



**Robert O. Townsend Junior High School**  
**15359 Ilex Drive Chino Hills, CA 91709**  
**Phone: (909) 591-2161    FAX: (909) 548-6057**  
[www.chino.k12.ca.us/townsend](http://www.chino.k12.ca.us/townsend)



**ASSISTANT PRINCIPAL: Onyema Anyanwu**

**PRINCIPAL: Robert Nelson**

**ASSISTANT PRINCIPAL: Michelle Bonnema**

Greetings Townsend Families,

With the first day of school quickly approaching, we are very excited to welcome our students back to campus for the 2022-2023 school year. A huge thanks goes out to our parent and student volunteers for assisting our families during our orientation days. We still have several families who still need to complete the Data Confirmation in the Aeries Parent Portal. There are also a number of 7th grade students who still need updated immunization records submitted to the office. As a reminder, these need to be completed prior to Monday, August 8. Please contact the office if you need assistance.

### Student Class Schedules

The student class schedules are now viewable in the Aeries Portal. As we continue to balance classes and enroll new students, it is quite likely that your student's class schedule will undergo changes prior to the first day of school on August 8. Please have your student check their Aeries Portal account for their revised class schedule after 4pm on Friday, August 5 and throughout the weekend. The balancing process will continue during the first 3 weeks of school. Due to enrollment changes, some classes may be added, and some classes may be dropped based upon space. We try to minimize the changes that have to be made, but it is quite likely that your student's schedule will undergo changes even after August 8. Please do not contact the office or email staff regarding schedule changes or elective class preference. Students wishing to change a class may pick up a Change Request Form in the office during the first week of school and return it with a parent signature. Requests will be considered based on space and availability.

### First Day of School

In addition to students viewing their class schedule in the Aeries Portal, there will be lists posted by grade level in the quad. This list will show the first period room number. Maps will be posted, and staff will be walking around with map copies. In the first class, each student will receive a printed copy of their full schedule. Students will receive 4 copies of their schedule. Staff and Leadership students will continue to walk around during the first week to assist students with campus directions. Each day starts at 9:12. There will be a warning bell at 9:07 directing the students to report to their 1st period class. Wednesday, August 10 is an Early Release schedule with dismissal at 2:18. Each Wednesday will be Early Release schedule. Regular Schedule dismissal will be at 3:15. Please click [here](#) for the 2022-23 Bell Schedule. Our first Minimum Day is Tuesday, August 16 with dismissal at 1:48. Please see the attached Traffic Maps handout for information regarding drop off and pick up procedures.

### Student Chromebooks

Chromebooks were checked out during our orientation days. Chromebooks will need to be charged each night and brought to school each day. Students still needing to check out Chromebooks and textbooks may visit the Library during the first week of school.

## **BOARD OF EDUCATION**

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### PE Field Update

We are excited to begin the new school year with a completely restored PE Field. Throughout last year, our PE field was completely replaced, including new grass and watering system. In addition, over Summer Break our campus blacktop was completely replaced. The grass field will be open for use during PE classes and the back steps gate on the east side of the field leading down to Hawthorn Ave will be available for students to enter before school in the morning and exit after school.

Please continue checking your email inbox and the Townsend website for information and updates.

Thank you,

Mr. Nelson

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