



Royal Oaks School of Fine and Media Arts Caregiver Information Packet

2026-2027

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Welcome all CSArts School of Fine and Media Arts 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 Royal Oaks, 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 Royal Oaks 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, etc.

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 Royal Oaks! I look forward to welcoming all new and returning students and families!

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Campus Maps

Royal Oaks Campus Map

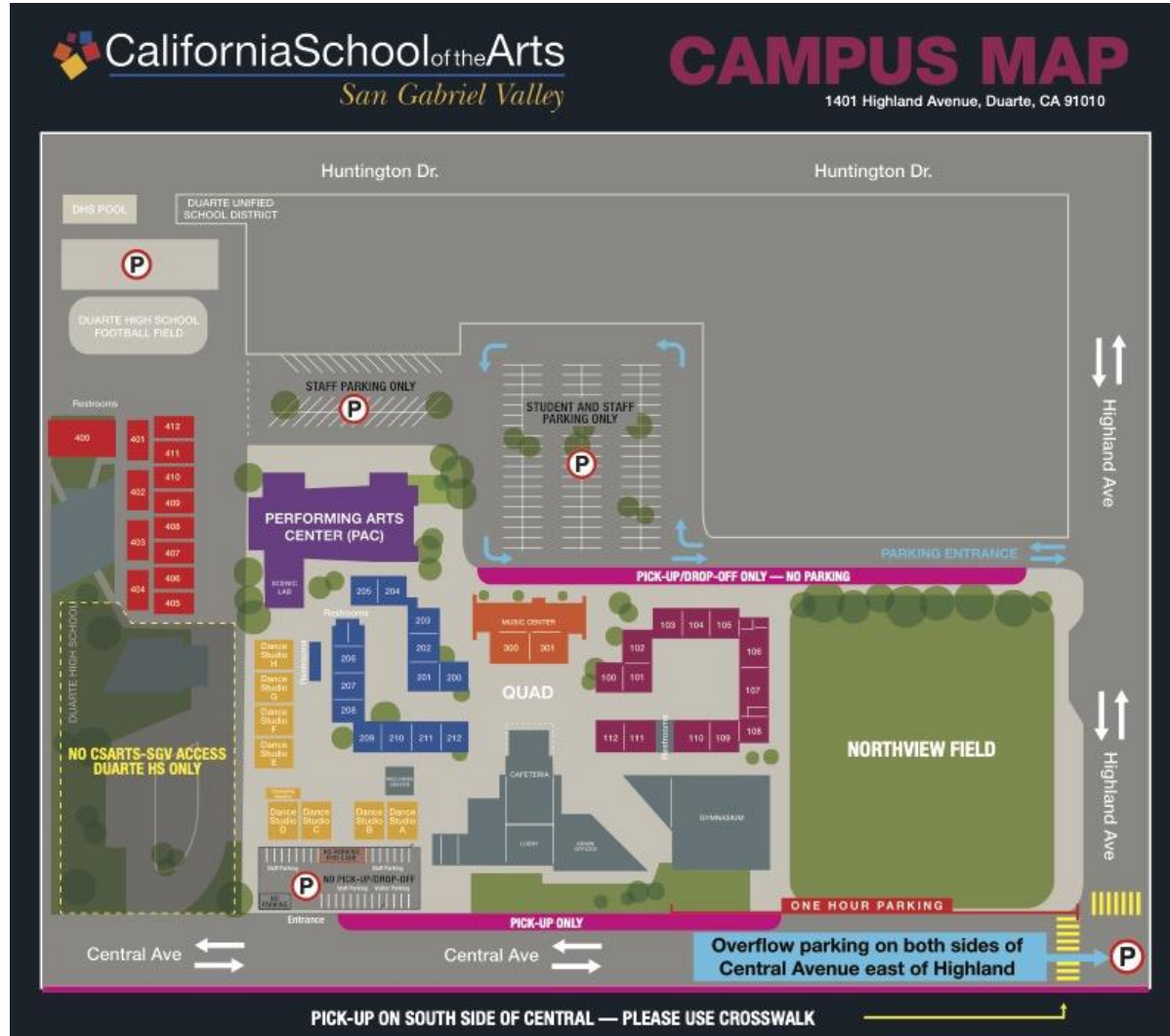


Royal Oaks Campus Address: 2499 Royal Oaks Dr., Bradbury, CA 91008

Royal Oaks Campus Phone Number: (626) 599-5400

Royal Oaks Campus Website: royaloaks.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
Royal Oaks STEAM Academy Principal	Jennifer Romero	jromero@duarteusd.org
CSArts Middle School Coordinator	Marc Leclerc	(510) 673-0633 marc.leclerc@sgv.csarts.net
Royal Oaks Administrative Assistant	TBD	
Royal Oaks Administrative Assistant	TBD	
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
Royal Oaks Front Office	Delia Moss	(626) 599-5402 dmoss@duarteusd.org
CSArts Conservatory Attendance	Monica Bolton	(657) 321-4000 Ext. 60400 msattendance@sgv.csarts.net
Director of Creative Writing	Timothy Gomez	(626) 321-4000 Ext. 60034 timothy.gomez@sgv.csarts.net
Director of Integrated Arts	Riley Marx	(626) 321-4000 Ext. 60033 riley.berris@sgv.csarts.net
Director of Visual Arts	Tiffany Ma	(626) 321-4000 Ext. 60038

Schedules

Weekly Schedule

<u>Day</u>	<u>Academics</u>	<u>Break</u>	<u>Conservatory</u>	<u>Pick-Up</u>
Monday	8:35 AM-2:57 PM	2:57-3:20 PM	3:20-4:30 PM	4:30 PM
Tuesday	8:35 AM-2:57 PM	2:57-3:20 PM	3:20-4:30 PM	4:30 PM
Wednesday	8:35 AM-2:57 PM	2:57-3:20 PM	3:20-4:30 PM	4:30 PM
Thursday	8:35 AM-1:57 PM	1:57-2:20 PM	2:20-4:30 PM	4:30 PM
