



Maxwell School of Theatre Caregiver **Information Packet** **2026-2027**

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Welcome all CSArts School of Theatre 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.

Note there is a LOT of information in this packet. It is intended to give you a large-scale overview of the year. I will always send reminders about these events, procedures, and protocols in multiple formats: email, ParentSquare reminders.

Understand that this document is intended to provide logistical information to all families. Much of the work we do at CSArts is focused on having fun while learning industry standards and life skills through play, exploration, and collaboration. These goals will be made clear at our welcome event, Back to Conservatory Night, and throughout the year.

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!

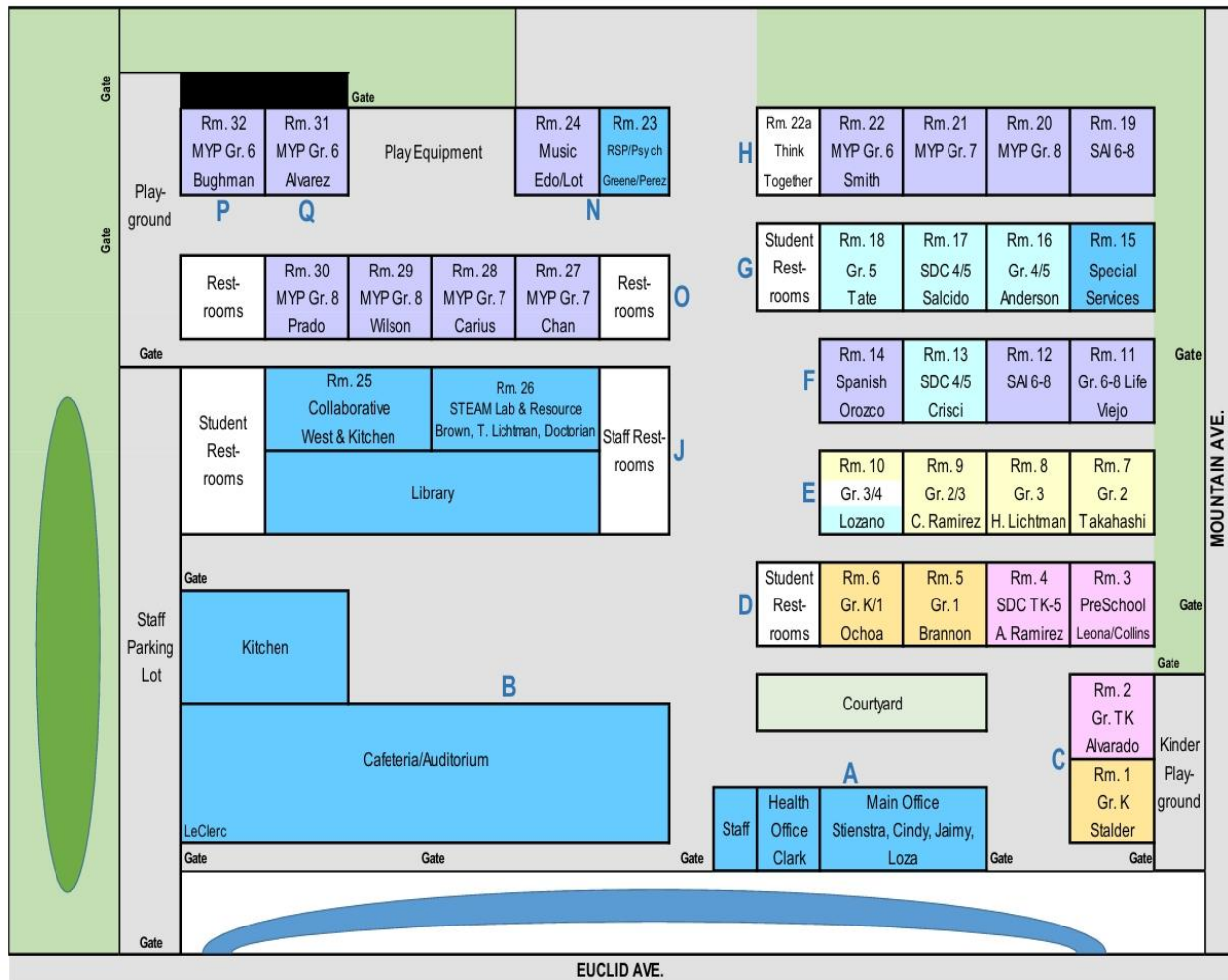
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Campus Maps

