



October 16,
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.*



School Wide Fundraiser Update!

The fundraiser was a huge success and I wanted to share this years profit results and where the overall class account funds stand:

	<u>This year</u>	<u>Overall</u>
Class of 2032 (K):	\$3,237.20	\$3,237.20
Class of 2031 (1):	\$3,236.00	\$7,264.50
Class of 2030 (2):	\$2,733.20	\$5,007.70
Class of 2029 (3):	\$1,754.00	\$4,303.00
Class of 2028 (4):	\$1,681.60	\$3,033.90
Class of 2027 (5):	\$1,250.80	\$25,278.00

The purpose of the fundraiser is to build the overall account to a substantial number. The class of 2027 overall is the total amount raised over the past three school wide sales PLUS seperate fundraising this fall.

Calendar of PG						
OCTOBER						
2026 Events						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Fall Break	6 Fall Break	7 Fall Break	8 Fall Break	9 Fall Break	10
11	12	13 SBDM Council Mtg.	14 Fire Drill	15	16 WKU Spread the Red (3-5 th grade) PTO Fall Festival 5:30-7:30 p.m.	17
18	19 Giving Market item pick-up 3:30-5:00 p.m.	20 Parent teacher conferences 3:30-7:00 p.m.	21	22 K-2 SKyPAC Trip	23	24
25	26	27 1st Quarter PAWS trip Bowling Alley 12:45-2:00 p.m.	28 Fall picture retakes Individual only 4th - Mammoth Cave	29	30 Halloween Parties 1:45-2:30 p.m.	31

GRADE LEVEL NEWSLETTERS

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

FALL FEST

Oct 16th

5:30-7:30pm

NEW GAMES, CAKE WALK,
FOOD TRUCKS, HAUNTED
HAYRIDES AND MORE!



Potter Gray Elementary OM



TUES NOV 10TH

SKATING IS OPEN FROM 5PM - 9PM



ADMISSION \$8
SKATE RENTALS \$3



POTTER GRAY OM RECEIVES A DONATION PER
SKATER. BRING YOUR FRIENDS AND FAMILY!

