



**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)



**PRINCIPAL: Michael Cloke**

**ASSISTANT PRINCIPAL: Onyema Anyanwu**

**ASSISTANT PRINCIPAL: Katie Jeanal**

**8<sup>th</sup> Grade Promotion**  
**Thursday, May 22, 2025**  
**10:30 a.m.**  
**Chino Hills High School Stadium**

Dear Townsend Families,

The Townsend staff is proud of all our students and their accomplishment in being promoted to high school. Once again, our 8<sup>th</sup> grade promotion will take place at Chino Hills High School. At the beginning of the ceremony, the students will cross the middle of the field to the stage located in front of the home bleachers. The students will be seated on either side of the stage after their name is announced and they have crossed the stage.

The home side bleachers will face the stage with overflow seating available on the visitor side bleachers across the field. Please be respectful of the number of seats you save on the home side bleachers, so all our immediate family members have a view of the stage. Overflow seating can accommodate additional family members for large parties. We look forward to celebrating the Class of 2025.

Respectfully,  
Mr. Cloke

### **Promotion Ceremony Guidelines**

#### **Arrival and Attire**

- Students must be in their first period class by 9:12 a.m., dressed in dress code-appropriate promotion attire. NO strapless tops or spaghetti straps. Refer to the student agenda for full dress code guidelines.
- **ALL SHOES MUST BE FLAT. No heels or wedges will be permitted on the field.**

#### **Transportation**

- Promoting 8th grade students **must ride the school bus from Townsend to Chino Hills High School. NO EXCEPTIONS!**

#### **Ceremony Details**

- **Start Time:** 10:30 a.m.
- **Duration:** Approximately one hour
- Students will receive their **promotion brochures and certificates on May 21**, during their 6<sup>th</sup> period class.
  - **It is imperative that all students attend school that day.**

#### **Parking and Arrival for Families**

- Limited parking is available at Chino Hills High School.
- **Parents/Guardians: Please arrive after 9:00 a.m. to avoid interfering with high school student arrival.**
- Stadium gates open at 9:30 a.m. for seating.

### **BOARD OF EDUCATION**

Sonja Shaw, President

Jonathan E. Monroe, Vice President

Andrew Cruz, Clerk



John Cervantes, Member

James Na, Member

**Norm Enfield, Ed.D., Superintendent**



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### Seating Information

- Families may enter on either side of the home bleachers.
  - Ask your student which side they will be seated on and enter accordingly (information provided at rehearsal).
- The stage will face the home bleachers.
  - Home side seating: 2,496 seats (first come, first served)
  - Visitor side overflow seating: 1,439 seats
- Please leave the first row open for elderly and handicapped guests.
  - Do not remove reserved signs.

### Ceremony Conduct

- **No spectators are allowed on the field at any time.**
- Remain seated during the ceremony; standing in aisles is not allowed.
- For student safety, do not visit students as they assemble or walk to the stadium.

### Items Not Allowed

- Umbrellas must be closed at the start of the ceremony.
- Not permitted:
  - Balloon bouquets
  - Posters or signs
  - Airhorns

### After the Ceremony

- **No one is permitted on the field after the ceremony.**
- Students will exit through the same gates their families entered.
- Students are expected to leave with their parents.
- No limos, due to limited parking.
- **The stadium will be cleared 15 minutes after the ceremony concludes.**

### IMPORTANT UPCOMING DATES

May 8: Field Trip to Knott's Berry Farm  
 May 16: 8<sup>th</sup> Grade Festival  
 May 19: Final Grade Check for Promotion Eligibility  
 May 21: Promotion Rehearsal: Periods 1-4

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