Friday	8:35 AM-2:57 PM	No Conservatory	No Conservatory	2:57 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, Royal Oaks 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 Tuesday of each week, I will use the break time listed above to host a School of Fine and Media Arts homeroom hosted in the Royal Oaks 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 Fine and Media Arts community and program as I have been with the School of Theatre.

To support this expanded role, I'll split time between the Royal Oak and Maxwell 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 SFMA 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	Royal Oaks Assistant	Where is Mr. Marc?
Monday	TBD	Maxwell
Tuesday	TBD	Royal Oaks
Wednesday	TBD	Maxwell
Thursday	TBD	Royal Oaks
Friday	NA	Royal Oaks Morning Maxwell Afternoon

Class Schedules by Grade

6th Grade Fall Schedule

<u>Semester</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Cohort A	Voice	Fundamentals of Storytelling	Voice	Fundamentals of Storytelling
Cohort B	Art I	Intro to Musical Theatre	Art I	Intro to Musical Theatre

7th Grade Fall Schedule

<u>Cohort</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Cohort A	Intro to Dance	Art II	Intro to Dance	Art II
Cohort B	World Building	Acting I	World Building	Acting I

8th Grade Fall Schedule

<u>Cohort</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Cohort A	Acting II	Script to Stage	Acting II	Script to Stage
Cohort B	Musical Theatre Lab	Art III	Musical Theatre Lab	Art III

School of Fine and Media Arts Curricular Sequence

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Art I Intro to Musical Theatre	Art II	Art III Musical Theatre Lab
Fundamentals of Storytelling Voice	Acting I World Building	Acting II Script to Stage
	Intro to Dance	

Production Calendars

School of Fine and Media Arts Showcases

Please note the following:

The Showcases are mandatory parts of the SFMA 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.

Fall Showcase

- **Tech:**
 - Friday, Dec 4, 2026 3:30-6pm
- **Showcase:**
 - Saturday, Dec 5, 2026 5:30pm Call Time, 7pm Go

Spring Showcase

- **Tech:**
 - Friday, May 7, 2027 3:30-6pm
- **Showcase:**
 - Saturday, May 8, 2027 5:30pm Call Time, 7pm Go

