



AMERICAN
SCHOOL OF
MADRID

Dear Students & Parents,

Welcome to a new school year! We are busy preparing for the first day of school and are excited to see you all very soon.

Below, you will find Upper School-specific information to support your transition to the new school year.

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Senior Bootcamp

Grade 12 Senior Bootcamp is scheduled for **August 28 & 29**. More than half of the senior class has registered for these two days. If you are a senior student and have not yet registered, you are still welcome to join us for this program by completing [this form](#) (provided **you have not already done so before the summer vacation**). Please click [here](#) for more details and access to the detailed schedule for the two days.

Schedule for September 2 & 3

The first two days of school will focus on building community through Advisory and Community Meetings, orienting students to their new schedules, and providing time for each student to meet with their teachers to introduce the courses of study and the learning plan for each course this year. You can access the schedule [here](#).

The most critical piece of information is to be ready to begin Advisory at 8:45 A.M. and, as such, students should arrive at school by 8:40 A.M.

We will start our [regular schedule rotation](#) on Wednesday, September 4. **September 4 will be Day 1 in the rotation.**

Daily Schedule Reminders

The Upper School classes begin at **8:45 A.M. and end at 3:50 P.M.** Students should plan to arrive at school **no later than 8:40 A.M.**

Note:

- When IB students have a Higher Level class, they are advised to bring a snack from home, as they do not have a morning break.
- The schedule differs on Advisory Days and Early Release Days. Special day schedules can be accessed at the bottom of the schedule link above.

Below is the general outline of the regular daily schedule.

| | |
|--------------------|-----------------------------------------------------------------------------------|
| 8:45 | <i>The school day begins. Students arrive at school no later than 8:40</i> |
| 10:05-10:20 | <i>Recess</i> |
| 12:15-1:05 | <i>Lunch</i> |
| 3:50 | <i>School Day ends</i> |
| 4:00 | <i>Buses leave the campus</i> |

Supplies & PE Uniforms

There is no specific supply list for Upper School students. Students are asked to bring a notebook, pen/pencil, and laptop on the first day of school.

Students who need to purchase a **PE uniform** must begin wearing it in class by the third week of September. Students who need to order a PE uniform can now access the online store and place their orders. Here is the link to the instructions for [Ordering PE Uniforms](#). Students participating in an ASM Athletics team may wear the purchased ASM team **training kit** instead of the PE uniform.

Locker Policy

Purpose

To uphold our Upper School values, create a more organized and positive learning environment, and safeguard personal belongings, we are implementing a mandatory locker policy. This policy emphasizes individual responsibility and community, encouraging students to "Sweep the Sheds" by keeping our campus tidy and to "Write your legacy" through their positive contributions.

Policy Details

- **Locker Assignment and Location:** Every student will be assigned a locker located within their advisory group's designated area. This arrangement is designed to foster a sense of community and maintain the locker areas' organization.
- **"Sweep the Sheds":** Students are responsible for keeping their assigned locker and the surrounding area clean and tidy. All belongings must be stored inside the locker, including backpacks, gym bags, and coats, to prevent tripping hazards and maintain

a clean campus. Students are encouraged to continue using the space above the locker and the wall hook if they have issues with space in their locker.

- **"Play with Purpose":** Students are encouraged to manage their time when using their lockers by planning their day to minimize trips and maximize learning time. Think about what you need for your next few classes and retrieve all necessary materials at once. This practice helps you stay focused on your goals and maximize your time at school.
 - **"Writing Your Legacy":** The way you maintain your locker and the locker area contributes to the overall community environment. By taking pride in your space and adhering to this policy, you can ensure that your presence has a consistently positive impact on the community every day.
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Belongings found around the school that should be in lockers

- Bags, etc., that are left unattended and not in lockers will be collected and stored securely. In order to gain access, you need to see Ms. Allen.

Locker Expectations

- **Locker use:** Lockers must be used to store all personal belongings not required for a specific class.
- **Security:** Always keep your locker closed and locked. The school is not responsible for lost or stolen items.
- **Decorations:** You may decorate the inside of your locker, but please refrain from damaging the locker or displaying inappropriate content.
- **Inspections:** Lockers are the property of the school and may be inspected by staff at any time.

By following this policy, we can all contribute to a positive, organized, and respectful environment at the American School of Madrid.

Academic Schedules released on August 28

Student schedules will be available through PowerSchool on Thursday, August 28.

We will send an email to notify you when access is available. We will not be printing hard copies, so please ensure you have downloaded your schedule to your laptop or phone, or have printed a copy **before you arrive at school on September 2.**

Please note that all schedules are tentative as we will continue to work on balancing classes over the first two weeks of school. This may result in a class change for some students but not a course change.

