



Student Handbook

学生手册

***Adult English Language Learning (ELL) Program
Pui Tak Center***

培德中心成人 ***ELL***（英语语言学习）课程

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Adult ELL Program
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This handbook has been developed to explain and clarify the
policies and procedures of Pui Tak Center.

本手册旨在解释及明晰培德中心的政策、程序及规章制度。

Welcome! 欢迎

Thank you for choosing the Pui Tak Center (PTC) as your place for learning English! We look forward to assisting you in fulfilling your goals. We are proud of our program, students, teachers and staff along with their “dedication to excellence.” We hope you will have a rewarding learning experience at PTC.

感谢您选择培德中心 (PTC) 作为您学习英语的地方！我们期待着帮助您实现您的目标。我们为我们的课程、学生、老师和员工以及他们追求卓越的努力而感到骄傲。我们希望您在培德中心的学习经历受益良多。

Purpose of the Program: 课程目的

For 30 years, PTC’s Adult English Language Learning (ELL) program has been designed to help students learn and use functional English skills needed at home, on the job, in the community and for further education. Our program emphasizes learning through classroom instruction and individualized tutoring, along with technology to encourage language learners to become more interactive communicators who are culturally sensitive and socially independent.

三十年以来，培德中心设计的成人英语课程帮助学生学习英语，不论在家里、在工作中、在社区生活以及继续受教育所需要的实用英语技

能。我们的课程强调通过课堂教学和个性化的辅导来学习，并辅以技术设施以鼓励语言学习者成为更具互动性的沟通者，即在文化上敏锐，在社会上独立。

ELL Program Administration and Staff:

Adult Ed & Training Manager: **Sarah Swetz Huang**

Student Services Coordinator: **Sandy Louie**

Tutoring Coordinator: **Judy Fairbairn**

Data Coordinator: **Ivy Lee**

Adult ELL Transitions Coordinator: **Jonathan Meter**

Teacher Support / Resources Coordinator: **Jenny Mei**

英文课程行政管理及人员配备:

成人教育和培训经理: 黄莎莎 (Sarah Swetz Huang)

成人英文学生服务协调员: 雷艳冰 (Sandy Louie)

成人英文辅导协调员: 朱迪 (Judy Fairbairn)

成人英文数据协调员: 李关佩瑜 (Ivy Lee)

成人英文转型协调员: 米家耐 (Jonathan Meter)

教师支持/资源协调员: 梅小玉 (Jenny Mei)

ELL Class Description: 课英文程说明

- A. There are six terms each year, with each term lasting for seven weeks. The academic year starts in July.

每年有六个学期，每学期为期七周。学年从七月开始。

B. We offer 10 different courses which cover seven English language proficiency levels. The morning classes run from 8:00 am to 10:00 am, Monday through Thursday. The evening classes begin at 5:30 pm and end at 7:30 pm. Under the ELL program, we also offer citizenship classes, a Healthcare Bridge class and a Career Pathways Bridge class. There is also a Food Service Management Certification course, in which student can learn both English and vocational skills related to managing a restaurant or other food service establishment. A vocational class, the Food Service Sanitation Manager certificate training program, is also offered at PTC for those students who qualify.

我们提供十种不同的课程，这些课程涵盖七种联邦英语语言能力水平。课程学习从周一到周四，分早班和晚班。早班课程从上午 8:00 到上午 10:00。晚班课程从下午 5 点半开始，晚上 7 点半结束。在 ELL 项目中，我们还提供公民课程、医疗职业预备班、职业探索与准备班和餐饮服务管理认证班。培德中心还为符合条件的学生提供食品服务卫生经理证书培训课程。

C. Textbooks 教材

Future Intro (Pearson): Students at this beginning level practice the pronunciation of letters, basic words and phrases.

《*Future* 入门篇》（培生出版社）：该教材适用于初级水平的学生，学习与练习字母的发音，基本的单词和短语。

Future Book 1 (Pearson): Students in this class focus on simple, learned words, phrases and pronunciation. Some easy grammar is taught at this level. 《*Future* 第一册》（培生出版社）：学习该教材的学生聚焦简单的、学过的单词、短语和发音。处于该水平的学生还会学习一些简单的语法。

Future Book 2 (Pearson): Students in this class learn functional English words and phrases. Some grammar is taught for immediate needs.

