冰箱的食物(包括茶、咖啡、水果和點心)、盤子或餐具放在他們的置物箱或是帶回宿舍去。

6b. 訪客和用餐

我們喜歡有訪客來與我們一起在SYME用餐。如果你邀請人來SYME用餐, 每餐是台幣80元。借宿SYME宿舍每人每晚400元(校友200元)。訪客得先在辦公室付完費用才可用餐或借宿。在校的學生必需幫邀請的訪客在辦公室付費。

7. 不可肢體接觸

異性之間不可以刻意肢體接觸(牽手、擁抱、背部按摩、接吻), 除非你們已經結婚會訂婚了。

8. DATING

At SYME we encourage friendships and dating in groups. This means that **one male and one female student should not be by themselves without a third person present**. The purpose for being at SYME is to focus on knowing God and to learn English well. Because of these reasons and our past experiences, we do NOT allow SYME students to become a “couple” OR to declare themselves as a couple while at SYME.

In the past, coupling created jealousy, gossip, competition, and division. SYME is a family. We should treat everyone as brothers and sisters. You should not just have one or two exclusive friends but learn how to be good friends with many different kinds of people.

9. BODY MOVEMENTS/ DANCING

BODY MOVEMENTS / DANCING: We would prefer calling body movements “choreography” and would encourage the use of choreography for educational purposes and/or for bringing glory and praise to God. At SYME we do not allow students to participate in any dancing activities that draw attention to the human body or the praise of men.

10. DRESS CODE

To maintain a professional appearance and reputation of the program. We have some guidelines.

Guys:

1. Nothing with questionable advertising.
2. No tank tops.
3. Any tears that reveal skin should be below fingertip length.

Ladies:

1. Nothing “see-through” or revealing
2. Any tears that reveal skin should be below fingertip length.
3. **Skirts** and **dresses** should not be too tight and should come at least to the top of the knee (including slits).
4. **Shorts** must be long enough to reach the extended fingertips.

8. 約會

在SYME我們鼓勵正當的友誼，約會要在公眾場合，意思是不能男女生單獨在一起，一定要有第三者在場。

在SYME的目的乃是要專注在認識神和把英文學好，基於這原因及我們過去的經驗，我們不允許SYME學生成為男女朋友或是在SYME稱他們自己為男女朋友。

根據過去，交男女朋友容易引起忌妒、閒話、競爭和分歧。SYME是一個大家庭，男女同學之間就像兄弟姐妹。你不應該有一或兩個特別好的朋友，而是要學習如何與許多不同的人作好朋友。

9. 肢體運動：

跳舞：

我們更喜歡將身體動作稱為“編舞”，並鼓勵將編舞用於教育目的和/或為上帝帶來榮耀和讚美。在SYME，我們不允許學生參加任何引起人們注意或男性讚美的舞蹈活動。

10. 衣著方面

請遵守我們的服儀規範以維護我們專業的形象及聲譽

男生

1. 不要穿有爭議性的廣告的服裝或T-shirts
2. 不要穿吊嘎
3. 若著有破洞的褲子，破洞的位置都必須在中指指尖以下。

女生

1. 不要穿很薄、透明的、暴露的衣著
2. 若著有破洞的褲子，破洞的位置都必須都必須在中指指尖以下。
3. 裙子和洋裝不應該太貼身，長度必須至少長至膝蓋(包括開岔的部份)
4. 短褲的長度都必須至少與你站立時手垂直放下的中指指尖長度相等

HAIR STANDARD:

If a male student's hair is shoulder length or longer, he should keep it up (in a ponytail or man bun) during SYME hours, to maintain a neat appearance.

While at SYME you are expected to follow this dress code. The SYME staff (including RAs) reserve the right to be the final authority on matters of acceptable and unacceptable clothing. Exceptions may be granted only by the Director of Ministry.

11. Dorm Life

Monday - Thursday - All students need to be in dorms by 10:00 p.m. and must observe "Lights Out" before 11:00 p.m. each evening.

Saturday - Sunday - Be in the dorm by midnight.

