

Learning Today...

Cave Spring Elementary School

...For Tomorrow's World

August 2023

Dear Parents:

Welcome to Cave Spring Elementary School! We look forward to working with each of you to make this a year filled with learning, friendship and growth for both you and your children.

Parents are an integral part of CSES. We value the contributions you make to our school through your continuing interest and support of the educational program, the time and effort you put into making our PTA a strong, positive force, and your willingness to participate as a full partner in the education of all students at Cave Spring Elementary.

We are very proud of the warm, happy learning environment at our school. We believe that learning is a process that must be nurtured within each child so that he or she will carry that joy of learning into adulthood. We hope that each of you will take the opportunity to join us in the exciting journey your children will make this year.

Please feel free to visit the school and share with us any suggestions, ideas or concerns you may have. Your input is invaluable in making this a successful and meaningful school year.

Sincerely,

Jodi Poff

Principal

Facts about Cave Spring Elementary School

Cave Spring Elementary School is situated on 10.86 acres of land in the Southwest section of Roanoke County. The attendance boundaries extend one mile north, one-half mile south, one-half mile east, and one and one-half miles west.

The school enjoys a strong growing community with excellent PTA support. The school believes in good communication and a strong partnership between home and school.

The original building, first occupied in January 1962, consisted of 20 classrooms, a library, a kitchen and a cafeteria. In 1971, a gymnasium was completed, and in 1987 a kindergarten wing was added to the school plant. In 1994, a new library was added to the school offering a computerized check-out system and networked computers. In the fall of 2010 renovations and additions were completed including an administrative wing, front entrance, art and music rooms; cafeteria and kitchen; and a state of the art geothermal heating and air conditioning system throughout the school. All existing classrooms received new flooring, counter tops and storage added. Each classroom is equipped with ActivBoards and additional technology equipment to enhance learning. Students in grades K-5 are each assigned a laptop for use at school during the school year.

Currently, the enrollment of Cave Spring Elementary School is approximately 457 students in grades PK-5. The staff consists of 25 classroom teachers and 16 resource personnel in the following areas: Library/media, reading resource, physical education, special education, guidance, music and art. The teacher/student ratio is approximately 20/1. Cave Spring Elementary School has both self-contained and semi-departmentalized classes. Our students will attend Hidden Valley and Cave Spring Middle Schools (grades 6-8) which feed into Hidden Valley and Cave Spring High Schools (grades 9-12).

The following are a few of the Day Care Centers that provide services to our school:

Roanoke County Parks & Rec	A.S.K.	540-387-6078 ext. 0
Honeytree		540-989-3661
Childcare Network	Starkey Rd.	540-774-2547
Childcare Network	Brambleton Ave.	540-989-3459
Celebrate KIDS!		540-797-7332
Lakeside South		540-986-0063
Montessori		540-989-3096

ROANOKE COUNTY PUBLIC SCHOOLS

Mission: To invest in our community's future by preparing our students with Opportunity Ready skills as defined in the RCPS Profile of a Graduate. (www.rcps.us)

Vision: Preparing every student, in every school, and in every classroom to be Opportunity Ready

CAVE SPRING ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Cave Spring Elementary is to encourage the pursuit of the interests of each student by providing a balanced education. We prepare our students to be successful, life-long learners and problem-solvers who contribute to an ever-changing world by engaging them in quality, creative and innovative learning.

PHILOSOPHY, OBJECTIVES AND COMMITMENTS

The philosophy of the Cave Spring Elementary School faculty and staff is that each child should be provided with experiences that will help promote and maximize his/her mental, physical, social, emotional, and moral development. Individual differences will be recognized and experiences provided that are compatible with each child's abilities and interests.

While striving for a stimulating atmosphere, CSES encourages self-direction, tolerance for others, an appreciation of moral and ethical values, and social awareness. The central tasks of the faculty and staff are: to assist each student in developing to the fullest extent his/her capabilities for learning, to develop in each child a positive self-concept, and to provide experiences which will be for the betterment of society.