《*Future* 第二册》（培生出版社）：本班学生学习实用英语的单词和短语。还会教授一些即时需要的语法。

Future Book 3 (Pearson): Students practice basic grammar, conversation, vocabulary, phrases and short reading passages.

《*Future* 第三册》（培生出版社）：学生练习基本语法、会话、词汇、短语和短文。

Future Book 4 (Pearson): Students practice more complex grammar, conversation, reading passages, writing and intonation.

《*Future* 第四册》（培生出版社）：学生练习更加复杂的语法、会话、段落阅读、写作和语调。

Future Advanced (Pearson): Our most advanced students develop their reading, writing, vocabulary, and critical thinking skills. This curriculum gives a special focus to workforce and academic readiness.

《*Future* 先进册》（培生出版社）：适用于我们最高英语水平的学生，发展学生的阅读、词汇和批判性思维技能。这课程特别注重就业和学术准备。

Burlington English: This is a fully online curriculum that allows students to learn English both inside and outside the classroom. A six-level, standards-based core curriculum, Burlington English, teaches students essential skills for real-world success, and to make measurable progress in their English language learning. The Burlington English blended curriculum combines academic and workforce readiness skills that actively engage and prepare

students for post-secondary education, job training, as well as the everyday English needed to integrate into American life.

Burlington English 伯灵顿英语：这是一个线上的课程，允许学生在课堂内外学习英语。伯灵顿英语是一个基于标准的六级核心课程，教授学生在现实世界中取得成功的基本技能，并在英语学习中取得可衡量的进步。伯灵顿英语混合课程结合了学术和劳动力准备技能，积极吸引学生并为其做好接受高等教育、职业培训以及融入美国生活所需的日常英语的准备。

D. Citizenship classes help prepare students for the Citizenship test and interviews. These classes are only available to those students who are eligible to apply for Citizenship within the next year. These classes are only suitable for students whose English proficiency is at Level Two or *Future Book 2*. New students need to have a CASAS test score of 200 or above and pass a simple oral test to enroll for the citizenship class.

入籍课程帮助学生为入籍考试和面试做准备。这些课程只提供给那些有资格在来年申请公民身份的学生。这些课程只适用于

英语水平达到二级或教材《*Future* 第二册》的学生。新学员需取得 CASAS 考试成绩 200 分或以上，并通过简单的口试，方可报名入籍班。

- E. Supplemental ELL classes include several levels of Conversation classes, Phonics, Listening, and a Read Aloud class. These classes meet at various days and times, with most meeting two days per week either from 10:30 am to 12:00 noon, or 7:30 pm to 9:00 pm. Only students enrolled in core ELL classes are allowed to enroll in a supplemental class.

补充课程包括多个级别的会话课程、拼音课程、听力课程和朗读课程。这些课程在不同的日期和时间举行，大多数每周上课两天，时间为上午 10:30 至中午 12:00，或晚上 7:30 至晚上 9:00。只有报名英语班或入籍班的学生才可以参加补充课程。

Student Resources 学生资源

- A. **Tutoring:** We offer both onsite and online one-on-one tutoring to our students on a limited basis. It is held on Saturday mornings and weekday afternoons from mid-September to early May. A limited number of summer tutors are also available. Small group classes are held on Saturday mornings in Service Industry, Phonics, and Conversation. Only students

enrolled in a core ELL class are eligible to register for the tutoring program. Please call (872)260-3345 to register.

辅导：我们为学生提供一对一辅导和小组辅导。辅导从9月中旬至5月初的星期六上午和工作日下午提供。提供的夏季辅导比较有限。小组课程在周六上午举行：服务行业，音标班和对话班。只有注册了核心英语课程的学生才有资格注册辅导项目。请致电(872)260-3345 注册登记。

B. Transitions Counseling and Support: We offer tutoring, education, advice and referrals to our students who are seeking employment, or who are looking for educational / training opportunities beyond that which the Pui Tak Center offers (such as high school equivalency, vocational training or post-secondary education). Students requiring these services should call (872)260-3350. Transitions Counseling and Support is for registered ELL students only.