Maxwell Campus Map



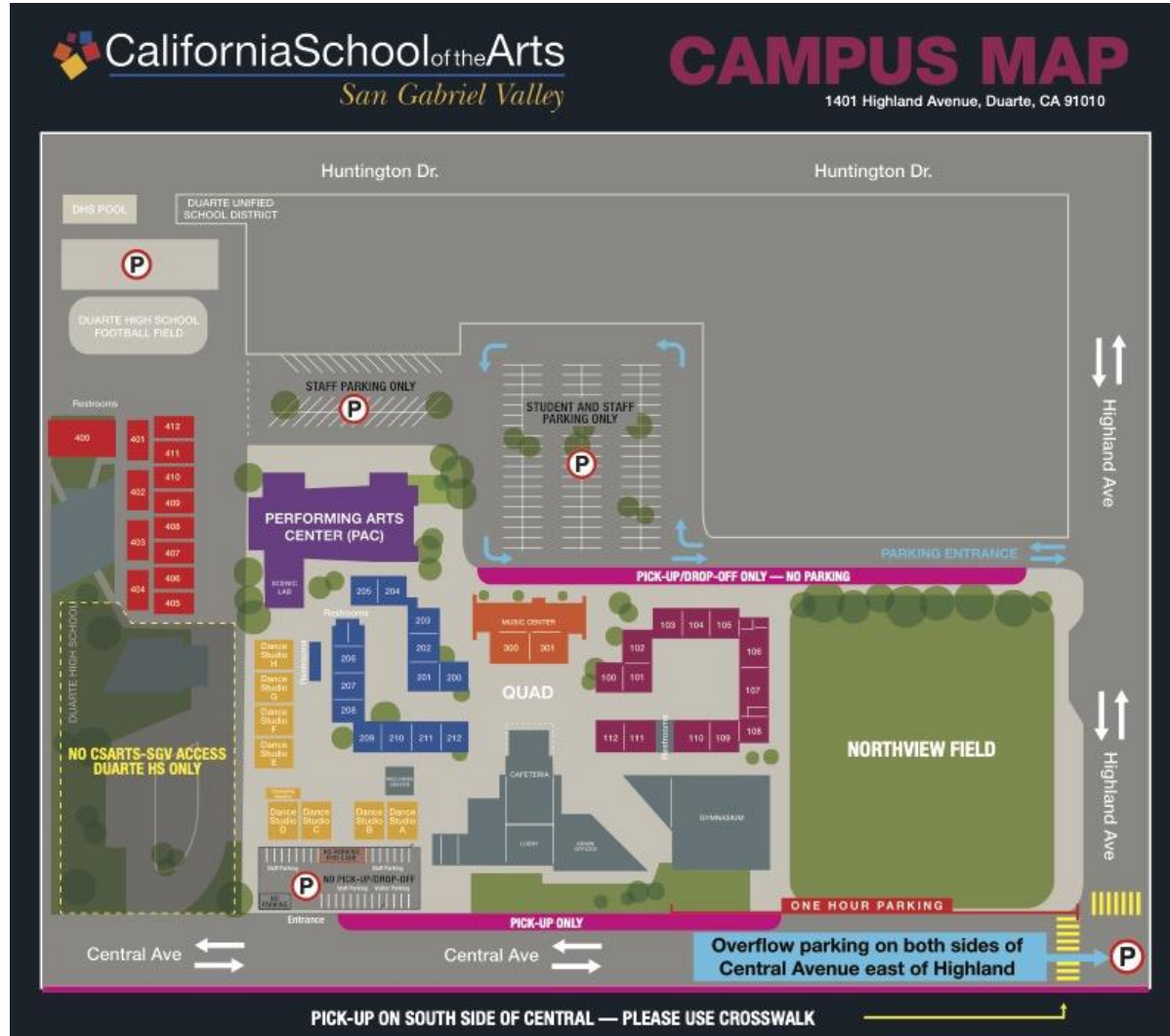
Rev. 7/2025

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 - SGV Campus Address: 1401 Highland Ave, Duarte, CA 91010