"Lights Out" means

- (1) all students must be in the dorms
- (2) all lights must be turned off
- (3) it must be quiet; there is to be no talking,
- (4) everyone is to be in their own bed
- (5) no use of electronic equipment (cell phone, computer, etc.).

Students are NOT allowed to get up before 5:30 a.m. (Tuesday-Friday) for study, early-morning prayer or any other purpose without permission from the Director of Ministry. If, after receiving special permission, the student shows signs of being tired or not completing assignments the permission will be taken away.

Students should not go back to their dorm during SYME hours (from 8:30 a.m. - 8:30 p.m.) without permission from SYME leaders.

Visitors of the opposite gender are not allowed in bedrooms at any time. The only exception is if a teacher who lives in the House (girl's dorm) invites students to come. **The students must stay on the first floor only and the teacher must be with them the entire time.**

Dorm students are expected to perform daily duties such as making their beds, keeping their

頭髮的標準:

如果男同學的頭髮長過肩，他需要在SYME上課時間紮成馬尾或包頭來維持整潔的儀容。

在SYME你必須遵守這衣著的規定。SYME員工(包括舍監助理)可以決定怎樣才是可接受的衣著，怎樣才是不可被接受的衣著。校務主任才可以授權例外的事情。

11. 宿舍生活

星期一至星期四 - 所有的學生在晚上10:00前要回到自己的宿舍，每晚確實遵守11:00前熄燈。
星期六至星期日 - 晚上12:00前要回到自己的宿舍。

熄燈意思是

- (1)所有的學生都要回到宿舍，
- (2)所有的燈都要熄掉，
- (3)要安靜，不可交談，
- (4)每位學生都得在自己的床上，
- (5)不能用3C產品(包括手機、電腦，等等...)

學生不可在早上5:30以前起床讀書、早禱或做其他的事(星期二到星期五)。如果得到特別的許可，學生臉上顯得疲憊或沒有完成作業，許可將被收回。

上課期間(從早上 8:30到晚上8:30)學生若沒有得到人事主任的許可不能回宿舍。

不可進入異性宿舍。唯一的例外是住在女生宿舍的老師邀請學生到宿舍，但男生只被允許待在一樓並且老師要全程陪同。

住宿生每天的责任是鋪床、保持房間的整齊和乾淨(包括洗手間)。住宿生也需要注意每天離開

rooms (including the bathroom) neat and clean. Dorm students also need to make sure before they leave each day that the lights, electrical devices (fans, etc.) and air conditioners are turned off. RA will check each room before leaving the dorm.

If there are any maintenance problems in the dorms, please report this through your R.A. to the SYME office as soon as possible.

Supplies:

SYME will supply the cleaning supplies, including toilet paper and trash bags, for the dormitory. Students are expected to supply their personal items including soap, shampoo, toothpaste, laundry soap, and snacks. If a light bulb is burned out in your dormitory please bring the burned-out bulb to the SYME office and we will give you a replacement for it.

Please always close the door gently. Keep the neighbors in mind.

Please do not plug an extension cord into an extension cord, it is a fire hazard.

Luke 10:27 "You must love the Lord your God with all your heart, all your soul, all your strength, and all your mind. And, love your neighbor as yourself."

(SYME retains the right of interpretation.)

11a. CHECK-OUT

CHECK-OUT: At the end of the term, you must "check out." ALL students need to leave the dorm before Sunday Evening. SYME Staff will check the dorms and lockers before returning the key deposit students.

房間以前是否熄掉所有的燈和電器(如電扇…等等)

舍監助理每天離開宿舍前會檢查一遍。

如果宿舍有任何的東西壞了需要修理, 請盡快向你舍監助理報告給辦公室知道。

供應品:

SYME會供應宿舍清潔用品, 包括衛生紙和垃圾袋。學生自己要帶個人用品包括香皂、洗髮精、牙膏、洗衣粉和自己要吃的點心。如果你宿舍的電燈泡壞了, 請將壞的電燈泡到辦公室, 我們換新的給你。

請溫柔關門, 成為人見人愛的好鄰居。

路加福音10:27 你要盡心盡性盡力盡意愛主你的神;又要愛鄰舍如同自己。

(SYME保留最後釋義權)

11a. 退房

學期結束時, 你須退房。學生必需在星期日下午前離開宿舍, SYME同工會來檢查。檢查核准通過後才可還你的鑰匙押金。

SYME D-Point System

If students violate SYME Life Handbook rules, teachers and staff have the authority to give D-points even if they are not listed below. D-points will be recorded by the Director of Ministry. When a student earns a total of:

➤ 5 d-points =
Special Volunteer

➤ 15, 20, and 25 d-points =
One week as a special volunteer for the afternoon or suspension. Parents may be contacted.

