



CaliforniaSchool_{of the}Arts

San Gabriel Valley

Maxwell Schools of Dance and Music **Caregiver Information Packet** **2026-2027**

Marc Leclerc
Middle School Coordinator
marc.leclerc@sgv.csarts.net
(510) 673-0633

Welcome all Maxwell CSArts caregivers! My name is Marc Leclerc, and I am the CSArts Middle School Coordinator. You can think of me as the liaison between CSArts and Maxwell, as well as the person your family should reach out to for any specific questions about CSArts. I am so excited to have you join or return to Maxwell and CSArts for another great year. Please read this packet carefully before your first day of Conservatory classes.

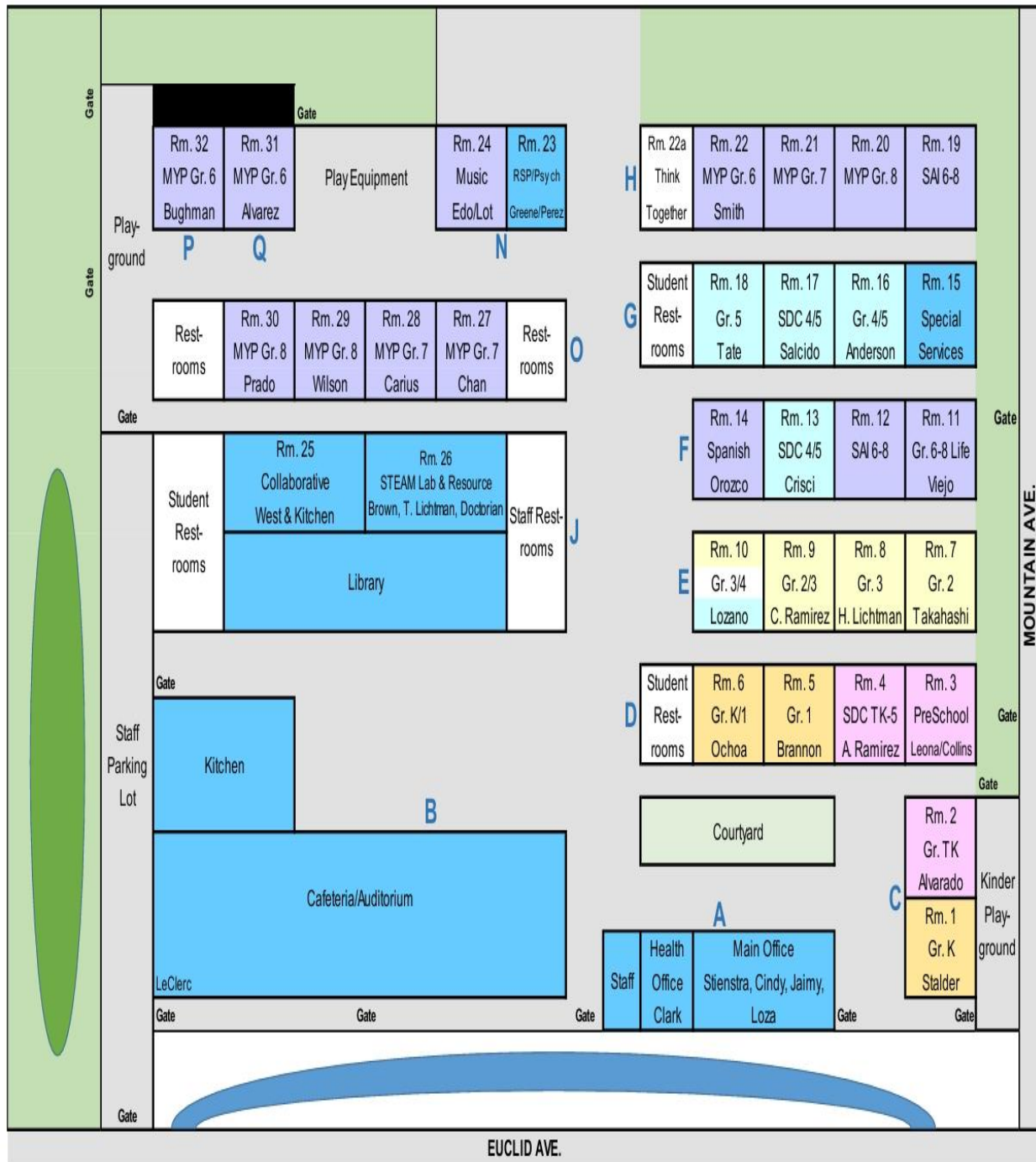
If you have any questions, please feel free to contact me by email or my work phone number.

