

## Greeting from the principal Mrs. Gatzweiler

Dear GCLS students,

I would like to welcome you all to the new school year, especially those of you who are brand new to our school. It's great to have you here!

The school planner you are holding in your hands is an important tool for the entire school year. It will help you organize your learning and activities here at GCLS.

Therefore, you should always have the planner with you at school.

We have already entered important dates.

Enter your homework in the school planner. Homework is an important part of learning. It helps you see if you have really understood what you have learned. With the planner you can check if you have done the homework for the next day. Surely you will feel well prepared for the next day.

Write down important dates and events in your calendar. Write down your work deadlines so you know when you need to study for what work.

Fill out the Grade Chart, this will help you keep track of your accomplishments and your personal goals.

Dear Parents,

please support your child in getting organized. Look at the planner with your child on a regular basis. Every child uses the school planner differently, so consider meaningful use with your child. Check the notebook here in the planner regularly. This section is for communication between parents and the teachers. If the teachers have something to tell you, they can note it in the planner. If you would like to excuse your child, you can also write that in the school planner.

I wish everyone a successful school year with many wonderful experiences at GCLS!

Capture these fond memories in your school planner, too.

Cordial,

**Sabine Gatzweiler**

Principal

## Information for parents

### **My child is sick and cannot attend school:**

On the day of illness, if possible, please inform the secretary's office by telephone before the first lesson begins: 06154 63460.

A written excuse is always required for your child's absence after the fact. You can use the last pages of the school planner for this purpose. required. In case of prolonged illness, please inform the class teacher as soon as possible.

It is your child's responsibility to learn about the material missed from class and to make it up in a reasonable amount of time.

### **My child is unable to attend physical education classes for an extended period of time due to health reasons:**

A doctor's note is required for extended absences from physical education classes.

### **I need to send an urgent message to my child:**

Please call the office (06154-6346-0). Your message will be forwarded to your child. During the morning, the use of your child's cell phone is not allowed at school in most cases.

### **My child has lost their student ID or bus pass:**

Please call the office (06154-6346-0).

### **My child has lost something at school:**

Lost and found items are located in the right hallway of the administration building, just past the door. Lost sports equipment may be found in the lost and found in the gymnasium, in which case your child will need to ask the PE teacher.

### **I would like to rent a locker for my child/My child has lost the key to the locker:**

Please contact AstraDirekt Leasing & Service GMBH at [www.astra-direkt.de](http://www.astra-direkt.de) or by phone: 0621-1247680. The registration form is available at the office.

### **I would like to talk to a teacher about my child:**

Please make an appointment with the teachers by email or with a message in your child's school planner. You can find the teachers' email addresses through the school address book; please use your child's Outlook account for this.

A consultation day will be held in November. You can find the current date in the calendar on the school's website ([www.gcls.de/terminplan](http://www.gcls.de/terminplan)).

**I would like to register my child for lunch in the cafeteria:**

All students may eat lunch in the school cafeteria. Registration information can be found on the school website ([www.gcls.de/verpflegung](http://www.gcls.de/verpflegung)).

**I would like to register my child for afternoon care/I have a question for the teachers in care:**

Our school offers care for the children of the 5th and 6th grade until 4 pm in the afternoon. This care is organized by the Malteser Hilfsdienst. You must register your child for each semester. Please contact Mrs. Pleger and her team (phone: 06154 634643, email: [a.pleger@gcls.de](mailto:a.pleger@gcls.de); website: [www.gcls.de/ganztagschule-2](http://www.gcls.de/ganztagschule-2)).

## School rules

### **Rules and principles - School rules**

Successful work and peaceful coexistence - our common goal! This requires: social behavior, especially mutual consideration and help, recognition of the rights of others, compliance with duties to the community. Our school building must be treated with care: it is our public property with all its facilities, for which we must all bear responsibility.

### **Excuses for absences in the middle school (grades 5-10)**

Absence from school must be excused in writing by the parent or guardian in the notebook. The notebook is always in the possession of the student.

The excuse must contain the following information:

- Period of hours to be excused (specify date, hours if applicable).
- Reason for absence Date and signature
- It is also possible to be excused by means of a doctor's certificate, which must be
- Message booklet should be pasted.

Within three days, the parent or guardian must send a sick note to the school: by phone to the office (06154 63460) or by email to the class teacher.

Students must show the written excuse or doctor's note to the teacher in all subjects in which they were absent within one week of recovery.

Absences are considered "excused" only if the respective teacher has signed the written excuse or doctor's note. It is the student's responsibility to verify that the respective teacher has signed the excuse.

Unsigned excuses or medical certificates will be considered unexcused.

### **Excused absences for the gymnasiale Oberstufe (years 11-13)**

For the Upper School, there are separate regulations for dealing with absences and excuses. The respective guidelines are presented and discussed in writing at the beginning of the school year and are binding from that point on.

### **General rules in everyday school life**

Classes and all other school events start and end on time. We avoid litter and work together to keep the school building and school grounds clean. Everyone is responsible for the cleanliness of the school - not only the cleaners and janitors. Waste separation is a matter of course.