➤ 30 d-points =
The student will be dismissed from SYME. Tuition will not be refunded.

If you do not cooperate with this d-point system, you will be subject to suspension.

1 d-point:

- 1 - 5 minutes late for check-in, class, in-dorms, or lights out
- Dorm lights, fans, ACs left on during the day (Everyone in that room receive a D-point)
- Homework (QT, Bible class, Journal, English, etc.) not completed or turned in
- SYME Leaders will check the dorms twice a term, especially the scheduled deep cleaning area
- Intentionally not paying attention or distracting class (sleeping, not participating, etc.)
- Inappropriate clothing (student will be asked to change)

SYME D-Point 系統

如果學生沒有遵守SYME 學生手冊的規定, 任何老師及行政同工都可以給你們 D-point,即使不在下面的所列的事項裡。D-points 是由校務主任負責記錄, 當學生被登記:

➤ 5 個 d-points =
特別志工

➤ 15, 20, 以及25個d-points =
擔任一星期的特別志工或予以停學, 並且會通知家長。

➤ 30個 d-points =
學生將被開除並不退還學費

如果你不配合d-points 系統, 將會被給予停學的處分。

1個d-point:

- 上課, 簽到, 門禁, 或熄燈遲到一到五分鐘
- 離開宿舍後電燈、風扇或冷氣未關(這房間的每個人都會被罰)
- 所有功課(靈修、查經, 等等)未完成或者沒有交給老師
- 會檢查宿舍, 特別是深度清潔的區域
- 故意不專心或干擾上課(上課打瞌睡)
- 不適當的穿著(學生將會被要求更換衣服)

3 d-points:

- More than 5 minutes late for check-in, class, in-dorms, or lights out

5 d-points:

- Skipping class
- More than 10 minutes late for lights out

15 d-points:

- Absent from SYME for a day without permission
- Opposite gender in dorm (without permission from staff/teachers)
- Drinking/smoking without telling the Director of Ministry
- Pornography

3個 d-points:

- 上課, 簽到, 門禁, 或熄燈遲到五分鐘以上

5個d-points:

- 翹課
- 遲於熄燈時間十分鐘以上熄燈 個 d-points:

15個d-points:

- 學生在未經允許的情況下缺課一天
- 擅闖異性宿舍(未經老師/職員允許)
- 喝酒/抽菸且未告知校務主任
- 看A片

SYME STUDENT PROMISE

I have read and agree to follow all the guidelines and d-point system as given in the SYME Student Life manual while a student at SYME.

身為SYME的學生，我已看過並同意遵守SYME所規定的學生守則。

Name (sign)簽名

Date日期

*The terms are subject to change

*有些守則若有修改的必要，將來可以修改。

SYME社團法人台灣基督教生命之道協會 肖像授權同意書

SYME宣教士透過許多人的募款才能來到台灣宣教，課程期間進行影音拍攝紀錄，以備宣教士能記錄課程、發表等之用途，以及為了SYME的宣傳做使用。因此您的肖像（包含活動照片及影片）可能會出現在課程紀錄或是SYME, Word of Life(生命之道宣教組織)網頁等社群媒體中，在此特徵求您的同意，請您詳閱下列「肖像授權同意書」，謝謝您！

肖像授權同意書

本人 _____ 同意肖像（包括活動照片及影片）出現在SYME相關紀錄當中，並同意拍攝的照片、影片等可用於出版、宣傳、社群媒體等合法的用途，授權使用沒有期限。

中文及英文名字簽名：_____ 生日：_____