# Potter Gray

BOWLING GREEN, KY 1959

PANTHERS

August 28, 2026

**Vision**: *Potter Gray Elementary staff and families are committed to providing a caring, productive, learning environment in which all children can develop their abilities and talents to the maximum.*

***Mission:*** *All students achieve excellence as productive, responsible citizens.*

## paws CORNER

**Happy Friday! There are several important reminders for all parents relating to car riders.**

**Morning drop off:**

- **Please do not drop students off at the back doors before 7:30. This is a safety concern.**
- **Parents, please stay in your car as kids get out of the car. It helps if the child can be unbuckled prior to getting out of the car.**

**Afternoon pick-up:**

- **Please keep your car tag with the students name(s) visible at all times until the child(ren) are in the car. We have several new staff members and we want to make sure everyone gets in the correct car. All families were given at least 1 car tag at the beginning of the year.**
- **Please drive the speed limit within the school zone.**
- **If students stay to play on the playground a parent must be with the child(ren). Otherwise students would be unsupervised which is a safety concern.**

Please click HERE to access the Live Calendar Link

Calendar of PG

# AUGUST

2026 Events

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| 2 | 3<br>Kinder Camp<br>9:00-11:30 AM | 4 | 5<br>Opening Day for Teachers/Staff | 6 | 7 | 8 |
| 9<br>Back to School Bash<br>3:00-5:00 PM | 10 | 11 | 12<br>First Day of School for Students | 13 | 14 | 15 |
| 16 | 17<br>Fire Drill | 18<br>Severe Weather Drill<br>SBDM Council | 19 | 20 | 21<br>Earthquake & Fire Drill | 22 |
| 23 | 24<br>PTO Meeting<br>5:00 (Library) | 25 | 26<br>Fire Drill | 27 | 28 | 29 |
| 30 | 31 | | | | | |

# GRADE LEVEL NEWSLETTERS

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

**Space Camp Fundraiser**

# 3D PRINTING STORE

Potter Gray 5th Grade students are preparing for Space Camp! They will be running a 3D print store with select items until October 30th. Use the link below to place your order!

- Fidgets
- Ornaments
- Earrings

Use the link below or scan the QR code:
https://forms.gle/nbmGMa9ATmUhQgaV9

Payments can be made by cash, check (to Potter Gray PTO), or Venmo @jennanjo (Specify venmo as your name, PG 3D prints)

Please click on the PTO header to access the PTO Site

# Potter Gray PTO

# Lil' Angels Attic

SELLING ALL SEASONS AND SIZES!

**THE AREA'S ONLY 100% NOT-FOR-PROFIT SALE**

Benefitting local organizations that support children and families (ex. Barren River Area Child Advocacy Center, Foster Families, School Family Resource Centers, and more!)

# 2 DAYS ONLY!

**BABIES | KIDS | TEENS | MATERNITY | SHOES**
**TOYS | DECOR | ELECTRONICS | BOOKS**
**SPORTING GOODS | FURNITURE | & MORE!**

**FRIDAY, SEPTEMBER 25, 9AM-8PM**

**SATURDAY, SEPTEMBER 26, 8AM-2PM***

***Most items 50% OFF on Saturday!***

**BROADWAY UNITED METHODIST CHURCH - DOOR E**
**1323 MELROSE STREET BOWLING GREEN, KY 42104**

LILANGELSATTIC

LILANGELSATTICBG

BOWLING GREEN FIRE DEPARTMENT

# FIREHOUSE FESTIVAL

## SEPTEMBER 19TH | 1PM-3PM

## SOKY CENTER | 636 CENTER ST

FREE ADMISSION

LIVE BURN
SMOKE MAZE
INFLATABLE COURSE
CRAFTS & POPCORN

## IN PARTNERSHIP WITH:

American Red Cross

Bike WalkBG

Bowling Green Kentucky Founded 1798

Warren County Public Library

Community Education bowling green warren county

# SchoolCash Online

bgreen.schoolcashonline.com

SchoolCash Online is the preferred method of online payment for Bowling Green Independent Schools. For the 2025-2026 school year, SchoolCash Online will be used for fees such as activity dues, field trip costs, dance tickets, and nonresident student tuition. SchoolCash Online helps parents and community members pay school-related fees safely, quickly, and easily. In addition to the convenience for families, this system also increases efficiency and security at our schools by making payments directly into the school's bank account.

## HOW IT WORKS:

Powered by KEV Group, SchoolCash Online is an industry leader in the safe and secure management of school fees. Schools post their items and activities and assign the relevant fees to your student, so you can then make purchases online using your credit card. This allows you to stay informed about upcoming school activities while keeping track of the school fees that require your attention

## REGISTER NOW!

Registering for your free SchoolCash Online account takes less than two minutes!

**https://bgreen.schoolcashonline.com**

- Enter your first name, last name, email address and password. (Same email used with Infinite Campus Guardian Account)
- Select a security question.
- Select YES to receive email notifications (you will not receive any promotional emails).
- You will receive a confirmation email. Check your Spam folder if you do not receive it.
- Use your email address to log in to your account.