Each class and course is responsible for the cleanliness and order in their respective classroom. A tidiness service has been set up.

Each student is responsible for the cleanliness of their own workspace.

Where many people come together in a confined space, considerate behavior is especially important. In order not to endanger anyone, the following is not permitted:

uncontrolled romping; bringing and using dangerous objects; use of any force; blocking hallways and stairs; throwing objects (including no snowballs).

Smoking on the school premises is prohibited.

Students in grades 5-11 are not allowed to leave school grounds. A student must have permission from a teacher to make an exception. Students who leave school grounds without permission will not have insurance coverage; in this case, the school must notify the parent or guardian.

The use of cell phones and other electronic media is not permitted in most places in the school. The current rules are located in each classroom. Students who violate these rules will be required to turn in the device. The device may be picked up by a parent or guardian on the same day; the student him/herself may have the device returned after 1 p.m. on Friday of the same week.

As a general rule, motorized vehicles are not allowed on school grounds.

Bicycles are parked in the bike racks on the school grounds.

Behavior at and on the bus: Students wait on the sidewalk at the bus stop, not on the street, before the bus departs. Students behave considerately when getting on and off the bus and also during the ride.

## Mission Statement

"Everything is equal to itself, each part represents the whole." [Georg-Christoph-Lichtenberg]

Conscious of our responsibility to make the school and the school community sustainable, Georg-Christoph-Lichtenberg-Schule adopts the following mission statement:

### **Guiding principle 1**

We promote the individual talents of our students and enable them to develop their abilities and personalities to the best of their abilities.

This means for us:

- We support our students in becoming self-directed, responsible, and sustainable learners and challenge them to reach their potential.
- Stronger and weaker students learn from and with each other. Support measures help them in their individual learning development.
- We lead our students to the best possible individual school-leaving qualification.
- Our students remain in class as long as possible. The subject teams recommend the appropriate time for external differentiation.

### **Guiding principle 2**

As part of the school community, we shape our school as a living space.

This means for us:

- We are an all-day school made to measure as well as a family-friendly school, which means that we offer a healthy lunch and provide support and supervision as part of a qualified afternoon program.
- We are a clean and environmentally friendly school.
- Parents and school have joint educational responsibility.

### **Guiding principle 3**

We see ourselves as part of a team school, in which we create a binding and live reliable togetherness.

This means for us:

- We coordinate our work in year teams as conditions permit.
- We make binding agreements on content and methods in subject teams, also between secondary level 1 and 2.
- Pedagogical and professional agreements of the corresponding committees are bindingly recognized and implemented by teachers, students and parents.
- The teaching staff is supported by the school management in an advisory capacity with regard to pedagogical decisions.

#### **Guiding principle 4**

Opening up schools creates a wide range of motivating opportunities for learning and action.

This means for us:

- We offer our students extracurricular learning venues with real-life assignments.
- Cooperation with extracurricular partners enriches our work and contributes to the cultural life of the community.
- We see our school as a place of encounter.

#### **Guiding principle 5**

Our actions are based on our liberal-democratic fundamental values and promote a climate of mutual respect in which social learning is firmly anchored.

This means for us:

- We create a good motivation in learning and teaching.
- School management and teachers exemplify responsible and democratic behavior.
- We guide our students to take responsibility for themselves and others and promote integration into our society.
- We value a healthy school for students and faculty where everyone can feel comfortable.
- All members of the school community maintain open, honest, and respectful professional communication.

#### **Guiding principle 6**

As part of the school community, personal consequences arise for us.

This means for us:

- We have a clear focus on content and pedagogy that is supported by everyone.
- We present the versatility of our work to the public.
- We continue our education in line with the requirements of our school development.

# The Friends of the Georg-Christoph-Lichtenberg-School

## **What we do**

The Association of Sponsors and Friends supports the Georg - Christoph - Lichtenberg School in its teaching objectives, social and cultural work, vocational preparation measures, events and projects.

The booster club was founded in 1995 at the request of the parents and teachers of the school. Donations to the Förderverein are tax-deductible, as it is recognized as a non-profit organization and is registered in the Register of Associations.

Not all activities that parents, students and teachers consider useful for teaching and the development of the students are financed by the state of Hesse. At this point, the support association helps with monetary donations and donations in kind. Many funds can only be accessed with or through a booster club, e.g. company donations.

## **Examples of the activities of the support association:**

Design of the enrollment ceremony (culture bag + flowers); equipment for the sports department; learning coaching with dog; design of the break area: School band support; Library equipment; Bike park design; Sherif4Kids; Biotope design.

As a member are welcome all who want to support and develop the goals of the association.

## **Members**

First Chair: Corinna Wolf (c.wolf@gcls.de)

Second Chairman: Jens Frank (j.frank@gcls.de)

Finance: Denise Hoffmann (d.hoffmann@gcls.de)

Secretary: Susan Barthel (Susan.barthel@t-online.de)

Assessors: Eva Jacoby, Nicole Glock, Nina Schmitt-Schönhofer

## **Contact, ideas, feedback:**

Email: foerdereverein@gcls.de

Website: [www.gcls.de/fordereverein-2](http://www.gcls.de/fordereverein-2)