Throughout his/her time at CSES, each student will have opportunities to develop basic learning skills in content areas of reading, writing, math, science and social studies. In addition to rational thinking and creativity, students will demonstrate progress and competency with technology. Students will develop into responsible citizens and human beings, with a realistic concept of self and others. Students will be provided a basic understanding and appreciation of democracy and free enterprise. They will demonstrate personal standards of ethical behavior and moral choice, practice sound habits of personal health and physical development, and develop an appreciation for quality in his/her environment. CSES students will develop an appreciation for the arts and foster abilities in this area.

ACCIDENT INSURANCE

Information regarding accident insurance for children will be distributed by the teacher with the back to school paperwork at the beginning of the school year. Participation in this insurance plan is voluntary. If you decide to participate, please keep the information concerning the policy for future reference.

ACCIDENTS OR ILLNESS

A student information form will be kept on file in the office for each child. Parents will complete the student information form online prior to the start of the school year. This form tells us how to contact you in case of an emergency or illness. Please include on the form, the names of two relatives or neighbors who have given their permission to be called in the event we are unable to reach you. **Please inform the office of any change in telephone numbers, addresses, or change of employment you may have during the year.**

AMERICANS WITH DISABILITIES ACT

Individuals with disabilities who require assistance or special arrangements to participate in or attend school board meetings or other programs and activities sponsored by Roanoke County Schools should contact Dr. Ken Nicely at (540) 562-3900 ext. 10121. A 48-hour notice is required so that proper arrangements may be made.

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by Cave Spring Elementary School should contact Jodi Poff, Principal, by calling (540) 772-7558. We request that you provide a 48-hour notice so that proper arrangements may be made. Roanoke County has installed a telecommunication device for the deaf (TDD) to assist hearing-impaired applicants, employees, parents of school children, and patrons. The telephone number is 562-3900 ext. 10147.

ARRIVALS AND DISMISSALS

There is no parking in the fire lanes at any time. Please park in the designated parking areas only. Obey all posted traffic signs at all times. Please do not park in reserved parking spots.

Your attention and cooperation is imperative to ensure the safety of all children.

Bus Rider Information: Students are encouraged to ride the school bus to and from school. Please refer to your Student Conduct Code (Student Transportation) and review bus safety rules/procedures with your child.

Bus Route information is available on Roanoke County Public Schools website under Departments > Transportation > Bus Routes > Bus Routes – South County > Cave Spring Elementary. If you need assistance finding information about your child's bus route, or your pk-2nd grade student's bus stop is not listed please contact the CSES front office at (540) 772-7558 or you may email Jodi Poff, Principal, at jspoff@rcps.us.

In the morning, students riding the bus should be at the designated bus stop five minutes before the bus is scheduled to arrive. Buses are not required to wait for students who are not already at the stop when the bus arrives. Students in PK-2 must have an adult visible to the bus driver in order to be let off the bus in the afternoon. If a PK-2nd grade student does not have an adult visible, he/she will be returned to CSES and parent(s) will be called.

Car Rider Information: If your child must be a car rider, please drive slowly and carefully on school property. Please enter school property from the Ranchcrest Drive entrance (by the school electronic sign) and turn into the first driveway on the right. Follow the traffic cones around the sidewalk to the drop-off area. Stay in line with the other cars and do not attempt to pass. Students should be ready to exit the car on the passenger side of the car with all belongings quickly so the car line can keep moving. Parents

should remain in the car during drop off. Students may arrive to school as early as 7:20 am and wait in the cafeteria for those parents who need to go to work earlier than the 7:25 regular drop-off. When the bell rings at 7:25 am, early car riders may proceed to class.

Students not in class by **7:45 are late and MUST be escorted into the office and signed in by a parent/guardian**. Dismissal begins at 2:20 pm. Parents should wait in the line of cars and give your student's name to the adult on duty. Students will be called for dismissal. This procedure goes smoothly but does take time, and we appreciate your patience. Students should enter the car from the passenger side and adults should remain in the car.