CSArts Campus Phone Number: (657) 321-4000

CSArts Campus Website: <https://sgv.csarts.net/>

Contact Information

Role	Name	Phone/Email
Maxwell IB Academy Principal	Julia Castillo	(626) 599-5300 jcastillo@duarteusd.org
CSArts Middle School Coordinator	Marc Leclerc	(510) 673-0633 marc.leclerc@sgv.csarts.net
Maxwell Administrative Assistant	Ariana Gonzalez	(646) 644-3376 ariana.gonzalez@sgv.csarts.net
Maxwell Administrative Assistant	Kevin Carter	(917) 697-3410 kevin.carter@sgv.csarts.net
CSArts Principal	Nicole Read	(657) 321-4000 Ext. 60005 nicole.read@sgv.csarts.net
CSArts Asst. Principal of the Arts	Alison Hennessey	(657) 321-4000 Ext. 60037 alison.hennessey@sgv.csarts.net
Maxwell IB Academy Front Office	Cindy Duffin	(626) 599-5300 cduffin@duarteusd.org
CSArts Conservatory Attendance	Monica Bolton	(657) 321-4000 Ext. 60400 msattendance@sgv.csarts.net
Maxwell School Counselor	Wesley Loza	(626) 599-5315 wloza@duarteusd.org
Chair of Theatre	Judson Williford	(626) 321-4000 Ext. 60031 judson.williford@sgv.csarts.net
Director of Production	Savannah Harrow	(626) 321-4000 Ext. 60044 savannah.harrow@sgv.csarts.net

Schedules

Weekly Schedule

<u>Day</u>	<u>Academics</u>	<u>Break</u>	<u>Conservatory</u>	<u>Pick-Up</u>
Monday	8:35 AM-2:52 PM	2:52-3:20 PM	3:20-4:30 PM	4:30 PM
Tuesday	8:35 AM-2:52 PM	2:52-3:20 PM	3:20-4:30 PM	4:30 PM
Wednesday	8:35 AM-2:52 PM	2:52-3:20 PM	3:20-4:30 PM	4:30 PM
Thursday	8:35 AM-1:52 PM	1:52-2:20 PM	2:20-4:30 PM	4:30 PM
Friday	8:35 AM-2:52 PM	No Conservatory	No Conservatory	2:52 PM

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.
- Thursdays include a longer Conservatory block. This will always be a double block of the same class rather than two separate classes.
- **On the first school day of each week, I will use the break time listed above to host a School of Theatre homeroom hosted in the Maxwell Auditorium.** This homeroom session will be used to remind students of upcoming events and any necessary information or forms they need to pass on to caregivers.

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, freeing up my time to plan and produce SOT events, field trips, and shows.

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

Class Schedules by Grade

6th Grade Schedule

<u>Semester</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Fall	Intro to Improv	Intro to Dance & Movement	Intro to Production & Design	Storytelling Lab I
Spring	Combo Production Meetings	Ensemble Singing	Intro to Production & Design	Storytelling Lab I

7th Grade Schedule

<u>Semester</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Fall	Production and Design II	MT Singing	MT Dance	Storytelling Lab II
Spring	Combo Production Meetings	Production and Design II	Intro to Stage Combat: Swashbuckling!	Storytelling Lab II

8th Grade Schedule

<u>Semester</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Fall	Intro to Playwriting	Solo Singing	Stage Combat: Battles	Production & Design III
Spring	Combo Production Meetings	Scene Study	Performance Techniques	Production & Design III

School of Theatre Curricular Sequence

6th Grade

Intro to Production & Design
 Combo Production Meetings
 Storytelling Lab I
 Ensemble Singing
 Intro to Dance & Movement
 Intro to Improv

7th Grade

Production & Design II
 Combo Production Meetings
 Storytelling Lab II
 MT Singing
 MT Dance

Intro to Stage Combat

8th Grade

Production & Design III
 Combo Production Meetings
 Performance Techniques
 Solo Singing

