



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



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 2021-2022 school year. We have many families who still need to complete the Data Confirmation in the Aeries Parent Portal. There are also several 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 9. Please contact the office if you need assistance.

Screening at Home

Since we are no longer conducting temperature checks at school entrances, we are asking parents to please screen your students each morning by checking their temperature and monitoring for symptoms. Please see the attached Health Services Family Letter for more information. Students and staff will continue wearing masks while indoors. Wearing masks outdoors is optional. The California Department of Health (CDPH) will assess conditions and will determine no later than November 1, 2021, whether to update mask requirements and recommendations. We are continuing with our daily cleaning and sanitizing procedures. Each classroom is equipped with hand sanitizer and alcohol wipes for students to use as well as disposable masks if a student needs a replacement.

Construction Update

The front office building will continue to be under construction until the end of September. Our temporary office is located in the front of the school in Room 406 (see attached Campus Map). The fencing in front of the school has been removed, so visitors will now return to using our parking lot to access our temporary office.

We were hoping to offer Woodshop as one of our elective classes, but unfortunately the wood shop classroom needs more work and is not ready for student use this year. In addition, our kitchen needs additional work before it can be used for meal service. As a result, we will not be able to offer breakfast meals while the kitchen is under construction. Lunches will be served, free of charge, with the use of food service carts beginning Monday, August 9. Students will need to have their 9-digit student ID number ready when they pick up their meal at lunch.

Student Class Schedules

As we continue to enroll new students, we are still in the process of balancing the classes. Please have your student continue checking the Aeries Portal for updates 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 after August 9. 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

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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. Staff and Leadership students will continue to walk around during the first week to assist students with campus directions.

Each day starts at 7:35. There will be a warning bell at 7:30 directing the students to report to their 1st period class. Monday, August 9 is an Early Release schedule with dismissal at 1:11. Each Monday will be Early Release schedule. Tuesday through Friday are Regular Schedule with dismissal at 2:08. Please see the attached Bell Schedule for this year. Our first Minimum Day is Wednesday, August 18 with dismissal at 12:41. Please see the attached Traffic Maps handout for information regarding drop off and pick up procedures.

Student Chromebooks

We are excited to be checking out Chromebooks to all Townsend students this year. Students will be checking out their Chromebook during their English class next week. 8th grade checkout is Tuesday, August 10 and 7th grade checkout is Wednesday, August 11. On the first day of school, students will bring home a printed copy of the attached Student Use Agreement. Please read the attached agreement. Students will need to submit the signed agreement when they check out their Chromebook. Chromebooks will need to be charged each night and brought to school each day.

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

Thank you,

Mr. Nelson

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