转型辅导与支持：我们为正在求职的学生，或正在寻找培德中心以外的教育/培训机会(如高中教育、职业培训或大专教育)的学生，提供辅导、教育、建议和推荐。需要这些服务的学生请致电（872）260-3350。过渡辅导和支持只针对已注册的 ELL 学生。

C. Migrant Services: We recognize that there are

unique challenges that asylum and refugee students face. Our migrant services specialist can help refer migrant students to support services, as well as help identify needed other wrap-around services needed to successfully persist in our ELL program.

难民服务：我们认识到庇护和难民学生面临着独特的挑战。我们的难民服务协调员可以帮助难民学生转介支持服务，并帮助确定成功坚持我们英文课程所需的其他综合服务。

D. Book Purchase: Teachers will inform students when and where they can purchase textbooks and workbooks. Text/workbooks are not refundable. Students need to be sure which classes they will attend before they buy their books. Since students may transfer to a different class, students are not expected to purchase books for the first three days. Using “used” textbooks or workbooks is discouraged because students need to write in the books in order to learn. (Textbook purchase is not required. If a student cannot afford the purchase price of a textbook, they can apply to borrow a book for the duration of the term. Contact the Resources Coordinator)

购买书本：教师将告知学生购买教科书和练习册的时间和地点。课本/练习册售出后恕不退款。学生在买书之前需要确认他们将参加哪些课

程。由于学生可以转到不同的班级，所以前三天学生不需要购买书籍。不鼓励学生使用“二手的”教科书或练习册，因为学生需要在书上写才能学习。（购买教科书并非硬性要求。如果学生买不起教科书，可以申请在学期期间借一本书。请联系资源协调员）

E. Mobile Device Loan Program: Students may apply to borrow certain electronic devices to help with their education. Having such a device can be especially important for online classes. Currently we loan out iPad, Galaxy Tab & Chromebook devices. These devices are loaned out one device per term. If a student wishes to borrow a device, they should call/text Manying Tam (312) 328-0986.

移动设备租借安排: 学生可以申请借用某些电子设备，以辅助学习。拥有这样的设备对于在线课程来说尤其重要。目前我们可租借 iPad（苹果平板电脑），Galaxy Tab A（三星平板电脑 A）以及 Chromebook（谷歌笔记本）设备。这些设备每学期可借出一个。如欲借用设备，应致电谭老师 (312) 328-0986。

Academic Policies 学术规定

A. Registration: Students must be registered, take a pre-test, and be assigned to a class before attending a class. New students can register for class during the open registration period which is

prior to the start of each new class term.

报名程序：学生必须先注册、参加预测试并被分配到班级才能上课。新生可以在每个新学期开始前的开放注册期期间注册课程。

B. Attendance & Absences: Students must come to class by the third day of class to be officially enrolled for the term. If registered students do not attend by the third day, they are automatically removed from their class. Thereafter, if a student misses six consecutive classes, they will be automatically considered “dropped” from the program. Consistent and regular attendance is expected of all our students. If a student will miss a day or must leave early, they must notify their teacher. PTC asks that students who exit the program complete a short exit survey so that teachers and program staff can better understand the barriers to program persistence.

出勤：学生必须在开课第三天之前到校上课，才能正式注册该学期。如果注册的学生在第三天没有到校上课，他们将被自动从课堂上除名。此后，如果学生连续缺课六次，他们将自动被视为“退出”课程。我们希望所有学生都能持续、规律地出勤。如果学生缺课一天或必须提前离开，他们必须通知老师。培德中心要求退出课程的学生完成一份简短的退出调查，以便老师和课程工作人员更好地了解课程坚持的障碍。

Student Online Participation: Teachers spend time and effort to plan lessons every day. Out of respect for their time, and to make better progress in your learning, it is PTC's expectation that all students actively participate in class. Online classes have continued after the pandemic for the convenience of both teachers and students. However, it is important for the online learning environment to simulate an in-person classroom to the greatest extent possible. This means that it is strongly encouraged that cameras remain on for the majority of class time. Consequences for students that do not actively participate or respond to teacher requests to participate may include: loss of attendance for that day, removal from the Zoom meeting, or becoming ineligible to re-enroll for the following term. If you cannot turn on your camera or unmute for any reason, you must be sure to communicate this with your teacher. Additionally, students should use their real, legal names in all Zoom meetings and class WeChat groups.

