



**2011-2012 Hellenic Studies  
Parent/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

**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

**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

10 Christmas Carols  
17 Christmas Carols  
20 Christmas party at school  
27 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					

3 No Classes – Spring Break  
8 Palm Sunday  
10 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		

8 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](mailto:liebel7@yahoo.com)  
404-783-5103

Natalie Konstadinidis  
[Creco3@yahoo.com](mailto: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.

While we do not penalize any student for missing class, we do require teachers to take attendance every week. We have 30 scheduled classes this year – for a total of 45 contact hours. In order to make the most of this limited time, we ask that you do your best to bring your child to each and every class.

If you know ahead of time that your child will miss a given class (whether due to illness or travel plans), please contact your child's teacher in advance (via email or phone). This will help the teachers 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/](http://www.holytransfiguration.info/hellenic-studies/)). Please check back frequently, and/or contact your child's teacher in order to confirm the classwork/homework that was missed.

Also, please note that we will start class promptly at 5:30pm. Please do your best to arrive by 5:25pm, so that your child is settled and ready to begin class at the start time.

### B. Inclement Weather Policy

**It is at the discretion of each parent (especially those driving from far distances) to make a judgment call (as to) whether or not to bring their child to 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 been cancelled 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 child’s teacher by 3pm – please contact them directly.

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 parents, via email or phone call.

### C. Emergency Contact Information

It is *vital*ly important that we have an emergency contact name and telephone number for each and every student. An emergency contact qualifies as a parent or family member who is **available during the hours of 5:30-7:00pm**, and can be called to come in, in the event of an emergency. This information *must be* completed on the registration form. Incomplete registration forms will be returned if this information has not been provided.

## III. Classroom Policies

### A. Drop Off and Pick UP

Parents are asked to drop off their child at **5:25pm**, and return promptly at **7:00pm** for pick-up. If you wish to speak to your child’s teacher, please plan to arrive by 5:15pm, or stay a few minutes past 7:00pm. Discussions with a teacher that eat into our class time take away from the quality of our program.

### B. Rules and Regulations

Each teacher will establish a Rules and Regulations (protocol) for their classroom, including time for breaks and snacks. Your child’s teacher will post this list in their classroom and/or distribute a hard copy to parents. Please do your best to reinforce this list and help your child adhere to classroom rules – so as to minimize disruptions, and help maintain a positive learning environment. [This will apply *specifically* to our youngest two classes – Pre-K/Kindergarten and Level 1].

For example, *unless it is an emergency* – we prefer that parents do not interrupt class (while in session) for any reason. There will be time before class starts and at the end of the evening for parents to visit the classroom and/or speak with their child’s teacher.

## C. Classroom Supplies and Snacks

At the beginning of the year, *if your child's class allows for snack time*, your teacher will post a sign-up sheet for parents to take turns bringing in a snack. Snacks typically consist of individually-wrapped cookies or crackers, and individual juice boxes. While bulk snacks are welcome – prepackaged snacks help to eliminate the “*he got more than I did*” argument. Your teacher will provide more detailed information and suggestions as to what snacks are appropriate.

Books and supplies will be provided for your child. However, there may be times throughout the year that your child's class will be working on a special craft or project – and your teacher may request donations of various crafting materials. If you are able to donate any items, please do so...this helps to keep the cost of our program to a minimum.

## IV. Parent Involvement

### A. Fundraising and Events

As you may or may not know, the overhead and operating cost of running our program far exceeds the amount we gather in tuition, which we keep as low as possible. In order to supplement this income, we organize fundraisers and bakes sales throughout the year – which have been excellent sources of revenue to-date.

### B. Volunteering

Program events take a lot of effort and planning from parents and teachers – so we ask that you volunteer as much as possible, so that we can ensure the success of these events. As each event approaches, we will provide information (via email, teacher/parent meetings, etc) and solicit your participation. We would like to ensure that all of the responsibility does not fall onto the shoulders of only 2-3 individuals – which has happened in the past. Here is a look at this year's events. More information will be provided in advance of these dates:

Sun October 2 – Education Day (Open House)

Sun October 30 – “Oxi Day” program and luncheon

Sun November 13 – Fall Bake Sale

Sat December 10 – Christmas Caroling - businesses

Sat December 17 – Christmas Caroling – private homes (end at Gondolier, pizza party)

Tue December 20 – Christmas party/singing program for parents – during our class time

Sun January 29 – AHEPA “Three Hierarchs” luncheon – HS staff must help

Sat February 11 – Apokriatiko Glendi (6:30pm)

Sun March 25th – Greek Independence program and luncheon

Sun April 29 – Spring bake sale

Tues May 8 – last class/graduation (pizza party)

### C. Teacher/Parent Meetings

From time to time, parents will be notified of a Teacher/Parent meeting that will take place during class time, usually led by Eleni Clement or Natalie Konstadinidis. You will be advised in advance of the meeting time and location – either the PLC, downstairs kitchen, or nursery room. Please do your best to attend these meetings when they occur – as we often discuss important updates, solicit feedback, and as for volunteers (for planning) special programs and events.

### D. Parent Lounge

For those parents who plan to stay at school while their child is in class – we ask that you use the downstairs kitchen as a parent lounge and gathering space. All of the classrooms will be full, and the nursery (if not used for classes) will serve as a staff planning and meeting room. Unfortunately we do not have an abundance of space for gathering.

Parents are also welcome to gather upstairs in the PLC – provided that no other meetings or gatherings are taking place during our class hours. *Those gatherings take priority*, as other ministries may have reserved the space for their events and meetings. Parents may also gather outside in the amphitheater or platea (on the upper level of the property) if they prefer.

The bottom line is that parents *lingering in the halls* during class time actually **create a disruption** to the students. It is especially difficult around our younger children – where having a parent nearby is a temptation for them to leave the classroom to go visit with mom or dad. Also, even with the doors closed, we can often hear you – which is a definite distraction!

## V. Program Cost

### A. Tuition and Fees

Registration will take place on Tuesday, September 13<sup>th</sup> – during our first day of class. Parents 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 30<sup>th</sup>, or please contact Eleni Clement to make alternative arrangements. Payment plans are available.

#### **Fee Schedule:**

First child - \$225

Second child \$200

Third/Fourth child, etc - \$175

Books / supplies – Provided by Hellenic Studies at *no charge*

## B. Scholarships

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