Stage Combat: Battles
 Scene Study
 Intro to Playwriting

Production Calendars

Fall Play

- **Audition Dates:**
 - Monday, Aug 24, 2026 5-6:30 PM
 - Tuesday Aug 25, 2026 5-6:30 PM
- **What to Prepare:**
 - 30 seconds of a dramatic monologue
- **Call Back Dates:**
 - Wednesday, Aug 26, 2026 5-6:30 PM
 - Thursday, Aug 27, 2026 5-6:30 PM
- **Cast Announcements:**
 - Tuesday, Sep 1, 2026
- **Rehearsals:**
 - Mondays 5-6:30 PM and Wednesdays 5-6:30 PM
 - Fridays 3:15-5:30 PM.
 - From Monday, Sep 7, 2026 through Wednesday, Nov 4, 2026
- **Dry Tech (No Students Called):**
 - Friday, Nov 6, 2026 3:30-5 PM
- **Tech:**
 - Sunday, Nov 8, 2026 2-7 PM
- **Dress Rehearsals:**
 - Monday, Nov 9, 2026 5-8 PM
 - Tuesday, Nov 10, 2026 5-8 PM
 - Wednesday, Nov 11, 2026 5-8 PM
- **Shows:**
 - Friday, Nov 13, 2026 5:30pm Call Time, 7pm Go
 - Saturday, Nov 14, 2026 5:30pm Call Time, 7pm Go

Spring Musical

- **Audition Dates:**
 - Monday, Aug 24, 2026 5-6:30 PM
 - Tuesday Aug 25, 2026 5-6:30 PM
- **What to Prepare:**
 - 30 seconds of a dramatic monologue and a 16-bar cut of a song
- **Call Back Dates:**
 - Wednesday, Aug 26, 2026 5-6:30 PM
 - Thursday, Aug 27, 2026 5-6:30 PM
- **Cast Announcements:**
 - Tuesday, Sep 1, 2026
- **Rehearsals:**
 - Mondays 5-6:30 PM and Wednesdays 5-6:30 PM
 - Fridays 3:15-5:30 PM.
 - From Monday, Jan 11, 2027 through Friday, Mar 19, 2027
- **Dry Tech (No Students Called):**
 - Friday, Mar 19, 2027 3:30-5 PM
- **Tech:**
 - Saturday, Mar 20, 2027 2-7 PM
- **Dress Rehearsals:**
 - Monday, Mar 22, 2027 5-8pm
 - Tuesday, Mar 23, 2027 5-8pm
 - (Final Dress) Wednesday, Mar 24, 2027 5-8pm
- **Shows:**
 - Friday, Mar 26, 2027 5:30pm Call Time, 7pm Go
 - Saturday, Mar 27, 2027 5:30pm Call Time, 7pm Go

School of Theatre End of Year Showcases

Please note the following:

The End of Year Showcases are mandatory parts of the SOT curriculum. They are a culmination of all of the hard work done in the Conservatory classrooms.

Attendance at both Tech rehearsal and shows is expected.

All rehearsals, except for tech rehearsals for these showcases, will take place in class.

- **Tech:**
 - 6th Grade: Monday, Apr 26, 2027 3:30-6pm
 - 7th Grade: Tuesday, Apr 27, 2027 3:30-6pm
 - 8th Grade: Wednesday, Apr 28, 2027 3:30-6pm
- **Shows:**
 - 6th & 7th Grades: Thursday, Apr 29, 2027 5:30pm Call Time, 7pm Go
 - 8th Grade: Friday, Apr 30, 2027 5:30pm Call Time, 7pm Go

CSArts and School of Theatre Events and 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 Theatre Welcome Event	Friday, Aug 7, 2026
First Day of Fall Middle School Academics	Thursday, Aug 13, 2026
Middle School Audition Master Class	Thursday, Aug 13, 2026
First Day of Fall Conservatory	Monday, Aug 17, 2026
Middle School SOT Auditions	Monday, Aug 24, 2026 - Wednesday, Aug 26, 2026
Labor Day (NO SCHOOL OR CONSERVATORY)	Monday, Sep 7, 2026
Back to Conservatory Night	Friday, Sep 11, 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
Step Into the Conservatory	Wednesday, Oct 21, 2026
Spooky Stories Night	Friday, Oct 30, 2026
Veteran's Day (NO SCHOOL OR	Wednesday, Nov 11, 2026