教师每天都会花时间和精力备课。出于对他们时间的尊重，也为了让你的学习取得更好的进步，培德中心希望所有学生都能积极参与课堂。疫情过后，为了方便教师和学生，在线课程仍在继续。但是，在线学习环境必须最大限度地模拟现场课堂。这就意味着，我们强烈建议在课堂的大部分时间里都打开摄像头。对于不积极参与或不

回应教师参与要求的学生，其后果可能包括：失去当天的出勤率、从 Zoom 会议中删除或失去下学期重新注册的资格。如果因故不能打开摄像头或取消静音，必须确保与老师沟通。此外，学生应在所有 Zoom 会议和班级微信群中使用自己真实、合法的姓名。

Transfers: Students must attend the class that they are assigned to. Transfers must occur within the first two weeks of the new term. Students who want to change classes must ask their currently assigned teacher to initiate the transfer. Only original teachers can initiate a transfer. Students and receiving teachers cannot initiate a transfer. Teachers are not to allow students who are not on their roster into their class.

Upon agreeing to and initiating the transfer, ELL staff will process the transfer and assign the student to the new class. The student must have attended their new class during the first two weeks, otherwise the transfer is negated.

No transfers are allowed after the second week of classes unless it is due to changes in the student's schedule (such as a change of work hours) or mode of instruction (in-person to online). These transfers must be approved by the Adult Education and Training Manager.

A student may transfer classes only once during a term. A student may request a transfer to a class that is only one level up or down from their assigned classes. Exceptions to this are only made by the Adult Education and Training Manager.

转班： 学生必须参加他们的班级。转班必须在新学期的前几天内进行。想要转班的学生必须要求目前指定的老师要求转班。只有目前指定的老师可以发起转班学生和其他老师不能自动转班。老师不得允许不在名册上的学生上课。

在同意并开始转班后，英语版办公室员工将处理转班将学生分配到新课程。学生必须在开学头两周参加新课程，否则转班将被取消。

课程第二周后不允许转学，除非因为学生的行程安排（例如改变工作时间）或教学模式（波动教学线上教学）发生变化。这些转学必须得到成人教育和培训管理者的批准。

学生在一个学期内只能转课一次。学生可以请求转入比其指定课程仅高一级或低一级的课程。例外仅由成人教育和培训管理部门制定。

C. Post-testing: The State's goal for Adult Education is the improvement of English skills as evidenced

by students achieving level gains on a State-mandated standardized test. *All students must take a post-test at the earliest opportunity when they reach 40 attendance hours. Any student who exceeds 70 hours of attendance without taking a post-test will not be permitted to re-enroll in the next term until their post-test is complete.*

学习后测试：州政府对成人教育的目标是提高英语水平，具体表现为学生在州政府规定的标准化考试中取得水平提高。所有学生必须在出勤时间达到 40 小时后尽早参加学习后测试。任何出勤时间超过 70 小时而未参加学习后测试的学生将不允许在下学期重新注册，直至学习后测试完成。

D. Visitors (Including unregistered students, students assigned to other classes, and family members) are not allowed in class unless prior approval is given by the Adult Education and Training Manager.

访客：（包括未注册学生、其他班学生以及家庭成员）未经成人教育与培训经理事先批准，不得入内上课。

E. Student Grievances: If there is a class issue that needs to be resolved, talk first to the teacher, not the main office. Ask for a scheduled meeting and try to resolve the issue or problem. If the issue cannot be resolved or worked out,

then contact the ELL Office.

学生不满: 如果班上有什么问题需要解决，首先和任课老师谈，而不是和 办公室谈。要求约见老师，并试着解决问题。如果问题无法解决，再联系英语 办公室。

F. Student Contact Information: Please keep your teacher updated about your contact information. If your name, address, or phone number has changed, or if you obtain a SSN, please let your teacher know. Please join the teacher's group chat (WeChat or WhatsApp) to receive important class information.