Other Dismissal Information:

- Students may not walk home without a note from parents and approval of the principal.
- At the close of school, every child is expected to report directly to his/her home.
- A child may be excused from the classroom only when the parent comes to the office and signs the child out. When someone other than the parent/guardian picks a student up, a note or a phone call from the parent is **required**.
- A picture ID may be required before a child is released.

ASSESSMENTS –RCPS ASSESSMENT SCHEDULE (Subject to change)

K	Fall Oct/May	RCPS literacy and math assessments Phonological Awareness Literacy Screening (PALS)
1	Fall May	RCPS literacy and math assessments PALS
2	Fall January March May	RCPS literacy assessment; Naglieri Non-Verbal Ability Test Formative Assessment (English & Math) Formative Assessment (English & Math) PALS (Students not achieving high benchmarks in May of Grade 1)
3-5	Fall September November February March	RCPS literacy assessment Formative Assessment (English) Formative Assessment (Math) Formative Assessment (English) Formative Assessment (Math)
3-5	May	Standards of Learning (SOL) English (3-5), Math (3-5) Science (5 only) and Va. Studies (4 only)
5 only	Winter	Otis Lennon School Ability Test

ATTENDANCE

Parents are to notify the school office when a student is absent. Daily student attendance is a key factor in student success in school. Being present each day contributes to a student's feeling connected to the school and to the student's learning. Cave Spring Elementary takes seriously our obligation to provide high quality, engaging, and purposeful learning experiences designed to meet students' needs and to prepare them for future opportunities. Our goal is to create and sustain classrooms to which students are eager to go and learn. Parents are valued as a partner in supporting acceptable levels of school attendance for students. We want to keep you informed of student attendance procedures in order to support this cooperative effort. There is detailed information about student attendance located in **Policy 7.07** and **Administrative Regulation 7.07AR** on the RCPS website at www.rcps.us/schoolboard. Thank you for your support of our joint efforts to promote student learning through good student attendance. If you have any questions, please contact CSES Principal, Jodi Poff.

We ask parents to help us with the following:

- Please notify the school as early as possible when your student will be late or absent. You may call the front office anytime and leave a voicemail. The school phone number is (540) 772-7558.
- If the school has not received information about an absent student, a parent will be contacted using numbers you have provided.
- Your child will need a written excuse when he/she returns to school. Please provide a doctor's note if your child visits the doctor. These excuses are kept on file at school.

Requests for make-up work are taken on the **second** consecutive day of absence. **Please call by 10:30AM to request make-up work.** The work will be ready for pickup after 2:45 p.m. For extended absences, make-up work will be given to the child immediately upon his/her return. It is your child's responsibility to complete this work and return it to his/her teacher in a timely manner.

Outstanding Attendance recognition is given at the end of the school year to any student with five or fewer days absent or tardy.

The principal meets monthly with the school social worker to monitor student attendance. The principal may request a conference with the parents to discuss excessive absences and offer assistance. The school social worker may also contact parents to offer assistance.

Tardies: Students are late if they are not in the classroom by 7:45 am. When morning drop-off has ended, a parent/guardian **MUST** accompany students to the office to sign in. Please do not send your child into school unattended. When a child is tardy, he/she misses valuable instructional time.

Attendance Policy information is available on the [Roanoke County Public Schools](#) website under Parents & Students > Student Attendance Procedures.

BIRTHDAY TREATS and INVITATIONS

Birthday treats are **not allowed** to be served during lunch or in the classroom in accordance with the RCPS Nutritional Integrity Plan. All food and beverages made available during the school day (including school meals, vending, a la carte, parties, and fundraising) are consistent with the guidelines set forth in RCPS Nutritional Integrity Plan. Balloons/flowers sent to school are not allowed and will be kept in the front office until a parent is able to pick them up.