CSArts and School of Fine and Media Arts

Events and Important Dates Calendar

Fall Semester

Royal Oaks On-Campus Registration	TBD (Week of August 3rd-7th)
CSArts Middle School Registration	Wednesday, Aug 5, 2026
School of Fine and Media Arts Welcome Event	Saturday, Aug 8, 2026
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
Back to Conservatory Night	Tuesday, Sep 8, 2026
SFMA Director's Week	Monday, Sep 14, 2026 -Thursday, Sep 17, 2026
1st Progress Reports Available	Friday, Oct 2, 2026
CSArts Fall Festival	Saturday, Oct 3, 2026
Step Into the Conservatory	Thursday, Oct 8, 2026
CSArts College Fair Week (NO CONSERVATORY)	Monday, Oct 12, 2026 - Thursday, 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
Royal Oaks 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
SFMA Fall Showcase Tech	Friday, Dec 4, 2026
SFMA Fall Showcase	Saturday, Dec 5, 2026
Royal Oaks Early Release (1:52pm)	Wednesday, Dec 16, 2026
Royal Oaks Early Release (1:52pm)	Friday, Dec 18, 2026
Last Day of Royal Oaks Academic Instruction	Friday, Dec 18, 2026
Winter Break	Monday, Dec 21, 2026 - Friday, Jan 1, 2026

Spring Semester

First Day of Royal Oaks 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	Monday, Apr 12, 2027 through Friday,

SCHOOL OR CONSERVATORY)	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
SFMA Spring Showcase Tech	Friday, May 7, 2027
SFMA Spring Showcase	Saturday, May 8, 2027
Memorial Day (NO SCHOOL OR CONSERVATORY)	Monday, May 24, 2027
Royal Oaks Early Release (1:52 PM)	Wednesday, May 26, 2027 through Friday May 28, 2027
Royal Oaks Promotion Night	TBD
Last Day of Royal Oaks 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.

School of Fine and Media Arts Welcome Event

This social event will take place on the CSArts campus on Saturday, Aug 8, 2026 at 5:00 PM. This is a time to meet the students and families in the School of Fine and Media Arts, as well as to meet the teachers who can attend and get to know each other. 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 Tuesday Sep 8, 2026 at 5:00 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.

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.

Middle School Game Nights

All middle school students from both Royal Oaks STEAM Academy and Maxwell IB 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 time 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 Thursday, Oct 8, 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 PM to 4:30 PM.

Trunk-or-Treat!

Come celebrate the spookiest and best time of year: Halloween! On Friday, Oct 29, 2026 after Conservatory, from 4:30 PM to 5:30 PM parents will treat students to yummy treats and spooky delights at their trunk-or-treat stations!

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 Royal Oaks AND call Mr. Marc or the administrative assistant on duty that day. Whoever is on duty will escort students to the front office. CSArts policy states that to excuse an absence, guardians must provide the following verifications. Royal Oaks' 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.

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: Creative Writing

The Creative Writing Conservatory is an MFA-modeled course of study that offers students a flexible concentration of classes and writing opportunities. Student-focused and evolving, the workshops and topics present contemporary and classic works side by side to serve as models of excellent writing. Publishing and performance opportunities are paired with craft study to develop a balanced and accomplished writing student.

Pathway #2: Integrated Arts

The Integrated Arts Conservatory offers a diverse and challenging high-caliber program. Talented faculty members teach the student artists a wide range of subjects from a variety of arts disciplines. This program is designed to provide aspiring artists with an opportunity to explore and actively participate in a multitude of arts classes in a stimulating, creative, and nurturing environment. Each student is exposed to a broad spectrum of the arts, including visual arts, creative writing, musical theatre, pop vocal, acting, production and design, graphic arts, film and television, and drama therapy.

Pathway #3: Visual Arts

The Visual Arts Conservatory offers students the opportunity to learn fine art studio techniques, as well as improve upon existing artistic skills. Students will explore both traditional art making methods and innovative, cutting-edge art practices. Visual Arts students follow a schedule of core requirements, then have the opportunity to choose college-level elective classes. The result is that Visual Arts students build an art portfolio that reflects talent, skill, and professionalism, along with a personal narrative body of work. This program is designed for students who love to make art of any kind, including drawing, painting, ceramics, photography, animation, graphic design, and more. The Visual Arts Conservatory offers three optional tracks that students can begin pursuing in their junior year, for a more focused learning experience. Click [here](#) to learn more about these tracks.

What if my child wants to go to a different conservatory other than CW, IA, or VA 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 Semester 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:

Fall Showcase

- **Tech:**
 - Friday, Dec 11, 2026 3:30-6pm
- **Showcase:**
 - Saturday, Dec 12, 2026 5:30pm Call Time, 7pm Go

Spring Showcase

- **Tech:**
 - Friday, Apr 30, 2027 3:30-6pm
- **Showcase:**
 - Saturday, May 1, 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 pavilion.

On the Tuesday of school each week I will be hosting our “School of Fine and Media Arts 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.