



STILL ELEMENTARY

FAMILY HANDBOOK

2026-2027

870 Casteel Rd.
Powder Springs, GA 30127
Phone: 678-594-8287
Fax: 678-594-8289

Karen Osterhoudt, Principal
Ashley Crumbley, Assistant Principal
Tracy Blackburn, Student Support Administrator

Our Mission: One Team, One Goal, Soaring to Success

Our Vision: Soaring to build a culture of unity, excellence, and innovation.

Helpful Apps/Websites

ParentVue: Registration, updating authorized pickup/contact lists, report cards, transportation defaults and changes, emergency dismissal, and field trip permission. Guides can be found here.

CTLS PARENT: Attendance notices, assessment data, communication from the school and teachers. Guides can be found here.

ELEYO: Registration and payment for ASP. Guides can be found here.

My Payments Plus: Electronically pay for field trips and other school fees. Guides can be found here.

My School Bucks: Electronically pay for school cafe purchases. Guides can be found here.

Edulog: Shows real time location, provides push notifications when the bus is near. Guides can be found here.



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ABSENCES

CCSD attendance policy can be found [here](#). If your child is absent, an automated notification is sent out via CTLS parent. You may reply to the message stating the nature of the absence. Additionally, please send doctor or parent notes to StillESSupport@cobbk12.org

AFTERNOON DISMISSAL

All families are required to designate each student's default dismissal through ParentVue. This requirement should be completed prior to the first day of school. The enrolling adult is the only one who has permission to utilize this process. For the safety of our students, please be proactive and make any temporary dismissal changes in your ParentVue account as early as possible. Same day dismissal changes are not permitted after 1:40. The front office cannot accept phone calls, emails, or notes for any dismissal changes.

ASP

After School Program is managed through the ELEYO system. Information can be found [here](#). There is a \$20 registration fee and a \$10 daily attendance fee. ASP ends promptly at 6:00pm. Staying in ASP is a privilege for students and a convenience for parents. Students with unacceptable behavior, parents with late pick-ups or non-payment may result in student dismissal from the program. ASP payments are due weekly when the invoice is received. ASP pick up is in the front lobby. For the safety of our students, please be prepared to present your ID.

BIRTHDAY TREATS

If you send a special birthday treat for your child's class, it will be served during lunch time in the cafeteria. Please make sure that the treats are individual snacks (for example cupcakes, cookies, doughnuts). Our café also is available to provide birthday treats for your child's class. Please reach out to our lunchroom manager via email patti.ellis@cobbk12.org for more information. We respectfully request that you do not bring party favors or balloons to school as it causes a significant disruption.

BUS RIDERS

We encourage all families to utilize the CCSD provided bus service. This ensures students arrive at school on time each day. "Edulog Parent Portal" app provides real time information regarding your bus location. Read more about the app [here](#).

CAR RIDERS

If your child is a car rider in the afternoon, you will need to utilize the barcode issued through ParentVue. We provide one printed out copy at the beginning of the year. Enrolling parents are welcome to share the electronic barcode which is accessible through the ParentVue app on your phone. If your child is not marked as a car rider the barcode will not scan. You will need to park and come into the front office with ID.

CELL PHONES

Cell phones, smart watches and personal electronic devices are not permitted. CCSD policy can be found [here](#).

COMMUNICATION

We encourage parent/teacher communication to create an effective home/school connection to benefit your child. To minimize interruptions to instructional time, teachers cannot take phone calls during the school day. For most effective communication, please contact teacher via CTLS or email. They will respond in a timely manner.

DAILY SCHEDULE

Student Arrival 7:10-7:50 am

Tardy Bell 7:50 am

Student Checkout Deadline 1:45 pm

Dismissal 2:10 pm

All car riders should be picked up by 2:35 p.m. Students who are not picked up by 2:35 p.m. will be placed in our After School Program (ASP) and the daily fees will apply (\$20 registration fee and \$10/day daily rate).



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DRESS CODE

Still students are expected to follow the CCSD Dress Code which can be found [here](#).