Maxwell On-Campus Registration	TBD (Week of August 3rd-7th)
CSArts Middle School Registration	Wednesday, Aug 5, 2026
CONSERVATORY	
2nd Progress Reports Available	Friday, Nov 13, 2026
Fall Play Opening Night	Friday, Nov 13, 2026
Fall Play Closing Night	Saturday, Nov 14, 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
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
Step Into the Conservatory	Wednesday, Feb 10, 2027

President's Day (NO SCHOOL OR CONSERVATORY)	Monday, Feb 15, 2027
1st Progress Reports Available	Friday, Mar 5, 2027
Spring Musical Opening Night	Friday, Mar 26, 2027
Spring Musical Closing Night	Saturday, Mar 27, 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
SOT 6th Grade Tech Rehearsal	Monday, Apr 26, 2027
SOT 7th Grade Tech Rehearsal	Tuesday, Apr 27, 2027
SOT 8th Grade Tech Rehearsal	Wednesday, Apr 28, 2027
School of Theatre Showcase 6th & 7th Grade	Thursday, Apr 29, 2027
School of Theatre Showcase 8th Grade	Friday, Apr 30, 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

Class Descriptions

Please note the following:

- These are general descriptions for each class and are subject to slight changes in any given teacher's syllabus.

6th Grade Classes

- Introduction to Production and Design (Year-Long):
 - This year-long course introduces students to the essentials of theatrical production and design. Emphasizing color theory, form, and 3D construction, students will learn to design and create props and basic set pieces that will be showcased in their end-of-year performance.
- Storytelling Lab I (Year-Long):
 - This year-long course immerses students in the art of storytelling by utilizing the essential tools of an actor: voice, body, and imagination. In the first semester, students will explore a selected text for their End of Year Showcase, identifying key themes and tones to develop the world and characters. In the second semester, they will focus on rehearsing the text, culminating in a final performance at the End of Year Showcase.
- Introduction to Dance/Movement (Fall):
 - This semester-long course will emphasize the development of kinesthetic awareness and the fundamentals of choreography. Through structured exercises and the creation of simple dance routines, students will enhance their physical awareness and build strength for performance.
- Introduction to Improvisation (Fall):
 - In this Introduction to Improvisation course, students will explore the essential skills of theatrical improvisation. Through engaging short-form games and dynamic exercises, learners will develop the ability to create bold characters, compelling stories, and vibrant environments on stage. This hands-on experience will foster creativity, spontaneity, and confidence in performance.
- Combo Production Meetings (Spring):
 - This semester-long course will act as Pre-Production meetings for our End of Year Showcase. Students will take the concepts learned in all classes throughout the year to bring their assigned show or written scenes to life. Students will be grouped into production departments and be responsible for those elements in their showcases.
- Ensemble Singing (Spring):
 - This semester-long course will teach students the basics of singing techniques, including harmonizing, while performing large ensemble pieces from popular musicals.

7th Grade Classes

- Production & Design II (Year-Long):
 - This course builds on the foundational concepts of theatrical production established in Introduction to Production and Design, with a specific focus on costuming. Students will enhance their design skills by creating original costume pieces for a culminating showcase at the end of the year. Additionally, students will continue their work in building props and basic set pieces, further enriching their understanding of stagecraft. Through hands-on projects and collaboration, students will explore the art of costume design and its vital role in storytelling within the theater.
- Storytelling Lab II (Year-Long):
 - This year-long course builds upon the foundation established in Storytelling Lab I by utilizing the actor's toolbox to engage more deeply with a chosen text. During the first semester, students will select a text for their End of Year Showcase and create short scenes and scenarios that reflect the characters within that narrative. In the second semester, students will concentrate on rehearsing these scenes, leading to a final performance at the End of Year Showcase.
- Introduction to Ensemble Choreography (Fall):
 - This course introduces students to the fundamentals of large ensemble choreography. Participants will explore key dance terminology, engage in group partnering exercises, and learn how to convey stories through popular ensemble performances. Students will develop teamwork skills and creativity as they collaborate on choreographed pieces.
- Introduction to Singing and Voice (Fall):
 - In this semester-long course, students will explore healthy stage projection techniques and receive an introduction to singing fundamentals.
- Combo Production Meetings (Spring):
 - This semester-long course will act as Pre-Production meetings for our End of Year Showcase. Students will take the concepts learned in all classes throughout the year to bring their assigned show or written scenes to life. Students will be grouped into production departments and be responsible for those elements in their showcases.
- Introduction to Stage Combat: Swashbuckling! (Spring):
 - In this semester-long course, students will explore the essential techniques of theatrical swordplay. They will learn to maintain safe distance, execute proper cueing for attacks, and perform various techniques such as parries, thrusts, and cuts. The course will culminate in students pairing choreography with selected texts from a list of scenes and presenting their performances in class.