Thank you for choosing CSArts and Maxwell! I look forward to welcoming all new and returning students and families!

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Maxwell Campus Map



Rev. 7/2025

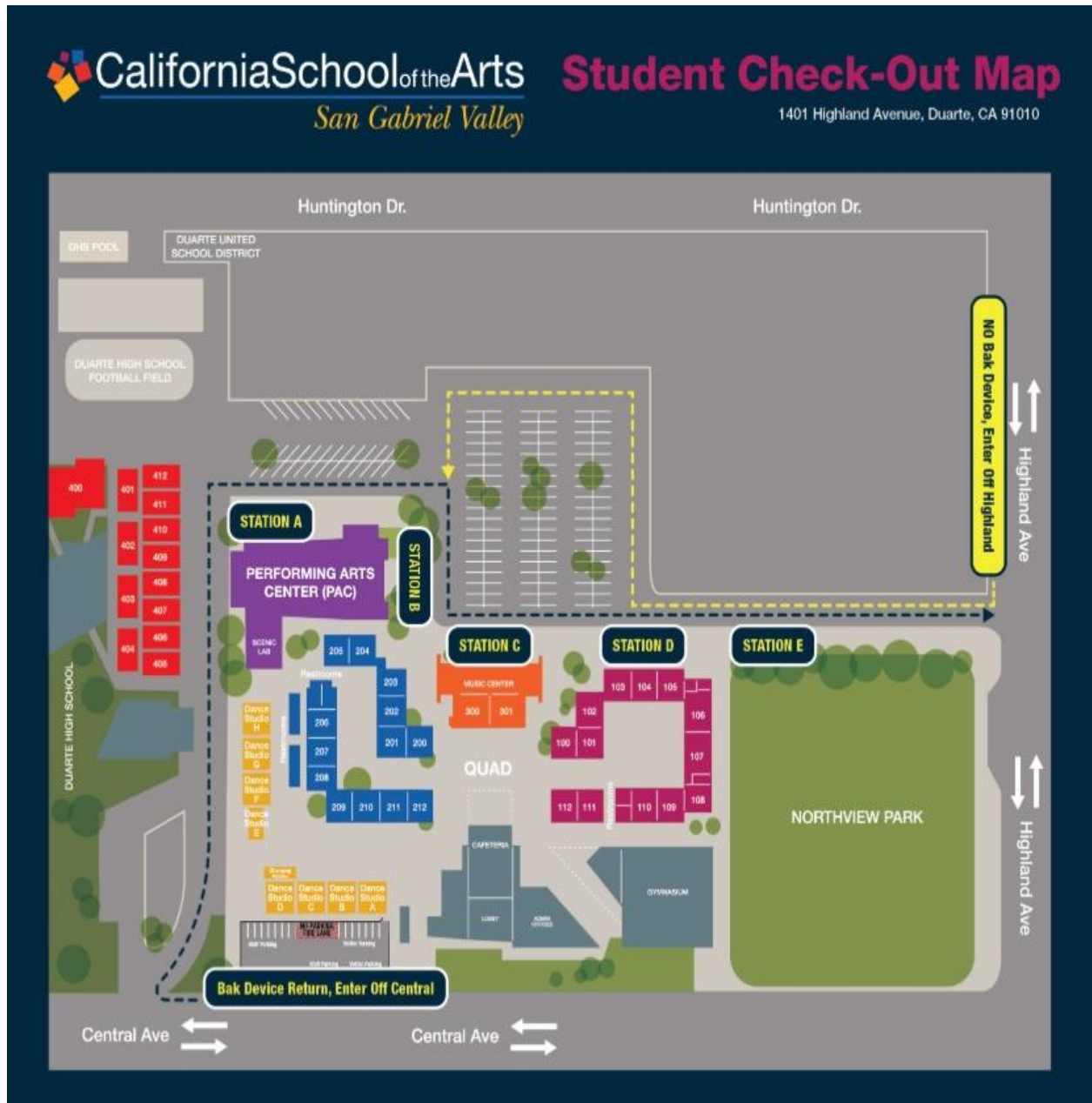
Front Entrance

Maxwell Campus Address: 733 Euclid Ave, Duarte, CA 91010

Maxwell Campus Phone Number: (626) 599-5300

Maxwell Campus Website: maxwell.duarteusd.org

CSArts Campus Map



CSArts Campus Address: 1401 Highland Ave, Duarte, CA 91010

CSArts Campus Phone Number: (657) 321-4000

Maxwell Campus Website: [CSArts-SGV > Home](#)

