



# 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 welcoming our students back to school, on Thursday, August 13, 2026. 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): Stacey Galle

**COUNSELOR** (Last names A-K): Joan Farley

**COUNSELOR** (Last Names L-Z): Ryan Reynolds

### SIXTH GRADE & NEW STUDENT ORIENTATION:

We are looking forward to meeting our 6th Grade Students, along with our 7th/8th Grade Students who are new to CSMS, on Monday, August 10, 2026, 9:00 AM – 11:00 AM.

- ▶ 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.
- ▶ 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)**. Staff members will be present to greet students and to escort students into the building.

### BACK-TO-SCHOOL OPEN HOUSE (Grades 6-8):

We will hold a *Back-to-School Open House* on Monday, 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), Door #13 (Bus Loop 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* by **Friday, August 7th**. 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/Guardians 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 SCHEDULE CHANGE INFORMATION:**

RCPS Schedule Change Policy

With the **exception of level changes**, courses may not be adjusted from the date schedules are released, through the first two weeks of the school year.

\*Schedules may be viewed via ParentVUE at the end of July.

However, should you feel your child's schedule contains an error, please contact your child's counselor immediately:

Student Last Names A-K: [Joan Farley – jfarley@rcps.us](mailto:jfarley@rcps.us) 540.772.7560

Student Last Names L-Z: [Ryan Reynolds – rreynolds@rcps.us](mailto:rreynolds@rcps.us) 540.772.7560

## **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.

### **EACH AFTERNOON:**

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



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## **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.

Please visit our website at:

[Bus Routes - Roanoke County Public Schools](http://rcps.us/BusRoutes)

## **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 (required), Meningococcal (required), and HPV (recommended) shot record on file at the school by August 13, 2026.

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 \(rcps.us\)](http://rcps.us/HealthServices) for additional information.

## **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.

**\*Please contact our School Nurse @ 540.562.3900 Ext. 30039, should you have any questions.**



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## CSMS Athletic Announcements



Thank you for your support of CSMS Athletics!

Stacey Galle - CSMS Athletic Director -  
sgalle@rcps.us



**New this Year:**  
Students must have an Arbiter registration completed to be eligible for participation.

### Fall 2026 Season Important Dates:

#### Football:

Parent & Athlete Meeting - July 22<sup>nd</sup>,  
CSMS Auditorium, 5:00-6:00 PM



Practices officially begin on July 23<sup>rd</sup> 5:00-7:00 PM  
Head Coach: James Simpkins (jsimpkins@rcps.us)

#### Volleyball:

Try-Outs - August 3<sup>rd</sup> & 4<sup>th</sup> 1:30-4:30, CSMS Main Gym  
Head Coach: Ellie McReynolds (emcreynolds@rcps.us)



#### Cheer:

Practices officially begin July 30<sup>th</sup> 4:00-7:00 PM,  
CSMS Aux Gym  
Head Coach: Marley James (mjames@rcps.us)



**CSMS Cross Country**  
**Head Coach: Briana Apgar!**

#### Cross Country:

Open - Practices: August 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 3:30-5:00 PM;  
CSMS Lower Track; Try-Out/ Official Practices  
start: August 10<sup>th</sup>, 3:30-5:00 PM  
Head Coach: Briana Apgar (bapgar@rcps.us)