8th Grade Classes

- **Production and Design (Year-Long):**
 - This course expands on the fundamental concepts of theatrical production established in Introduction to Production and Design and Production and Design II, with a concentrated emphasis on lighting and sound. Students will refine their design skills by developing original light plots and sound scores for their culminating End of Year Showcase. By engaging in hands-on projects and collaborative efforts, students will delve into light and sound design and its essential role in storytelling within the theater.
- **Introduction to Playwriting (Fall):**
 - This year-long course centers on creating and writing the script for the 8th Grade End of Year Showcase. Students will explore the fundamentals of plot and character development, while also learning the correct formatting for modern plays. The course will conclude with the presentation of their completed scripts at the showcase.
- **Solo Singing (Fall):**
 - This semester-long course will build on the foundational techniques learned in Ensemble Singing, emphasizing the art of solo performance. Students will explore and perform solos from well-known works, ultimately acquiring two contrasting pieces to enrich their musical repertoires.
- **Stage Combat: Battles (Fall):**
 - In this course, students will immerse themselves in the exciting realm of stage combat while exploring classic Hollywood Swashbuckling! Students will learn the history of stock phrases used by Hollywood's pioneering choreographers and performers such as Basil Rathbone, Tyrone Power, Bob Anderson and William Hobbs. This class will use the skills learned in Intro to Stage Combat and fundamental film making techniques to choreograph and produce an edge of your seat Pirate Battle!
- **Combo Production Meetings (Spring):**
 - This semester-long course will act as Pre-Production meetings for our End of Year Showcase. Students will take the concepts learned in all classes throughout the year to bring their assigned show or written scenes to life. Students will be grouped into production departments and be responsible for those elements in their showcases.
- **Scene Study (Spring):**
 - In this semester-long course, students will delve into script analysis, character development, and story arcs by examining individual scenes. The course will conclude with a final performance presented in class.
- **Performance Techniques (Spring):**
 - In this semester-long course, students will rehearse the scripts they created in their writing course, focusing on the importance of actively listening to scene partners and pursuing individual objectives. The course will culminate in a presentation of their performances at the End of Year Showcase.

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.

School of Theatre Welcome Event

This social event will take place on the CSArts campus on Friday, Aug 7, 2026 at 5:00 PM. This is a time to meet the students and families in the School of Theatre, as well as to meet the teachers who can attend and get to know each other. We will also be discussing our new Parent Volunteer Organization. There will be snacks, drinks, and games!

Back-to-Conservatory Night

Our Back-to-Conservatory Night will be an assembly on the Maxwell campus on Friday, Sep 11, 2026 at 3:15 PM. Parents will have the opportunity to meet all conservatory teachers and hear a short description of their classes. There will also be time afterward to chat with teachers about their classes and their students.

Performances

We will be announcing our SOT Middle School Season at our SOT Welcome Event on the CSArts campus on Friday, Aug 7, 2026 at 5:00 PM. Don't miss it!

We will also 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.

Finally, all students will participate in the End of Year Showcases. 6th and 7th graders will be given published work to rehearse, design, and perform at the end of the year. 8th graders will be given the additional challenge of writing their own script.

Master Classes

Throughout the year, we will bring in working artists to host master classes in their areas of expertise. These classes will give students the opportunity to learn specific skills that will serve them in the entertainment industry.