学生联系信息: 请向老师更新您的联系方式。如果您的姓名、地址或电话号码发生变化，或者如果您获得了社会安全卡，请告知老师。请加入老师的群聊（微信或 WhatsApp）以接收重要的课程信息。

G. Gifts: It is PTC policy that teachers and staff should not accept money or valuable items from students. Food items are acceptable (e.g. tea, coffee, bao, and pastries). It is at the teacher's discretion to accept or reject the gift. We also discourage students from collecting money from classmates for any reason.

礼物: 根据培德中心的规定，教师和工作人员不应该接受学生的金钱或贵重物品。可以接受

食物(如茶、咖啡、包子和糕点)。接受或拒绝礼物由老师决定。我们也不鼓励学生以任何理由向同学募捐。

Open Registration 开放注册

New students can register for class within the first two weeks of a term, and for several weeks leading up to a new term. Students will need to fill out our online intake (tinyurl.com/e6pvr392) and sign up to take a pre-test. Walk-in registration can take place if there are onsite staff available. New students need to bring photo ID and proof of address to register. Students will receive an orientation, fill out a registration form, take placement tests, and be placed in class.

新生可以在学期开始后的前两周以及新学期开始前的几周内注册课程。学生需要填写我们的在线招生信息 (tinyurl.com/e6pvr392) 并报名参加预考。如果有现场工作人员，可以进行现场注册。新生需要携带带照片的身份证件和地址证明进行注册。学生将接受入学指导、填写注册表、参加分班考试并被安排到课堂上。

First Day of Class 上课第一天

Students will be notified of class assignments either through email or text message. For in-person students at PTC, a name list and class teacher/location will also be posted on the wall on

the 2nd floor. For the first day, students should bring a pen or pencil and a notebook to class. Students should confirm with their teacher that their name is on the roster. If not, please go directly to the office to resolve any discrepancies. The teacher will discuss the textbook, workbook, syllabus and classroom rules. Students should stay for the entire class period. If you feel the class is not a suitable placement, talk to your teacher after class to request a transfer (see above section on transfer policies).

学生将通过电子邮件或短信收到分班通知。实体学生的分班名单张贴在二楼的墙上。在这一天，学生们应该带钢笔或铅笔和笔记本来上课。学生应该确定他/她的名字在老师的名单。如果学生发现自己的名字不在张榜名单或考勤表上，请立即到英语办公室来。老师将讨论教科书、练习册、教学大纲和课堂规则。学生应该完成整个课堂时段。

End-of-Term Procedures 期末程序

A. Continuing Registration During the last two weeks of class, students can register for next term's class if they want to return. Your current teacher will initiate continuing student registration. You do not need to fill out the registration form again. At this time, students may also be required to take a standardized post-test. These tests are important as it demonstrates to the government that our classes are

helping people to learn English. You may also take a unit final related to the material covered in class.

后续注册: 在课程的最后一两周, 如果学生想返回继续学习, 可以注册下学期的课程。学生必须填写一份注册表并参加期末考试。在某些学期中, 学生可能会参加标准化的后测。这些测试很重要, 因为测试向政府证明了我们的课程正在帮助大家学习英语。

B. Registration Forms: On the registration intake form, students need to check that their personal information (i.e. name, address, social security number, educational history, and goals) is correct and/or up to date.

注册表: 在注册表上, 学生需要检查他们的个人信息(即姓名、地址、社会安全号、教育经历和目标)是否实时更新。

C. Finals: Finals are given at the end of every term to evaluate students' progress. The tests consist of listening, writing and comprehension exercises. On these tests, students need to write their full name, social security number and the test date.

期末考试: 期末考试在每个学期末进行, 以评估学生的进步。考试包括听力、写作和综合理解题。在这些考试中, 学生需要填写自己的全名、社会安全号和考试日期。

D. Feedback Surveys: At the end of each term, students are given the chance to fill out an anonymous feedback survey about their class and their teacher. Please be honest and provide constructive feedback about your class so that we can improve. Form responses go directly to office staff, and not to the teacher.

