



Cave Spring Middle School eNews

Back-to-School Information:

Dear CSMS Parents/Guardians:

We are excited about the upcoming school year, and we are looking forward to seeing our students next week. I have outlined *Back-to-School* information below; please don't hesitate to contact the CSMS Front Office (540.772.7560), should you ever have any questions/concerns.

Sincerely,
Fiona Hill
CSMS Principal

CSMS FRONT OFFICE PHONE NUMBER: 540.772.7560

FRONT OFFICE HOURS: 7:30 AM to 4:30 PM

ATTENDANCE OFFICE: 540.562.3900 Ext. 30008

BOOKKEEPER: 540.562.3900 Ext. 30009

SCHOOL NURSE: 540.562.3900 Ext. 30039

COUNSELING DEPARTMENT: 540.562.3900 Ext. 30010

CSMS WEBSITE: [Cave Spring Middle School / Homepage \(rcps.us\)](http://CaveSpringMiddleSchool/Homepage/rcps.us)

PRINCIPAL: Fiona Hill

ASST. PRINCIPAL (Last names A-K): Josh Noell

ASST. PRINCIPAL (Last Names L-Z): Ryan Reynolds

SIXTH GRADE ORIENTATION:

We are looking forward to meeting our 6th Grade Students, on Tuesday, August 8, 2023.
9:00 AM – 11:00 AM

Please drop-off/pick-up your student at Door #13 (Upper Brambleton Parking Lot).

Please pull up under the awning, where CSMS Staff Members will receive students and will assist them with entering the building.

BACK-TO-SCHOOL OPEN HOUSE:

We will hold a *Back-to-School Open House* on Thursday, August 10th from 5:00 PM to 7:00 PM. This is a wonderful opportunity to tour our building and meet your child's teachers.

Paper copies of student schedules will be available for parents/students outside the auditorium; you may also access these schedules via your ParentVUE Account.

Parents/students may enter the building via Door #1 (Main Front Office Entrance) and/or via Door #15 (Auditorium entrance).



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ANVER – STUDENT FIRST DAY FORMS:

If you have not already done so, please take a few minutes to complete your student's *First Day of School Forms*. This online process will allow key forms to be available on the first day of school (nurse form, emergency contact, and laptop forms, etc.). All student forms must be filled out online. Parents should log into their ParentVUE accounts to complete the Annual Verification of their student's information. If you need assistance logging into your ParentVUE account, please contact CSMS @ 540.772.7560
ANVER directions are available on the RCPS website @ <https://www.rcps.us/Page/356>.

LAPTOPS:

Student laptops will be distributed according to the following schedule:
(*Student Laptop and Internet Use Forms must be completed, prior to laptop distribution. These documents are part of the online ANVER forms referenced above.*)
Friday, August 11th: Laptops will be distributed to 8th Grade Students.
Monday, August 14th: Laptops will be distributed to 7th Grade Students.
Tuesday, August 15th: Laptops will be distributed to 6th Grade Students.
*RCPS will not collect student laptop fees, during the 2023-2024 school year.

SCHOOL HOURS:

8:20 AM to 3:25 PM

Car riders may be dropped off at 7:45 AM, at the cafeteria entrance.

AM/PM STUDENT DROP-OFF/PICK-UP TRAFFIC PATTERN:

EACH MORNING:

Students who are transported to school via car may enter the building between 7:45 AM and 8:20 AM, at the cafeteria entrance.

Students who arrive after 8:20 AM should report to the main office, accompanied by their parent/guardian.

Parents/Guardians should enter the CSMS Parking Lot via Ranchcrest Drive. Vehicles should immediately turn right (by the Police Sub Station) and should adhere to a one-way traffic flow. After turning right, vehicles may form two lines following a one-way traffic pattern. Vehicles will merge to form a single drop-off line, as they approach the cafeteria.



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BUS ROUTES & SUPPLY LISTS:

Bus Routes are available on the RCPS website. If your child plans to ride the school bus, please locate the AM and/or PM bus route information, as bus numbers/routes may change each school year.

Bus Routes: [Transportation / Cave Spring Middle/High \(rcps.us\)](https://rcps.us/transportation)

Student Supply List: [School Supply List / School supply list \(rcps.us\)](https://rcps.us/school-supply-list)

CAFETERIA:

Cafeteria Meal Prices

Breakfast: \$1.50

Lunch: \$3.00

Payments may be made via cash or check. Online payments will be accepted through Titan School Solutions @ <http://family.titank12.com>

The 2023-24 free/reduced meal application may be accessed via the following link:
[LINQ Connect - Making Schools Stronger](#)

IMMUNIZATIONS (7TH GRADE STUDENTS):

The Commonwealth of Virginia has passed a law requiring additional vaccines for students entering 7th grade. 7th Grade Students **CANNOT** attend school without a Tdap, Meningococcal, and HPV shot record on file at the school by August 9, 2023.

If you have not already done so, please submit a copy of your child's updated immunization record to the CSMS Front Office. Our FAX number is: (540) 772-2195

Please access the RCPS website @ [Health Services / Department Homepage \(rcps.us\)](https://rcps.us/health-services) for additional information.

RCPS Website: [Health Services / Health Forms \(rcps.us\)](https://rcps.us/health-services)

RCPS POLICY 7.13

Administering Medication to Students

A. Medications Prescribed for Individual Students

Employees of Roanoke County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications (ex. syringes, spacers).

B. Nonprescription Medications

Employees of Roanoke County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in an unopened original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.