Bus Information

- All families with students who take conservatory classes at CSArts and use the bus to the CSArts campus MUST complete a Duarte Bus Transportation Permission Slip. This form will be sent to your email addresses ASAP.
- You can choose to transport your student from Maxwell to CSArts if you prefer. **However, if you choose this option, you must transport your student every day of Conservatory instruction.**
- The bus will take all students from Maxwell to CSArts every day, including Fridays when there is no conservatory. Students must check in at the auditorium bus attendance daily.
- **The bus will begin running on Monday, Aug 17, 2026**

Contact Information

Role	Name	Phone/Email
Maxwell IB Academy Principal	Julia Castillo	(626) 599-5300 jcastillo@duarteusd.org
CSArts Middle School Coordinator	Marc Leclerc	(626) 677-0584 marc.leclerc@sgv.csarts.net
CSArts Principal of Academics	Nicole Read	(657) 321-4000 Ext. 60005 nicole.read@sgv.csarts.net
CSArts Asst. Principal of the Arts	Alison Hennessey	(657) 321-4000 alison.hennessey@sgv.csarts.net
Maxwell IB Academy Front Office	Cindy Duffin	(626) 599-5300 cduffin@duarteusd.org
Maxwell Attendance	Jaimy Flores	(626) 599-5300 jflores@duarteusd.org
CSArts Conservatory Attendance	Monica Bolton	(657) 321-4000 *60400 msattendance@sgv.csarts.net
Maxwell School Counselor	Wesley Loza	(626) 599-5315 wloza@duarteusd.org
Director of Dance	Bridget McNally	(626) 321-4000 *60030 bridget.mcnally@sgv.csarts.net
Director of Instrumental	Tyler McGeough	(626) 321-4000 *60032

Music		tyler.mcgeough@sgv.csarts.net
Director of Vocal Arts	Kirk Averitt	(626) 321-4000 *60035 kirk.averitt@sgv.csarts.net

Schedules

Weekly Schedule

<u>Day</u>	<u>Academics</u>	<u>Bus Leaves</u>	<u>Conservatory</u>	<u>Pick-Up Time/Location</u>
Monday	8:35 AM-2:52 PM	3:05 PM	3:45-4:45 PM	4:45 PM @ CSArts
Tuesday	8:35 AM-2:52 PM	3:05 PM	3:45-4:45 PM	4:45 PM @ CSArts
Wednesday	8:35 AM-2:52 PM	3:05 PM	3:45-4:45 PM	4:45 PM @ CSArts
Thursday	8:35 AM-1:52 PM	2:05 PM	2:40-4:45 PM	4:45 PM @ CSArts
Friday	8:35 AM-2:52 PM	3:05 PM	No Conservatory	3:10 PM @ CSArts

Please note the following:

- This schedule is a general overview of a typical week. This schedule is subject to change due to national holidays, Maxwell events, CSArts events, early release days, etc.

Mr. Marc's New Schedule and Middle School Assistants

As you may have heard, our School of Fine and Media Arts Coordinator, Stephanie Maletz, has taken on a new opportunity as a teacher in the San Marino Unified School District. As a result, my role will now be Middle School Coordinator for both the School of Theatre and the School of Fine and Media Arts. I'm very excited for this opportunity and want you to know that I remain committed to being as present and attentive to the School of Theatre community and program as I have always strived to be.

To support this expanded role, I'll split time between the Maxwell and Royal Oaks campuses. My planned schedule is 10 AM - 4:30 PM Mondays, Wednesdays, and Fridays at Maxwell (to coordinate Friday transportation for School of Dance and School of Music students) and 10 AM - 4:30 PM Tuesdays and Thursdays at Royal Oaks. Each campus will have dedicated administrative assistants on site during conservatory hours, Monday - Thursday. These assistants will aid in handling daily administrative tasks.

Assistants will be on campus from 2:45 PM - 4:30 PM on Mondays, Tuesdays, and Wednesdays and 1:45 PM - 4:30 PM on Thursdays. On Fridays there will be no conservatory assistants on campus.