每学期结束时，学生都有机会填写一份关于其班级和老师的匿名反馈调查。请诚实地提供有关您班级的建设性反馈，以便我们改进。表格回复将直接发送给办公室工作人员，而不是老师。

E. Student Progress Reports: At the end of every term, students will receive a progress report from their teacher that lets them know how well they are doing in class and on different aspects of their language-learning.

每个学期结束时，学生都会收到老师的进度报告，让他们知道自己在课堂上以及语言学习的各个方面的表现。

F. Standardized Assessment Tests: The State of Illinois requires assessment testing and provides funding based on the level gains students achieve. All students are given a pre-test at the start of the academic year or when they first register for ELL class. Post-tests are conducted at regular intervals depending on attendance hours, but usually once per term. Depending on their English level, students will

take: CASAS Reading STEPS Test (30-75 minutes), CASAS Listening (15-45 minutes), or BEST Plus (10-20 minutes).

标准化评估测试:伊利诺斯州要求进行评估测试，并根据学生取得的成绩提供资金。所有学生在学年开始或第一次注册 ELL 课程时都要进行一次 预测，并定期进行后测。根据学生的英语水平，学生将参加如下测试：CASAS Reading STEPS 阅读 Test (30~75 分钟), CASAS Listening 听力口语 STEPS (15~45 分钟), 或 BEST Plus Test (10-20 分钟)。

Classroom & Building Rules 中心大楼及教室规则
Morning students may enter the Pui Tak Center and CCUC-South open at 7:45am.

早班学生可于早上 7:45 进入培德中心、活动中心、教会或城南堂。

Teachers will have their own “set of rules” for their students. But here are some generalized rules per classroom: Students should bring their own textbooks, a notebook, pen or pencil to every class, do homework/take notes in class, do not talk when the teacher is talking, raise hands for permission to speak, wait until the teacher asks students to speak, TURN OFF/MUTE cell phones for class, come to class on-time and prepared. For online students, teachers generally appreciate that you keep your camera on,

but microphone muted.

****Students cannot sit in class unless registered**

****Students cannot cheat on assessments!**

教师会为学生制定自己的“规则”。但每个教室都有一些通用规则：学生应自带课本、笔记本、钢笔或铅笔上课，在课堂上做作业/记笔记，老师讲话时不要说话，有问题时举手征求发言许可，等到老师要求学生发言时再发言，上课时关闭/静音手机，准时到校并做好准备。对于在线学生，老师通常会感谢您打开摄像头，但将麦克风静音。

****学生必须注册后才能坐在课堂上**

****学生不能在评估考试中作弊！**

Office Protocol: When visiting the ELL office, please wait outside the door to be called. If there is a line, wait in line to be called. Do not go to the front of the line or ahead of other people that are waiting.

办公室礼仪: 访问 ELL 办公室时，请在门外等着被叫。如果需要排队，请排队等着被叫。不要走到队伍的前面或排在其他人的前面。

Programs / Services: Students are encouraged to attend programs, services and parties. Please try to be on time and try to stay for the entire event. Leaving early is not considered polite and can cause disruptions or unnecessary distractions.

课程/服务: 鼓励学生参加课程、服务和聚会。请尽量准时到场，尽量全程参加。早退被认为是不礼貌的，会造成干扰或不必要的分心。

Hallways: Students must keep quiet when walking in the halls as many other classes are in session. Students using cellphones in the hallway must speak quietly.

走廊: 同学们在走廊里走动时必须保持安静，因为其他班级都在上课。在走廊上使用手机的学生必须小声说话。

Trash: Items such as paper, cups, or napkins should be put in trash containers after usage.

垃圾: 纸张、杯子、餐巾纸等物品使用后应放入垃圾桶内。

Restrooms: Students must not use the staff restrooms located near the ELL Office on the second floor. These are reserved for staff use only. An adequate number of restrooms are available for student use and can be found on every floor in the Pui Tak Center.

卫生间: 学生不得使用位于二楼 ELL 办公室附近的员工卫生间。这些仅供员工使用。在培德中心的每一层均设有足够数量的洗手间供学生使用。

Elevator: The elevator at Pui Tak Center is available for those with limited mobility. Students are encouraged to use the stairs if they are able.