Invitations to birthday parties or other events are to be mailed to individual students. Students **are not** allowed to give out invitations at school. **CSES PTA** provides a student directory in the fall of each year to current members, this can be used to access student mailing addresses. School staff cannot give out student addresses.

CONDUCT

CSES will continually strive to guide the physical, mental, social, and emotional development of its students. The cooperation of the home is an absolute necessity if we are to accomplish our goal. A child must have consistent patterns of desirable behavior and opportunities to practice them if he/she is to be prepared for a good life. A division-wide PBIS – Positive Behavior Intervention System – approach to student behavior is in place at CSES. Students are provided with school-wide, clearly defined behavior expectations, routines, and problem-solving strategies.

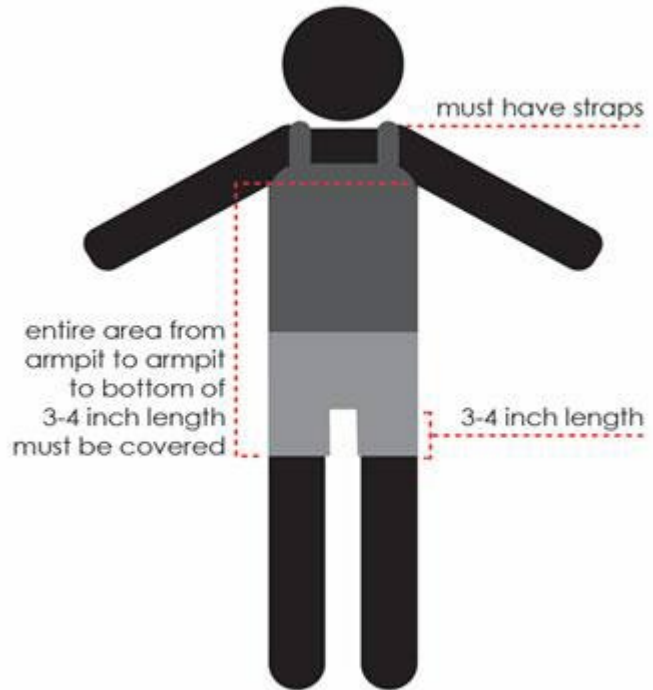
Guidelines for discipline are determined by the policies adopted by the Roanoke County School Board in the Student Conduct Code and in conjunction with the principles of PBIS. Every parent/child receives a copy of the Conduct Code to read and sign at the beginning of each school year. Please read and be aware of the rules contained in this book. We appreciate your partnership in helping your child make good choices.

STUDENT DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

EARLY DISMISSAL FROM SCHOOL

Please schedule appointments after school hours. If it is necessary to pick students up early, a parent/guardian must sign them out in the front office. When someone other than the parent picks a student up early, a note or a phone call from the parent is **required**. This is required for the safety and protection of your child. **Please do not** call ahead of time for your child to be waiting in the office. When you arrive, office staff will call your child to the office.

EMERGENCY CLOSINGS AND SNOW DAYS

Information about emergency closings or snow days will be posted immediately on - Roanoke County Public Schools website (www.rcps.us). Other sources are radio, television, Roanoke County Public School Hot Line 562-6000, and ParentLink.

ParentLink is an automated messaging system to notify parents of emergency closings and other important events. Parents will receive information with the student's back to school paperwork and will be able to access information on the Roanoke County Public Schools website. If you need assistance accessing ParentLink, please contact Jodi Poff, Principal, at (540) 772-7558 or jspoff@rcps.us.

The decision to operate or not operate schools during inclement weather is determined by the Superintendent of Roanoke County Schools. This decision will be made and posted as early as possible.

PLEASE do not call Cave Spring Elementary School to inquire about school closings. Stay tuned to radio, TV or email for emergency and inclement weather closings and delays. Please complete the **Emergency Plan** form included in the Back to School paperwork. Teachers keep these on file should school be released early. Please notify your child's teacher throughout the school year with updates in the event of an emergency closing or snow day.