Potter Gray PTO

Gentle YOGA

Saturday, October 24

3-4pm

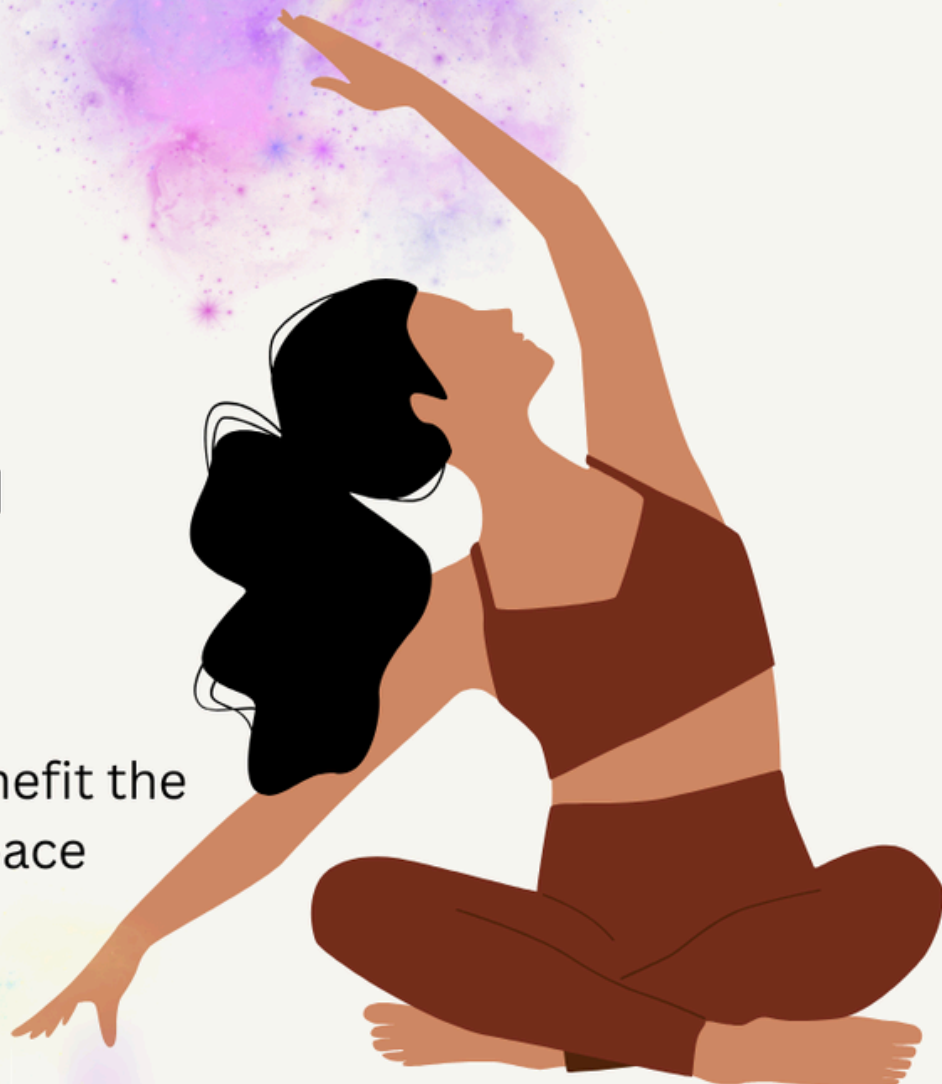
Soky Center

636 Center St

Open to all levels and
great for beginners.



All Donations Benefit the
Potter Gray 27 Space
Camp Fund



TOP 'R TREAT

LADY TOPPER BASKETBALL vs YOUNG HARRIS COLLEGE
EXHIBITION - SATURDAY OCT 31 - 2 PM CT - E.A. DIDDLE ARENA

TRICK 'R TREATING BEGINS AT 1 PM!



FOOD, FUN, CANDY & INFLATABLES

Fall FESTIVAL

25 OCTOBER 4:00-6:00PM

WEAR YOUR COSTUME



EASTWOOD
BAPTIST CHURCH

500 EASTWOOD ST.
BOWLING GREEN, KY 42103
270-842-7867



The district Child Nutrition Team has information to pass along to our families, along with asking families to fill out the survey below. Please take the time to complete the school breakfast program survey.

BGISD School Breakfast Program SBP Family Engagement and Outreach Survey

Bowling Green Independent School District is committed to ensuring every student starts the school day ready to learn. Under the Community Eligibility Provision CEP, all enrolled BGISD students receive a nutritious breakfast every school day at zero cost. Please complete this brief form to confirm receipt of our annual breakfast program notifications, provide feedback on school breakfast offerings, or request additional information regarding breakfast service times at your student school.

BOWLING GREEN INDEPENDENT SCHOOL DISTRICT
Child Nutrition Department | Administrative Operating Procedure
1211 Center Street, Bowling Green, KY 42101

ADMINISTRATIVE PROCEDURE: ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS & DISABILITIES (SECTION 805)

SECTION I: PURPOSE & LEGAL AUTHORITY

1. Purpose: This Standard Operating Procedure (SOP) outlines the process for receiving, evaluating, and implementing special dietary accommodations for students with disabilities or medical conditions within the Bowling Green Independent School District (BGISD) Child Nutrition Program.
2. Governing Regulations: Pursuant to USDA Regulation 7 CFR Part 15b, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Kentucky Department of Education (KDE) guidelines, BGISD ensures equal access to school meal benefits for all enrolled students at \$0 cost under the Community Eligibility Provision (CEP).

SECTION II: STEP-BY-STEP ACCOMMODATION WORKFLOW

1. Step 1: Initial Family Inquiry (School Front Office)

Families contacting the school regarding special dietary accommodations, allergies, or medical meal modifications are immediately directed by school front office personnel to the school's Cafeteria Manager.

2. Step 2: Needs Assessment & Medical Form Distribution (Cafeteria Manager)

The Cafeteria Manager communicates directly with the family to ascertain the specific dietary needs of the student.

* Non-Disabling / Preference Requests: Evaluated locally; medical forms are not required for standard menu choices unless specific component substitutions are requested.

* Medical / Disabling Accommodations: If a required accommodation involves texture modifications, major food allergen eliminations, or specific component substitutions, the Cafeteria Manager provides the family with the official KDE Medical Statement for Special Dietary Needs form and instructs them to have it completed and signed by a recognized medical authority (MD, DO, APRN, or PA).

3. Step 3: Submission & District Notification

Upon receipt of the completed and signed Medical Statement from the family, the Cafeteria Manager immediately transmits a copy to Dalla Emerson, Director of Child Nutrition.

4. Step 4: System Implementation & POS Alerts

The Child Nutrition Department updates the student's profile in the Heartland Mosaic Point-of-Sale (POS) system with special dietary alerts and coordinates with site kitchen staff to implement necessary menu modifications and food preparation protocols.