电梯：培德中心的电梯可供行动不便者使用。如果可以的话，鼓励学生使用楼梯。

Staff Kitchen: The staff kitchen located on the second floor near the offices is off limits to students. Students may not use any of the appliances in the kitchen, nor are they allowed to use the sink.

员工厨房：员工厨房位于二楼，靠近办公室，禁止学生进入。学生不得使用厨房的任何电器，也不得使用洗涤槽。

Proper Hygiene in Building 楼宇卫生须知

A. Restroom Rules: 卫生间使用须知

a. Neither smoking nor drinking alcohol is allowed in the restrooms. PTC is a smoke-free environment.

严禁在卫生间内吸烟、饮酒。培德中心属无烟环境。

b. Used toilet paper should be put in the toilet, not in the trash bins. 用过的卫生纸应该丢进厕所里，而不是垃圾桶里。

c. Paper towels used to dry your hands should be put in the trash cans, not in the toilet.

用来擦干手的纸巾应该放在垃圾桶里，而不

是厕所里。

- d. Personal products for women, such as tampons or sanitary pads are not to be put in the toilet. They should be put in the trash bins.

卫生棉条、卫生巾等女性个人用品不得放在厕所内，而应该放在垃圾桶里。

- e. Toilets: When using the toilet, please sit on the toilet. (Standing on the toilet makes it dirty.) If desired, individuals can put toilet paper on the toilet seat before usage.

厕所: 请坐在马桶上。(站在马桶上会把马桶弄脏。) 如有需要, 可在使用马桶前将卫生纸放在马桶座圈上。

- f. If the toilets are not working properly, restroom lacks supplies or cleaning is needed, please notify the receptionist on the first floor. 如果厕所不能正常使用, 厕所用品已用完或需要清洁, 请通知一楼的接待员。

Holidays 节假日

There will be no class on the following days:

在以下节日时将不上课:

New Year's Day 元旦

Chinese New Year 中国新年

Good Friday 耶稣受难日

Memorial Day 阵亡将士纪念日

Independence Day 美国独立纪念日

Labor Day 劳动节

Thanksgiving Day 感恩节

Day after Thanksgiving 感恩节后的第二天

Christmas 圣诞节

School Closings 学校停课

PTC will close when the Chicago Public Schools are closed for severe weather. Usually your teacher will contact you. In-person teachers will make every effort to pivot to online classes via Zoom to avoid cancelling class. A sign will be posted on the PTC front door if the school is closed. Online Students can also call PTC at (312) 328-1188 for more information. In the event of a local emergency (such as a power failure in Chinatown), the ELL Program will decide if class will be canceled.

当芝加哥公立学校因恶劣天气而取消课程时，培德中心也会取消课程。通常您的老师会联系您。现场授课的老师将尽一切努力通过 Zoom 转向在线授课，以避免取消课程。如果学校关闭，培德中心大门将张贴告示。在线学生也可以致电培德中心 (312-328-1188) 了解更多信息。如果发生当地紧急情况（例如唐人街停电），英语课程会因个别状况再作决定是否取消课程。

Equal Opportunity / Disability Access

PTC is committed to the policy that all persons shall have equal access and opportunity to its programs, facilities, and services. It is our policy to provide, on a flexible and individual basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in class activities or to meet class requirements. Students with disabilities are encouraged to call (872)260-3348 to discuss their needs for accommodations.

机会均等/残疾人平等对待：

培德中心致力于所有人都有平等的机会和机遇享受其课程、设施和服务的政策。基于灵活和个性化的政策基础，为可能影响到参加班级活动或满足班级要求的残疾学生提供合理的住宿是我们的政策。鼓励残疾学生致电(872)260-3348 商谈其住宿需求。

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我们的 ELL 和公民课程是联邦和州的资金，经由伊利诺斯州社区大学理事会所提供。

Contact Information 联系方式

If you have any questions regarding our program, feel free to give us a call, email us or drop us a letter at 如对我们的项目/课程有任何疑问，欢迎致电、电邮或寄信给我们：

Address 地址: 2216 S. Wentworth Ave
Chicago, IL 60616

Phone 电话: (312) 328-1188 中心主线
(872) 260-3347 黄莎莎校长

Email 电子邮件: esl@puitak.org

Website 网站: www.puitak.org