Delayed opening schedules may be announced by 7:00 am if conditions look favorable for clearing. When this schedule is announced, it means that buses will run exactly two hours later than normal according to the delay. Our school will close at the regular time on these days.

EMERGENCY DRILLS

In accordance with Virginia School law, fire drills are held at least twice during the first twenty days of school and once a month thereafter. Students are instructed to evacuate the building in an orderly manner. Inspections are conducted annually by the Roanoke County Fire Marshall. Also, each school will hold simulated lock down, crisis emergency evacuation, and tornado drills twice a year.

These in-house drills provide instruction and practice for the students and staff in moving to the safest areas in the event of an emergency.

In accordance with the state law, bus emergency evacuation drills are held twice a year also. Students are given instructions on what to do if an emergency situation occurs on the bus. Every student will practice exiting from the emergency door.

ENTRANCE REQUIREMENTS

State law requires that parents be in compliance with all immunization schedules for DTap, Hepatitis B, Hib, MMR, Polio, Tdap, Varicella and pneumococcal conjugate vaccines. These immunizations must be done before the child enters school. Children will not be permitted to remain in school if deficiencies exist. A birth certificate and a physical examination are required of all students enrolling to Roanoke County Public Schools.

Children enrolling in Kindergarten must provide documentary proof of having received two doses of MMR and 2 Varicella vaccines. Students enrolling in sixth grade are required to have an additional Tdap vaccine. Parents of fifth grade students need to contact your child's physician or the Health Department to schedule an appointment for your child to receive the required vaccine. Students less than 5 years of age are required to have the Hib and Pneumococcal vaccines.

If you have any concerns, please contact our school nurse at 562-3900, ext. 44039

FIELD TRIPS

Field trips, concerts, etc. related to the instructional program of each grade level may be taken during the school year. The parents' written permission is required before the child may go on a field trip. Financial assistance for field trips may be available, please contact the principal to request assistance.

FINANCIAL DRIVES AND CAMPAIGNS

The Roanoke County School Board authorizes financial campaigns which support the programs of United Way of Roanoke Valley and which run concurrently with the United Way Campaign. United Way distributes money to thirty-six local health and human service organizations to fund their programs and services. These are detailed in their brochures.

Each school has the privilege of deciding to which groups it wishes to give its funds. All school funds collected by teachers and students will be deposited daily in the bank by the school bookkeeper as prescribed by school bookkeeping regulations.

The Roanoke County School Board reserves the right to deny its advocacy of specific groups. The CSES SCA and PTA both conduct donation drives during the school year. Participation is voluntary, yet is appreciated.

GIFTED POLICY

When seeking to identify gifted students, a school system is searching for those children who by virtue of outstanding abilities are capable of high performance. Consequently, those students who are identified require curriculum adaptations and/or additional services beyond those usually provided by the regular school program.

Typically, two approaches may be used to identify gifted students. The first is the use of standardized data, and the second is observation. Some abilities are best measured by objective tests; others by observation; and still others by a combined approach. Some educators prefer one approach to another; but the consensus of research supports the premise that effective identification procedures secure data from a combination of both approaches. Hence, Roanoke County's identification process includes standardized and non-standardized data which relate achievement, intelligence, performance, and teacher ratings.

If you have specific questions about the screening process and/or a candidate for screening, consult the principal or guidance counselor. He/she will share with you the time line associated with screening and/or direct you to a member of the staff for the gifted program. If your child is new to Roanoke County Schools and participated in a gifted program in his/her former school, your child automatically qualifies for screening. Remember to consult with the principal or guidance counselor to engage your child in the screening process. Roanoke County also provides a program for artistically talented children in grades 3-6. Screening for this program begins in January of each school year and involves students in grades 2-5 who are referred by parents, classroom teachers, and/or art teachers.

If your child is a second grader, you will receive a letter announcing and explaining the approaching screening period. If your child is enrolled in grades 3, 4, or 5, the school's newsletter will carry an announcement of the approaching screening period and the procedures you should follow to refer your child for screening.

