



**2011-2012 Hellenic Studies
Adult Student Handbook**

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I. General Information

A. Information about Hellenic Studies

Our program focuses on 4 key skills: listening, speaking, reading and writing. During the course of the year, we also cover other relevant topics such as Greek culture, customs and traditions – as they relate to the lessons and vocabulary that are covered.

Our program offers 4 (youth) classes – beginning with Pre-K – and advancing to Levels 1, 2, and 3, respectively. Our adult language program offers three class levels – Beginner, Intermediate, and Advanced.

Courses continue sequentially from one year to the next. Certificates are presented at the end of each year, when a course level has been completed – and students are then recommended for advancement to the next level.

B. Hellenic Studies Mission Statement

The Mission of the Hellenic Studies Ministry of the Holy Transfiguration Greek Orthodox Church is to keep the Greek language alive by teaching Greek to all who are interested in learning it.

In support of its mission, the Hellenic Studies Ministry:

- **Teaches cross-cultural communications,**
- **Sharpens analytical skills,**
- **Improves knowledge of English,**
- **Assists in obtaining higher SAT scores,**
- **Assists in obtaining a better understanding of the Greek Orthodox liturgy and the Bible.**

2011-2012 SCHOOL YEAR CALENDAR – ADULT SCHEDULE

AUGUST '11

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

30 Staff Meeting/Pre-Planning

SEPTEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

13 First Day of Classes

OCTOBER '11

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 Education Day/Open House
30 OXI Day Celebration

NOVEMBER '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

13 Fall Bake Sale
22 No Classes - Thanksgiving
26 No Classes - Thanksgiving

DECEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

24 No Class – Christmas Break
27 No Class – Christmas Break
31 No Class – Christmas Break

JANUARY '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Three Hierarchs Luncheon (with Ahepa)

FEBRUARY '12

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

11 Apokriatiko Glendi
27 Clean Monday – Lent begins

MARCH '12

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25 Greek Independence luncheon and program

APRIL '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8 Palm Sunday
10 No Classes – Holy Week
14 No Classes – Holy Week
15 Pascha
29 Spring Bake Sale

MAY '12

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12 Last class / Graduation

JUNE '12

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

D. Administrative Contact Information

For *any* questions or concerns regarding any aspect of our program – please contact Eleni Clement (Program Director) or Natalie Konstadinidis (Program Administrator).

Eleni Clement
liebel7@yahoo.com
404-783-5103

Natalie Konstadinidis
Creco3@yahoo.com
404-514-4539

II. Policies and Procedures

A. Attendance Policy

Classes are given **Tuesdays from 5:30-7:00pm**, beginning Tuesday, September 13, 2011. Classes will also be given on **Saturdays from 9:30-11:00am** beginning Saturday, September 17th, 2011. This second session of the week is not a continuation but rather an “extra” session for a more advanced/intense immersion in the weekly lessons.

While we do not penalize any student for missing class, we do require teachers to take attendance every week.

If you know ahead of time that you will miss a given class (whether due to illness or travel plans), please contact your instructor in advance (via email or phone). This will help the instructors plan their lessons/activities accordingly.

It is the responsibility of the student to make up any work that they missed due to absence. Teachers will be posting their lesson plans to our website (www.holytransfiguration.info/hellenic-studies/). Please check back frequently, and/or contact your instructor in order to confirm the classwork/homework that was missed.

Also, please note that we will start class promptly at 5:30pm (Tuesdays) and promptly at 9:30am (Saturdays). Please do your best to arrive 5 minutes early, so that you are settled and ready to begin class at the start time.

B. Inclement Weather Policy

It is at the discretion of each student (especially those driving from far distances) to make a judgment call (as to) whether or not to attend class on days of severe weather conditions.

However, in the (general) case of inclement weather we will adhere to the following guidelines:

If Cobb County schools have cancelled classes due to weather – our program will follow suite and cancel classes as well. You will receive a call or email to confirm this. If you have not heard from your instructor by 3pm – please contact them directly. This applies to class on Tuesdays.

We will also be updating a local network channel (WSBTV) to include our program on the “School Closings” news flashes.

On days when (secular) school has not been cancelled, but weather conditions are severe – Eleni Clement and the church office will make the call as to whether to cancel our classes or not. Teachers will be notified by 3pm, and will (in turn) contact students via email or phone call. This applies to class on Saturdays.

III. Program Cost

A. Tuition and Fees

Registration will take place on Tuesday, September 13th – during our first day of class. Students must complete ALL of the information on the form – or it will be returned as incomplete.

All completed registration forms and checks for tuition (made out to Hellenic Studies) **MUST** be received by Friday, September 30th, or please contact Eleni Clement to make alternative arrangements. Payment plans are available.

Fee Schedule:

One class per week - \$250 for year

Two classes per week - \$350 for year

Books / supplies – Will be available, *at cost*. Please see your instructor for details. If you are a returning student with books from last year, please confirm if your textbooks will be used with your instructor.

B. Scholarships

There are limited amount of scholarships available for families with financial hardship. If you are interested in a scholarship, please contact Eleni Clement for more details.