Classes that have already been scheduled include our audition master classes, aimed at helping prepare students for the many audition opportunities at CSArts. This master class will take place on Thursday, Aug 13, 2026 at 4:30 PM on the Maxwell campus.

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.

Step-Into-the-Conservatory

Our Step-Into-the-Conservatory days will be an opportunity for parents to step into the classroom and see the work being done. In the fall, our Step-Into-the-Conservatory day will be Wednesday, Oct 21, 2026 from 3:00 PM to 4:30 PM. In the spring, our Step-Into-the-Conservatory day will be Wednesday, Feb 10, 2026 from 3:00 to 4:30 PM.

Spooky Campfire Stories and Trick-or-Treat Tables

Come celebrate the spookiest and best time of year: Halloween! On Friday, Oct 30, 2026 after Academics, from 3 PM to 5 PM students will present spooky stories to tell around the auditorium “campfire” while parents treat students to yummy treats and spooky delights at their trick-or-treat tables.

Procedures and Protocols

Attendance/Early Pick-Up

Attendance for all classes will be taken at the beginning of each class. Lack of attendance can result in removal from specific events, shows, or showcases.

If an early pick-up is required, please check in at the front desk at Maxwell. CSArts policy states that to excuse an absence, guardians must provide the following verifications. Maxwell's attendance policy is different from that of CSArts, so you must take note of the differences.

This is a link to our [Attendance Policy Webpage](#).

From the CSArts Parent Handbook:

- Excused Absence: A student shall be excused from school when the absence is due to:
 - (I) Illness, with verification by parents/guardians. After 3 consecutive absences, a medical note may be required.
 - (M) Medical appointments, with verification upon return.
 - (D) Funeral for immediate family. One day for California, three days for out of State.
 - (C) Court or jury duty, with verification upon return.
 - (H) Observance of a holiday or ceremony of his/her religion or attendance at religious retreats (not to exceed 4 days per semester), with verification upon return.
 - (X) College appointment. Five days per year with verification upon return.
 - (X) Auditions for Conservatory professional work. Five days per year with verification and studio report card, if applicable.
 - (X) An absence that is pre-approved by an administrator that is academic or conservatory related. These absences are not official school-sponsored field trips, but are related to events in the academic or conservatory day. Again, these absences must be pre-approved by an administrator. Five days maximum per year.

Pick-Up Time and Late Pick-Up Procedure

Pick-Up time after conservatory classes is always 4:30 PM. On Fridays, pick-up will be after academics at 2:52 PM. While there will be someone to supervise students during pick-up, we are not able to provide after-school care. Please inform me if you are going to be running late for any reason. Excessive tardiness for pick-up may result in the supervisor needing to call the Sheriff's Office for assistance in watching the student.

Parent Volunteer

There are many opportunities to volunteer throughout the year. We need chaperones, assistants to set up/sell concessions, and assistance with different specialized needs related to our shows (such as lighting assistance, etc), among other opportunities. We would love to have you join us! For any activity that involves students, Duarte Unified requires a Live Scan and a completed volunteer form before you are allowed on campus. We will provide more details and have the forms at the School of Theatre Welcome Event. You can also request a form directly from Maxwell's office. Please note there are fees associated with the Live Scan process.

If you are interested in becoming a parent volunteer or being added to the parent-organized WhatsApp channel, [please fill out this Google Form.](#)

Newsletter

I will be sending a monthly newsletter to all families at the beginning of each month with information about upcoming events, photos from classes and events, and short updates on how classes are progressing. I will send this newsletter via email and post it on ParentSquare.

Content Guidelines

Appropriate Content Expectations

All student work – whether written, visual, or performance based, should remain within a PG rating (with some flexibility for 8th grade). This ensures a safe classroom environment and allows students to focus on growing their artistic foundations without relying on shock value or overly personal themes.

Students should avoid:

- Overt or graphic violence or suicide in stories or images
- No glorification of substance abuse
- Explicit or strong language
- Any sexually explicit content in writing, artwork, or performance
- Disturbing or graphic imagery that is not suitable for a school environment
- No works that denigrate race, people, culture, religion, etc.

These guidelines apply to all forms of creative expression in the School of Fine & Media Arts.