Elementary Gifted Specialist for CSES: Dawn Bowyer 562-3900 ext. 10225

GRADING POLICY

Cave Spring Elementary School follows the Roanoke County Grading Scale for grades 2-5:

A - Superior - 90-100	Physical Education, Music and Art
B - Above Average – 80-89	P - Progress Made/Developing
C - Average – 70-79	S - Satisfactory
D - Below Average – 60-69	N - Needs Improvement
F - Unsatisfactory – 59 and below	

Students in grades K-1 received S, P or N in all areas.

HOMEWORK

Homework is defined as any schoolwork assigned to be completed outside of class time.

Homework may be assigned at the discretion of the teacher to meet individual student learning needs.

Homework assignments must conform to the following guidelines:

1. The purpose of the homework assignment should be made clear to the student and the assignment should be closely related to classroom activities.
2. Homework may not be used for punitive purposes.
3. Homework tasks should be within the ability of the student to attempt to complete independently.
4. Homework directions and expectations should be clearly communicated.
5. Homework assignments should be designed in consideration of the student's access to resources outside of class.
6. Homework assignments should be designed to be completed within a reasonable amount of time, and in consideration of the student's overall homework load.
7. Homework should be evaluated promptly and appropriate feedback should be provided.
8. The teacher will contact the student and parent when the student's neglect of homework significantly impacts content mastery or the student's grade for the marking period.
9. Students in grades K-5 should not be required to spend more than one hour each day on homework for all classes. The amount of homework should remain age appropriate, with less homework assigned in lower grades.
10. Students in grades K-8 (except for those in credit-bearing classes) should not be required to complete homework on weekends.
11. Students in grades K-12 should not be required to complete homework during school breaks. Students who are observing a major religious holiday will not be required to complete homework.
12. Students in grades K-12 should not have a homework assignment due on a day they are taking an SOL test.
13. Homework grades may raise or lower a student's grade average in a class, but may not be the determining factor for a student to earn a failing grade for any grading period.
14. Teachers should collaborate with colleagues and consult the principal as needed to determine the appropriateness and reasonable length of homework assignment.

INSTRUCTIONAL ORGANIZATION

Students at Cave Spring Elementary are heterogeneously grouped in homeroom classes in grades K-5. The basic curriculum offerings include Math, Science, English/Language and Social Studies. All students are scheduled for music and physical education twice during a 6-day rotation with a specialist. PE is held in the classroom or outside with the homeroom teacher other days. Students receive art instruction and library with a specialist once during a 6-day rotation. The library is open from 7:45-2:25 p.m. most days for students' use.

Other academic programs that are provided are guidance, career education, special education, gifted and technology. Learning specialists also support the instruction program in grades K-5, for students with identified specific learning needs.

Students may be involved in SCA, Reflections, After-School Gifted Art, and Destination Imagination. Many field trips and special programs are also offered to the students.

A reading specialist coordinates the English program and works with all teachers.

Homebound instruction may be provided for students who are unable to attend school for medical or psychological reasons. For more information, please contact the school principal.

Please contact the school if you would like specific information about any of our programs or activities.

INTERIM REPORTS

All schools are required to send interim reports to parents of students who have an average of "D" or "F" (for each subject area) during the midpoint of each nine-weeks grading period.

September 15 November 17 February 13 April 26

INVITATIONS *Please see section: **BIRTHDAY TREATS and INVITATIONS**

LIBRARY

We encourage all students to read as much as possible. Books are typically checked out for one week, but may be renewed. Overdue lists will be sent home. Students are responsible for payment of lost or damaged books. Please help your child take care of his/her library books. If a lost library book is found and a parent has already paid for the replacement of the book(s), a refund may be issued. Parents requesting a refund should submit a written request by June 30th of the current school year.