Day	Maxwell Assistant	Where is Mr. Marc?
Monday	Ariana Gonzalez (646) 644-3376	Maxwell
Tuesday	Kevin Carter (917) 697-3410	Royal Oaks
Wednesday	Ariana Gonzalez (646) 644-3376	Maxwell
Thursday	Kevin Carter (917) 697-3410	Royal Oaks
Friday	NA	Royal Oaks Morning Maxwell Afternoon

CSArts and Maxwell Important Dates Calendar

Fall Semester

Maxwell On-Campus Registration	TBD (Week of August 3rd-7th)
CSArts Middle School Registration	Wednesday, Aug 5, 2026
School of Dance and Music Welcome Events	
First Day of Fall Middle School Academics	Thursday, Aug 13, 2026
First Day of Fall Conservatory	Monday, Aug 17, 2026
Labor Day (NO SCHOOL OR CONSERVATORY)	Monday, Sep 7, 2026
SOT Variety Show Director's Week	Monday, Sep 14, 2026 - Thursday, Sep 17, 2026
CSArts Maxwell Variety Show	Friday, Sep 18, 2026
1st Progress Reports Available	Friday, Oct 2, 2026
CSArts Fall Festival	Saturday, Oct 3, 2026
CSArts College Fair Week (NO CONSERVATORY)	Monday, Oct 12, 2026 - Friday, Oct 16, 2026
Middle School Game Night	Wednesday, Oct 14, 2026
Veteran's Day (NO SCHOOL OR CONSERVATORY)	Wednesday, Nov 11, 2026
2nd Progress Reports Available	Friday, Nov 13, 2026
Maxwell Minimum Day	Friday, Nov 20, 2026
Thanksgiving Break	Monday Nov 23, 2026 - Friday, Nov 27, 2026
Last Day of Conservatory Instruction Fall	Thursday, Dec 10, 2026
Maxwell Early Release (1:52pm)	Wednesday, Dec 16, 2026
Maxwell Early Release (1:52pm)	Friday, Dec 18, 2026

Maxwell On-Campus Registration	TBD (Week of August 3rd-7th)
CSArts Middle School Registration	Wednesday, Aug 5, 2026
Last Day of Maxwell Academic Instruction	Friday, Dec 18, 2026
Winter Break	Monday, Dec 21, 2026 - Friday, Jan 1, 2026

Spring Semester

First Day of Maxwell Academic Instruction	Monday, Jan 4, 2027
Fall Semester Grades Available	Friday, Jan 8, 2027
Middle School Game Night	Friday, Jan 15, 2027
MLK Birthday (NO SCHOOL OR CONSERVATORY)	Monday, Jan 18, 2027
First Day of Conservatory Instruction	Tuesday, Jan 19, 2027
Staff Development (NO SCHOOL OR CONSERVATORY)	Monday, Jan 25, 2027
Lincoln's Birthday (NO SCHOOL OR CONSERVATORY)	Monday, Feb 8, 2027
President's Day (NO SCHOOL OR CONSERVATORY)	Monday, Feb 15, 2027
1st Progress Reports Available	Friday, Mar 5, 2027
Spring Break (NO SCHOOL OR CONSERVATORY)	Monday, Apr 5, 2027 through Friday, Apr 9, 2027
CSArts High School Testing Week (NO SCHOOL OR CONSERVATORY)	Monday, Apr 12, 2027 through Friday, Apr 16, 2027
2nd Progress Reports Available	Friday, Apr 23, 2027
NO CONSERVATORY	Monday, Apr 26, 2027
Last Day of Conservatory Instruction	Thursday, Apr 29, 2027
Memorial Day (NO SCHOOL OR CONSERVATORY)	Monday, May 24, 2027

Maxwell Early Release (1:52 PM)	Wednesday, May 26, 2027 through Friday May 28, 2027
Maxwell Promotion Night	TBD
Last Day of Maxwell Academics	Friday, May 28, 2027
Spring Semester Grades Available	Friday, Jun 11, 2027

Event Descriptions

On-Campus Registration

There will be two separate on-campus registration events for School of Theatre students. The first will be on the CSArts campus on Wednesday, Aug 5, 2026 from 1:30 PM - 3:30 PM.

The next will be at Maxwell IB Academy the week of August 3rd. Date and time to be determined.

Each registration event covers school-specific information, so it is beneficial to attend both.

Performances

We will be hosting a Maxwell Variety Show where all School of Theatre, School of Dance, and School of Instrumental Music students will present songs, scenes, monologues, improv games, etc., to a supportive audience.

Middle School Game Nights

All middle school students from both Maxwell IB Academy and Royal Oaks STEAM Academy will be invited to attend these game nights. Pizza, drinks, and games will be provided. Our fall board game night will take place on Wednesday, Oct 14, 2026 at a time that is to be determined. Our spring board game night will take place on Friday, Jan 15, 2027 at a time that is to be determined. I will send out an RSVP for these game nights closer to the event.