SECTION III: DENIAL OF REQUESTS & IMPARTIAL FAIR HEARING PROCESS

1. Right to Appeal: If a family's request for special dietary accommodation is denied, or if a requested modification cannot be safely or reasonably accommodated within USDA program standards, the family maintains the right to appeal the decision.
2. Impartial Hearing Panel: The family may request an impartial hearing to review the denial. The hearing panel consists of:
 - * Dalla Emerson, Director of Food Service Operations
 - * Gary Fields, Superintendent of Bowling Green Independent School District
3. Resolution & Written Notice: The panel will review the medical documentation, consult with relevant medical professionals if necessary, and issue a written determination to the family within ten (10) business days.

DOCUMENT RATIFICATION & SIGN-OFF

Submitted By:  Date: 10/2/2026

Dalla Emerson
Director of Child Nutrition, BGISD

Approved By:  Date: 10/2/2026

Gary Fields
Superintendent, Bowling Green Independent School District

FREE FAMILY EVENT

HANDS-ON STEAM. REAL AIRCRAFT. ONE FREE FAMILY DAY

**SATURDAY, OCTOBER 10
10 A.M. – 2 P.M.**



**SCIENCE • TECHNOLOGY •
ENGINEERING • ART • MATH •**



**EXPLORE THE
BUTLER COUNTY
STEAM BUS**



**COMPLETE HANDS-ON
STEAM ACTIVITIES**



EARN A PRIZE



**DISCOVER DRONES +
SCIENCE EXPERIMENTS**



PLUS — OPEN COCKPIT!

- ✈ **LOOK INSIDE HISTORIC AIRCRAFT**
- ✈ **SIT IN NASA T-38 TALON #901**

FREE ADMISSION • FREE PARKING

AVIATION HERITAGE PARK & MUSEUM
1825 Three Springs Road • Bowling Green, KY
AVIATIONHERITAGEPARK.COM





**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)



HEY, POTTER GRAY! LET'S READ!!

Get lost in a book this year with Beanstack. Beanstack is our new **READING INCENTIVE PROGRAM** at POTTER GRAY!!

We want our students to keep reading and love reading all year long! Track your reading every day in Beanstack to earn badges and grow your reading habits.

What is Beanstack?

Beanstack makes it easy to track everything you read, whether it's a book, e-book, or even the back of the cereal box! See everything you've read, share reading with friends and keep your daily reading streak alive. Get motivated to meet your reading goals with new reading challenges and virtual badges.

There's an app for that!

To Download the Beanstack app, visit the Apple App Store or Google Play Store and search for "Beanstack." Or scan this QR code to go right there!

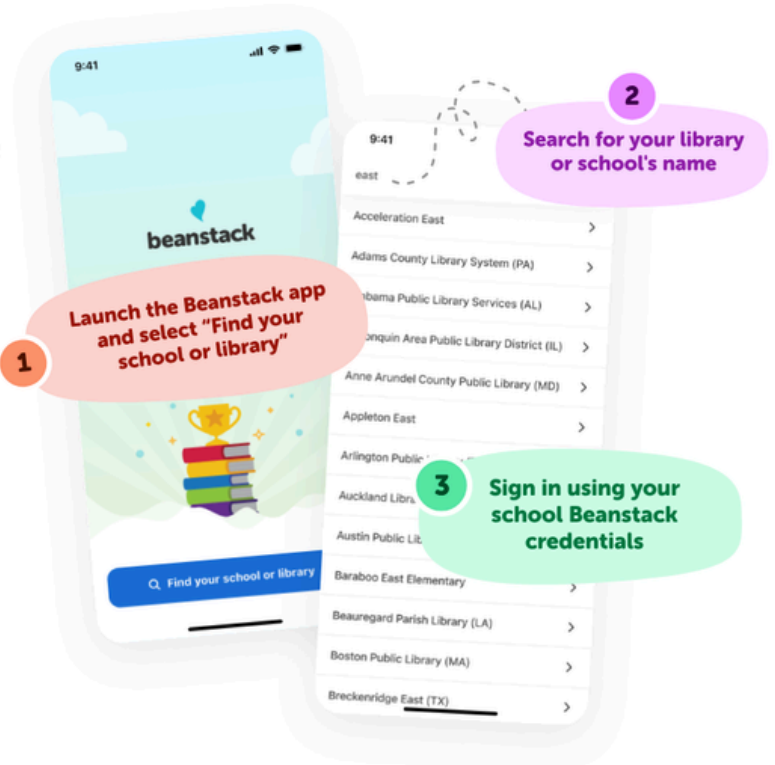
Once you're in the app, choose "Find your school or library" then search for "Potter Gray Elementary" and sign in.



Your Next Chapter
Ongoing Challenge



**Just head to CLEVER.COM,
log in, and
CLICK ON THE BEANSTACK
ICON
to get started!**



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.