Student Safety & Mandated Reporting

All staff members are mandated reporters. If a piece of writing or artwork, whether fictional or not, raises concerns about student safety, as a staff, we are legally required to report it. If a student is unsure about including a sensitive topic in their writing or artwork, they should speak to a conservatory teacher or the program coordinator beforehand.

High School Conservatory Pathways

Pathway #1: Acting

The Acting Conservatory offers comprehensive acting and movement training to students who aspire to achieve a career onstage or in film and television. Tailored for young actors interested in advancing their dramatic acting skills, the conservatory encourages its students to develop healthy technique, experience a variety of styles, learn about the history of the craft, and prepare themselves for further study and/or a career in the arts. Students are exposed to renowned guest artists, university faculty, and industry leaders who visit the school's campus to share their expertise and creativity through masterclasses, lectures, performances, presentations, and hands-on training. The Acting Conservatory offers a number of unique and exciting performance opportunities each year where students have the chance to demonstrate their artistic skills and talents.

Pathway #2: Musical Theatre

The Musical Theatre Conservatory offers a rigorous and comprehensive course of study for serious musical theatre students, who aspire to achieve a career onstage, in film and television, or in the recording arts. Students are exposed to classes in a variety of styles, including acting technique, vocal technique, vocal performance, audition technique, musical theatre history, keyboard, music theory, musicianship, pop vocal, stage movement and combat, and stage makeup. Each year, the conservatory offers a

number of unique and exciting performances, where students have the chance to demonstrate the artistic skills and talents they have gained throughout their time in the program. Musical Theatre Conservatory students are provided one-of-a-kind opportunities to meet, work with, and learn from renowned guest artists and alumni, university faculty, and industry leaders.

Pathway #3: Production and Design

The Production & Design Conservatory offers students the opportunity to study the methods and materials used in the live entertainment industry. For every performer onstage, there are several artists working behind the scenes. Under the direction of industry professionals, students in the Production & Design Conservatory are transformed into these behind-the-scenes artists, taking courses in scenery, costumes, makeup, lighting, audio, props, stage management, projection, script analysis, and theatre history. Production & Design faculty members are committed to developing well-rounded theatre artists, who understand both the practical and the theoretical aspects of the process of design, as well as construction and implementation. These learning goals are accomplished through the conservatory's extensive course curriculum, laboratory experiences, and production assignments. Upon application to the conservatory, students select one of three tracks of study within the Production & Design Conservatory: Scenic and Lighting, Costumes and Makeup, or Theatre Technologies.

What if my child wants to go to a different conservatory other than ACT, MT, or P&D for high school?

Current 8th grade students wishing to apply to a new conservatory must submit a complete conservatory transfer application and participate in a new Conservatory Placement Activity. *Placement in an alternative conservatory is not guaranteed.*

Things Your Student Should Know Before Arriving

The End of Year Showcases are a mandatory part of their conservatory education, and all students must participate to pass their classes. Below is a list of all mandatory dates:

- **Tech:**
 - 6th Grade: Monday, May 3, 2027 3:30-6pm
 - 7th Grade: Tuesday, May 4, 2027 3:30-6pm
 - 8th Grade: Wednesday, May 5, 2027 3:30-6pm
- **Shows:**
 - 6th & 7th Grades: Friday, May 7, 2027 5:30pm Call Time, 7pm Go
 - 8th Grade: Saturday, May 8, 2027 5:30pm Call Time, 7pm Go

On days when students have conservatory, Mr. Marc and/or his assistants will be supervising all students between their academic classes and conservatory. This supervision period will take place in the auditorium.

On the first day of school each week (Mondays, and occasionally Tuesdays if we have Monday off), I will be hosting our “School of Theatre Homeroom”. This time will be used to inform students of upcoming events, hand out forms that need to be signed for those events, and check in on their progress throughout the year. This will always take place in the auditorium.

The Fall Musical and Spring Play are efforts to give your students more performance opportunities. While your students can also audition for the High School shows, many have reported feeling intimidated to audition against older students. These productions are intended to provide them with opportunities to feel confident in their auditions, knowing that they will receive a role should they audition. However, they **MUST** audition to participate in these productions.