EARLY CHECK-OUT

Early student check out is handled through the front office with your ID. Please be mindful of your students' recess, lunch, and specials time and allow adequate time for check outs. Due to activity in the office and dismissal procedures, early check-out ends at 1:45.

FIELD TRIPS

There is a definite place for the educational experiences provided by field trips. All field trip permission forms for out of school must be signed by the enrolling parent through ParentVue. Written notes, verbal conversations, and emails are not accepted as permission. Failure to receive sufficient funding may result in the cancellation of the trip. More information can be found [here](#).

FOOD SERVICES

Breakfast is served from 7:10am-7:50am. Students must be provided a lunch every day, either purchased from school or brought from home. Menus, lunch prices, and information on family meal applications can be found [here](#).

FORGOTTEN ITEMS

If your child forgets a critical item during the school day, please place the item on the cart outside the front door by 9AM. These items need to be labeled with student's name and teacher and will be delivered by staff as feasible. Please help us encourage student responsibility and limit interruptions to instructional time. After school, students are not allowed to return to class to retrieve non-critical items. Students will be allowed to return for critical items (such as glasses) with permission from the front office/ASP director. Additionally, missing items not claimed from our Lost & Found will be donated before all major school breaks.

LUNCH

If you would like to join your child for lunch, please sign in with the front office and wear a visitor's sticker. You are welcome to wait for your child in the lobby area. We ask that only your child join you on the stage at the special guest area.

MEDIA CENTER

Students are responsible for all materials they check out from the media center. Students are responsible for all lost or damaged books and parents/guardians are expected to pay for the replacement(s).

MEDICAL NEEDS

Medication: Medication needing to be dispensed at school must have a completed Medicine Authorization Form. This form can be found [here](#). We ask that you drop off any medication along with completed forms between 7:10am and 10:00am. Medication not picked up by the last day of school will be discarded.

Contagious Health Problems: The school nurse does not diagnose, however, in the event a child appears to have a contagious health problem the parent will be notified, and arrangements must be made for the student to be taken home immediately. More information regarding contagious health problems can be found [here](#).

MORNING ARRIVAL

Students may enter the school building at 7:10am. Please make sure your child is on time to school each day; in their classroom ready to begin work at 7:50am. Refrain from talking on your cell phone when you are in the car rider line. After you drop your child off, do not pull out of the line to go around a car that may still be unloading in front of you. We ask that you turn right out of the parking lot to alleviate backing up the line. Car riders who arrive after 7:50am are considered tardy. Please park and walk your student in. They must be signed-in (by a parent/guardian) in the front office.



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PARENT INVOLVEMENT

PARENT – TEACHER – STUDENT ASSOCIATION (PTSA)

The Still PTSA is a support organization consisting of all the stakeholders in your child's education, working together to secure the highest quality advantages in physical, mental, and social education for all children. The PTSA Executive board meets monthly. General membership meetings are held during the school year. Scheduled PTSA meetings may be found posted on the Still website and social media throughout the year. More information about Still's PTSA can be found [here](#).

STILL FOUNDATION

The Still Elementary School Foundation is a non-profit, 501c3 organization whose mission is to enhance educational opportunities for all students at Still Elementary. The foundation is operated by a board of directors comprised of parents, faculty, and staff for the benefit of our school. The foundation was formed by parents and the administration to supplement educational expenses to support student success. More information about Still's Foundation, can be found [here](#).

PARKING

Our parking is extremely limited. Please be sure you are parking in a parking space and not in a fire lane or other non-designated parking space. The curb at the front of the school is a designated fire lane and can only be utilized during dismissal. Please do not park in a handicapped space unless you are legally allowed to do so.

TESTING

Standardized tests are administered to students during the school year. These tests are designed to identify areas in need of improvement for individual students, as well as instructional programs. Parents and students are informed in advance of standardized testing dates. Assessment information is loaded into CTLS Parent by CCSD.

VOLUNTEERS AND VISITORS

Per state law and CCSD policy, volunteers and visitors should always sign in through the front office and wear a visitor's badge. All visitors must present ID for entry into the building and designate their purpose and location of their visit. For the safety of all students and to protect instructional time, conferences should be scheduled in advance. Please do not make unannounced visits to your child's classroom.