Add Your Children:

- Sign in and navigate to My Account.
- Select My Students from the drop down menu.
- Click to add a child:
- Type the school board name: **Bowling Green Independent Schools**
- Choose your school from the list.
- Enter your child's details. You may add up to eight students to the account.
    - Student Number is your child's IC Student ID (Not a required field)
    - Student First and Last Name (Required)
    - Student Date of Birth (Required)
- Click Confirm.

Should you encounter difficulties, contact the SchoolCash Online parent help desk at schoolcashonline.com/Home/Support.

## ALREADY REGISTERED?

Login to your account and you will see payment information for field trips already there and ready to go. You have the option to make one bulk payment OR you can pay individually as the trips occur throughout the school year. We ask that payments are made in a timely manner in relation to the date of the field trip. Your child's teacher will communicate these dates throughout the school year.

Rehabilitation & Performance INSTITUTE

# BG KIDS CROSS COUNTRY FUN RUN

**Thursday, Sept. 24th**

**Kereiakes Park**

**Grades K–2: 1/2 Mile**
**Grades 3–5: 3/4 Mile**

**Register in advance for the chance to win prizes**

**Awards for all participants**
Top 10 girls and boys will be recognized following the event.

## FREE EVENT FOR ALL KIDS IN BG – WARREN CO.

5:00 pm: Check-In
5:30 pm: Race 1 (K-2)
5:45 pm: Race 2 (3-5)
6:00 pm: Awards

## GRADES K–5

**Prize Drawing Brought to You By:**

STUFF THE BUS

**SCAN QR CODE FOR MORE INFO!**

Event Website:
rehabilitationperformance.com/xc-kids-run/
Questions? Contact:
sleach@rehabilitationperformance.com

# Visitor Information

## Visitor Sign-in

During the school year, all visitors (substitute teachers, volunteers, parents, grandparents, etc.) will be required to sign-in before entered the building. The system does require you to have a valid photo ID to check in.

## School Instructional Schedule

The doors open at 7:30 a.m. Good Morning Potter Gray will begin at 7:55 a.m. The instructional day begins at 8:00 a.m. If your child arrives at school after 8:00 A.M. they will need to be brought to the front office where they must be signed-in by an adult and they will be considered tardy. Please make sure that all family members who will be bringing a student to school on a daily basis understands this policy. Please see full policy further down in the newsletter. Dismissal will begin at 2:55 P.M.

# Morning & Afternoon Dismissal Procedures

**Morning Drop-off**

1. The front loop is for buses only. Cars with prior permission are the only ones allowed to drop students off in the front loop.
2. Car riders are to be dropped off in the rear of the building. Please pull all the way forward to the furthest available spot.
3. Walkers are asked to enter the front lobby of the building. If you park on Wakefield or in the church parking lot, please walk your child up to the sidewalk where they will enter the front lobby.
4. Any parent/guardian wanting to enter the building, must sign-in via the front office.

**Afternoon Dismissal**

1. Keep your car rider tag up in the window until your child(ren) is in the car.
2. DO NOT enter the car rider line using BATSEL STREET. This is for buses only in the afternoon.
3. All walkers (1-5th) will be dismissed from the Library.
4. All Kindergarten walkers will be dismissed via the Kindergarten hall exterior door facing Wakefield. Parents must be present for your kindergarten child to be a walker.
5. If you are a parent/guardian either walking or parking to meet a walker, please do not park on Wakefield in front of or near the school.

# Potter Gray & BGISD Attendance Policy

Below is an outline of our school and district's attendance policy. Instructional hours at Potter Gray are from 8:00am-3:00pm. If your child gets to school late (after 8:00am) they are considered tardy.

To excuse absences or tardies we must receive a written note (examples: doctors note, hand written parent note, or an email). Once the note is received by the front office, the attendance code is changed within Infinite Campus from an unexcused absence/tardy to an excused absence/tardy. If a child is quarantined due to Covid, once the quarantine or positive case is confirmed, those absences are automatically adjusted and do not require a written note.

At weeks end, Mr. Brown prints attendance letters and mails them to the parents of students who have either 3, 5 or 7 unexcused absences/tardies. If you receive one of these letters please communicate with the front office to provide proper paperwork for the absences on record.

**EXCUSED ABSENCES AND TARDIES:**

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Documented military leave/return of a parent or guardian;
4. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

**EXCUSED**: A student is allowed 5 days excused with parent notes and 7 days with doctor notes per school year. After 7 doctor notes have been used, the district medical excuse form must be submitted for excused absences and/or tardies. Parent and doctor notes must be turned in to the school within 72 hours of the student's absence.

**CHRONIC ABSENTEEISM**: Missing more than 10% of the school year, or 17 days, for any reason, excused or unexcused. TRUANCY: A student who has been absent or tardy without a valid excuse for three or more days is considered truant. A student reported as a truant two or more times is a habitual truant. Students reaching the status of habitual truant can expect a home visit from a school district official. Continuing absences or tardies will result in referral to the court system.