Schedule changes:

Developing a master schedule for 370 students, each with a high degree of individual choice, is a complex task. To ensure that all students have the best opportunity to access courses and that

maximum equity across class sizes is maintained, course changes at this time must follow the process outlined below. **It is not possible to make changes to courses based on teacher preference or friendship groups.**

Schedule change/completion process:

- Students with incomplete schedules will be prioritized on the first day of school. These students are asked to come to the Upper School Office **when they have their first open block on their current schedule or a natural break in the day.**
- Students who have a complete schedule but wish to request a change must complete a full rotation of classes (Sept 4-15) before requesting a schedule change and complete and submit the Schedule Change Form (available in the Upper School Office). **Students are asked to submit these forms before September 15.** Counselors will contact these students in due course to schedule a meeting to discuss the course change.
- Students **must only attend classes that** appear on their schedule, even if they are planning to change to another class.
- Not all course requests can be granted at this stage in the process. Some courses will be at capacity and no longer available to students.

New Family Orientation August 29, 9:00-1:00 PM

If you are a new family joining ASM, you should have received information about our New Family Orientation! This event welcomes all new families to our school. While events begin at 9:00, specific Upper School information for new families is scheduled from 10:00 to 11:35 A.M.

Parent Connections

During September, parents have several opportunities to connect with other parents at school and to attend information sessions.

| What? | When? | Where? |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------|
| New Family Welcome Coffee | September 5 9 A.M. - 10 A.M. <i>Hosted by the ASM Welcome Committee</i> | Lancer Cafe & Courtyard |
| Upper School Coffee Morning/ Informational Session Grades 9 & 10 | Sept 11 9 A.M. - 10 A.M. | Middle School Steps |
| Upper School Coffee Morning/ Informational Session Grades 11 & 12 | Sept 12 9 A.M. - 10 A.M. | Middle School Steps |
| Open House (see below) | Sept 25 6 P.M. - 8.30 P.M. | Upper School |

Open House, September 25 (save the date)

The Upper School Open House is scheduled for **Thursday, September 25, from 6:00 P.M. to 8:30 P.M. The event is for parents (not students)** to meet with the teachers assigned to their children for the year. Teachers will provide parents with an overview of what learning will look like in their courses. More details will follow in the upcoming *Upper School Updates*.

Who's Who in the Upper School Office

Below are some people that students and parents may need to connect with to clarify questions or seek support as the school year begins. You will have opportunities to connect with these people more directly throughout the year.

| Person | Role | Email |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Félim Bolster | Upper School Director | felimbolster@asmadrid.es |
| Rehema Allen | Upper School Assistant Principal | rehemaallen@asmadrid.es |
| Martina Bree | IB Diploma Program Coordinator | martinabree@asmadrid.es |
| Sandra Perez | Assistant to the IBDP Coordinator | sandraperez@asmadrid.es |
| Karolina Proszynska/Barbara Suanzes | Upper School Administrative Assistant <i>If you are unaware of whom to contact for a specific query, please contact Karolina, and she will be able to connect you with the correct person</i> | karolinaproszynska@asmadrid.es barbarasuanzes@asmadrid.es |
| Carolina Saenz | US Office Assistant & Attendance <i>Please contact Carolina for all absences (planned and unexpected) and late arrivals/ early dismissals from school. Please see the section on attendance below</i> | usattendance@asmadrid.es |
| John McCracking | College Counselor G11 & 12 | johnmccracking@asmadrid.es |
| Djiara Meehan | College Counselor G11 & 12 | djiarameehan@asmadrid.es |
| Tessa John-Guerra | Social & Emotional Counselor G9-12/ Academic Guidance Counselor G9 & 10 <i>Tessa oversees G9 & 10 student academic schedules</i> | tessajohn@asmadrid.es |
| Blanca Martin | Upper School Counseling Assistant <i>To make appointments with the Counselors, please contact Blanca</i> | blancamartin@asmadrid.es |

Attendance

Monitoring attendance is an academic requirement and a safety and security obligation for the school. We must be informed of all planned absences. Only parents can request that a student be absent, late to school, or leave the school during the day. Parents must contact the school in advance for planned absence requests and as soon as possible for unexpected absences. Please do so by emailing us at usattendance@asmadrid.es.

SMS notification system

When a student is marked **absent, A** (attendance code), and the school has not had prior communication from parents (s)/ guardian(s) to indicate the student will be absent, parents/guardians will receive an **SMS** 30 minutes later. If a student arrives late in the morning, they must sign in at the US Office to update their attendance status from "Absent" to "Tardy". The SMS has a link to contact the office and provide a reason for the student's absence.

Regular Communication: Upper School Updates & Upper School Learning Program, College Counseling, Athletics & Activities

As part of ensuring that parents and students are informed of events, news, college visits, etc., in the Upper School, you will receive a communication called the *Upper School Updates* from my (Felim Bolster) email address every two weeks. You are strongly encouraged to read these updates as they contain information pertinent to students and parents.

Our **Upper School Learning Program** website serves as a comprehensive “one-stop shop” for an overview of the Program. Please bookmark this resource and refer to it throughout the year, as it will answer many of your questions.

Preparing for post-ASM plans is an essential part of the Upper School experience. The Upper School has a well-resourced and experienced college counseling department. **Please click here** to learn more and stay connected with the college counseling department.

You can also access the **ASM Main Calendar** to plan for events and activities.

If you have any questions, please do not hesitate to contact me or one of my colleagues listed above.

Looking forward to a great year!

Félim Bolster

Upper School Director