



H.B. Sugg and Sam D. Bundy Elementary

3992 Grimmersburg Street (Sugg)

3994 Grimmersburg Street (Bundy)

Farmville, NC 27828

Phone: (252) 753-2013

Mr. Robert Johnson

Principal

Fax: (252) 753-7997

Mrs. Liz Conwell

Mrs. Lisa Robbins

Assistant Principals

Dear Parent/Guardian Name,

Pitt County Board Policy 10.101, lists Educational Opportunities as one of its eight reasons for student lawful absences. In order for absences for your child to be excused the following conditions must be met:

1. Prior written notice must be submitted by a parent.
2. Notice must include days to be absent and proposed educational opportunities that will be experienced.
3. Receive prior written approval for excused absences from the Principal or Assistant Principal.
4. All assignments for days to be absent must be picked up prior to departure.
5. Completed assignments must be turned in on the first day back in class.
6. Student will make daily journal entries. The journal should include photos and pictures. Student will make a presentation to their class about what they saw and learned.

If you have any questions or concerns regarding the information above, please contact one of the individuals below.

Sincerely,

Lacey Connors

K-2 School Counselor

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252-753-2671

Kion'Shay Brown

3-5 School Counselor

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