



Cave Spring Middle School eNews

Back-to-School Information:

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://rcps.us)

PRINCIPAL: Fiona Hill

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

ASST. PRINCIPAL (Last Names L-Z): Stacey Galle

COUNSELOR (Last names A-K): Joan Farley

COUNSELOR (Last Names L-Z): Ryan Reynolds

Upcoming Events:

Monday, August 11th:

CSMS 6th Grade & New 7th/8th Grade Orientation: 9:00 AM to 11:00 AM

CSMS Open House: 5:00 PM to 7:00 PM

Thursday, August 14th:

First Day of School

BACK-TO-SCHOOL OPEN HOUSE:

We will hold a *Back-to-School Open House* on Monday, August 11th 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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CSMS 6TH GRADE & NEW 7TH/8TH GRADE ORIENTATION

MONDAY, AUGUST 11, 2025 – 9:00 AM to 11:00 AM

STUDENT ORIENTATION DROP-OFF PROCESS:

- ▶ Students with **Last Names A-K:**
- ▶ Students with last names **A-K** should be dropped-off and picked-up under the awning outside **Door #13 (Upper Brambleton Parking Lot)**. Staff members will be present to greet students and to escort students into the building.
- ▶ Vehicles will enter the Upper Brambleton Ave. Parking Lot from Brambleton Ave., near the Softball Field.
- ▶ Vehicles should proceed down the hill towards Cave Spring Elementary, and turn around at the cul-de-sac, and make a right turn into the upper parking lot to form a drop-off/pick-up line.

- ▶ Students with **Last Names L-Z:**
- ▶ Students with last names **L-Z** should be dropped-off and picked up outside **Door #22 (CSMS Cafeteria Entrance – Ranchcrest Drive Entrance)**.
- ▶ Staff members will be present to greet students and to escort students into the building.

STUDENT ORIENTATION PICK-UP PROCESS:

- ▶ Parents/Guardians should return to pick up their student(s) @ 11:00 AM.
- ▶ (**Student Last Names A-K**) Parents/Guardians should form a pick-up line in the **Upper Brambleton Parking Lot**
- ▶ (**Student Last Names L-Z**) Parents/Guardians should form a pick-up line outside the **Cafeteria/Front Office Entrance**.
- ▶ Parents should remain in their vehicles.
- ▶ Students will be escorted to these designated parent pick-up areas by staff members; staff members will remain students to provide supervision until all students are reunited with their parents/guardians.

We look forward to meeting our new students on Monday, August 11th @ 9:00 AM.

Thank you!



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School News:

ANVER – STUDENT FIRST DAY FORMS:

***Just a reminder...**

If you have not already done so, please take a few minutes to complete your student's *First Day of School Forms* by end of day on **Friday, August 8th**. 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

STUDENT 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 15th: Laptops will be distributed to 8th Grade Students.

Monday, August 18th: Laptops will be distributed to 7th Grade Students.

Tuesday, August 19th: Laptops will be distributed to 6th Grade Students.

***RCPS will not collect student laptop fees, during the 2025-2026 school year.**

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 14, 2025.

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 - Roanoke County Public Schools \(rcps.us\)](https://www.rcps.us) for additional information.



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School News:

FIRST DAY OF SCHOOL:

Thursday, August 14, 2024

SCHOOL HOURS:

8:20 AM to 3:25 PM

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

BUS ROUTES:

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: [Cave Spring Middle/High - Roanoke County Public Schools \(rcps.us\)](https://rcps.us)

CAR RIDER INFORMATION:

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.

EACH AFTERNOON:

Parents/Guardians should pick-up students outside the front office, at 3:25 PM, following the traffic pattern outlined above.