LOST AND FOUND

Please mark your child's clothing with his/her name. Students should label all other school possessions such as lunch boxes, water bottles, book bags, etc. Please encourage your child to check the lost and found for lost articles. Parents are invited to do the same. Parents, please encourage your child to keep track of his/her belongings. Unclaimed items in lost and found will be donated to a local charity.

LUNCH AND BREAKFAST INFORMATION

	<u>Student</u>	<u>Adult</u>
Plate lunch w/ milk	\$3.00	\$3.75
Breakfast	\$1.50	\$1.90
Milk	\$.50	
Ice Cream	\$.60-\$1.00	

Students are offered a choice of items listed on the monthly menu. A menu is distributed to each child monthly. Please review this with your child so your child is aware of the choices offered. Menus are subject to change. The menu is also available on the RCPS website.

Students have a lunch account that you may put money on weekly or monthly. When the student's funds become low, the manager will send a note home with your child so that you may send additional money. You may also go to www.rcps.us to find the link for LINQ Connect and add funds to your child's online lunch account. The nutrition manager and principal work closely to keep parents informed when a student's lunch account has a negative balance. If you have questions about what your child has purchased in the cafeteria, you may contact the **CSES nutrition manager at 562-3900 ext. 44040**.

Parents, grandparents, etc. are welcome to have lunch with their child. Students are not permitted to have a friend sit with them at the guest table. All visitors must sign in at the front office with their driver's license.

FREE OR REDUCED PRICE LUNCH: Free or reduced price lunches will be available during the school year for children who are eligible. An application form must be completed **each year** by the parent. Applications are available at www.rcps.us. All information is kept confidential.

MEDICATION FOR STUDENTS

Roanoke County Medication Policy

(Reference to Student Conduct Code Booklet)

To protect the safety of all students, the policy of the Roanoke County School Board for administering medication is as follows:

1. School personnel shall give prescription medication to students only when a written request from the physician or practitioner is received detailing the drug, dosage, time to be given and possible side effects. Written parent permission is also required. **Parents must deliver** the prescribed medication in person to the school in the **original container**. Students are not allowed to transport medicine to or from school.
2. If over-the-counter medication is required, it must be supplied to the school in the **original unopened container by the parent**. Written parent permission must be provided on a RCPS medication form with the specific directions for administration.
3. Exceptions may only be authorized by the principal or designee.

If you have any questions or concerns they can be directed to the school nurse, Helen Canterbury, by calling **(540)562-3900, ext. 44039**. The school nurse is available between 7:30 am – 2:45 pm each day. She can also be reached by email at hcanterbury@rcps.us for NON-EMERGENCIES.

PTA

You are invited and encouraged to join our PTA. Dues are \$ 5.00 per adult. Extended family members are encouraged to join, as well. Our general meetings are typically held in the gym at 6:00 p.m. on the second Tuesday of each month. Notification will be sent via backpack or email.

PARENT NOTIFICATION AND INFORMATION

When paper announcements of school activities, programs, etc. are sent home, they may be sent with the **youngest** family member or via email. This is a conservative measure to help with the rising cost of copying and paper.

Email will be used whenever possible. Please make a habit of checking your email for updates and activities. And please inform the front office and teachers with updates.

PARENT-TEACHER COMMUNICATION

We are very proud of the open communication which exists between the faculty and the parents at Cave Spring Elementary School. While teachers are available to conference with parents about any concerns, we would like parents to be respectful of teachers' time.

When you need to speak to your child's teacher, please call the school between 7:15 am - 2:45 pm and leave a message for the teacher to return your call. You may also e-mail your child's teacher. A list of faculty email addresses is provided on the CSES website (www.rcps.us/cses). An urgent message, ***including dismissal instructions***, should not be sent via email. Please be aware that confidential information may not be shared via email.

PARENT-TEACHER CONFERENCES

Roanoke County Public Schools schedules Parent-Teacher Conferences once each semester. Please refer to Roanoke County School Calendar for specific dates and times. Teachers are available to conference with parents at mutually agreed on times outside of regularly scheduled "conference days".

PHYSICAL EDUCATION

Tennis shoes are a **required** during Physical Education classes and classroom recess. Students should wear or bring their tennis shoes **every day**. Tennis shoes with wheels are not acceptable. If your child cannot participate in physical activity for an extended period of time, we request a doctor's note with the reason and the duration that your child will be unable to participate in physical activities.

PROMOTION AND RETENTION POLICY

In elementary school, the decision of promotion or retention is based on what is best for the individual student. The relationship of ability, effort, and achievement should be considered along with chronological age, previous retention, and other pertinent information. When retention is being considered, consultation with the principal and other school staff members is recommended.

Per Roanoke County Public School Policy, individual student promotion shall be based upon satisfactory performance as follows:

First-fifth grades: Must pass at least two (2) of the following: mathematics, social studies, science or reading. A student may be retained if: 1) the final grade of "F" is received in reading or mathematics. 2) he/she consistently works below grade level in reading, mathematics, social studies, or science. 3) he/she needs the gift of more time in order to be successful.

RETURN CHECK FEES

A \$35 fee will be collected for any returned check. Returned checks may result in termination of check-writing privileges at CSES.

RESPONSIBILITY

Students should be responsible for remembering their homework, gym shoes, lunch money, etc., and should not make a habit of calling parents to bring these items to school. Therefore, we discourage the use of the telephone for all calls except those approved by the teacher or the principal.

We know that students will forget items on occasion. Students may be granted permission to call home for forgotten items at the discretion of the teacher. If forgotten items are brought to the school by a parent, it is the students' responsibility to retrieve items from the office. Items will be placed in the teacher's mailbox. This helps keep classroom interruption to a minimum.

STUDENT SAFETY

The safety and security of our students and staff is the top priority at Cave Spring Elementary. While not all of our safety procedures can be shared with the public, there are several procedures and practices of which parents should be aware.

Access to our school can only be gained via the front entrance. All other exterior doors to our school are locked at all times. **There is a kiosk located in the vestibule where visitors are required to present a valid driver's license or ID.** This kiosk will scan the driver's license or ID and may ask the visitor to enter information. A visitor badge will be printed. At this point, a visitor may ring the doorbell requesting entry into the front office of our school. Although this may seem a time-consuming process, we appreciate your patience and cooperation as we maintain the security of our building for our staff and students.

If you are coming to school to pick up your child, you do not need to sign in at the kiosk. However, an ID will be required to check a student out of school. A parent note or phone call is required for a change to a student's dismissal procedure.

At the conclusion of a visit to our school, all visitors **MUST** check out by scanning the printed name badge at the kiosk at our main entrance. This procedure allows us to know who is in the school and their location.

Cameras are used to monitor the safety and security of our school at all times. School buses are also equipped with cameras. School buses have 3 cameras to monitor activity/voice inside and outside the bus. A School Resource Officer (SRO) is provided by the Roanoke County Police Department and is assigned to our school. The SRO at Cave Spring High School serves our school. The Roanoke County Sheriff's Office also provides support to the schools.

Roanoke County Public Schools and Cave Spring Elementary continue to review and improve the safety and security of our students and staff. Together, we are taking every action we can to make sure that Cave Spring Elementary is a safe, inviting place for children to learn and grow!

TEXTBOOKS

Your child is asked to assume responsibility for the care of any textbook issued by RCPS. Parents are responsible for the cost of replacing lost or damaged textbooks and library books.

VACATION

Valuable learning experiences occur in the classroom each day which cannot be duplicated in work sent home. While we recognize the value of family vacations, we ask that parents schedule vacations at a time when school is not in session. Please inform the classroom teacher and the principal in advance if your child will miss school for an extended time. Make-up work will be given immediately upon his/her return. It is your child's responsibility to complete this work and return it to his/her teacher in a timely manner. Please avoid scheduling trips over long weekends or holidays that are part of RCPS inclement weather make-up schedule.