H.B. Sugg and Sam D. Bundy Elementary
3992 Grimmersburg Street (Sugg)
3994 Grimmersburg Street (Bundy)
Farmville, NC 27828

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Alison Covington
Dr. Chris Davis, Mrs. Latoya Harvey
Assistant Principals

To: Parents and Family Members
From: H B Sugg and Sam D Bundy Elementary School
Date: Monday, September 14, 2026
Re: Parents Right-to-Know Letter and Annual Report Card Notifications

As a parent and family member of a student at H B Sugg and Sam D Bundy Elementary and part of our beginning of each school year notifications, you have the right to know about the following:

(1) Professional qualifications and licensing criteria of the teachers who instruct your child.

(2) Information regarding student participation in mandatory state or local testing and affiliated policies.

(3) Language instruction and English learner identification protocols and services, and our assurance.

(4) Such information will be in an understandable language and accessible format.

In addition, as a public-school unit that receives Title I funds, we will provide annual, direct notification and access to our school report card (and district report card information, when applicable). Our annual school report card information can be accessed at :

H B Sugg: https://ncreports.ondemand.sas.com/src/school?school=740360&year=2024

Sam D Bundy: https://ncreports.ondemand.sas.com/src/school?school=740386&year=2024

Such requirements are for all PSUs that receive Title I funds and allows you to request such information and receive a response in a timely manner. Below are additional details about the Parents Right-To Know information.

(1) Professional Qualifications and Licensing Criteria of Teachers
   a. H B Sugg and Sam D Bundy informs parents that they have the right to request information regarding the professional qualifications of their student's classroom teachers, and our response will occur in a timely manner, including the following information and whether the student's teacher—
      i. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
      ii. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, and
      iii. is teaching in the field of discipline of the certification of the teacher.
   b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
   c. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required; and

d. Timely notice that your child has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the assigned grade level and subject area.

(2) Testing Transparency and Information, Student Participation in Mandatory State or Local Testing, and Affiliated Policies

a. Parents may request and receive a response in a timely manner, information regarding any State or local school policy regarding student participation in any assessments mandated and affiliated procedures, or parental right to opt the child out of such assessment, where applicable.

b. H B Sugg and Sam D Bundy Elementary shall make widely available through public means and notice, including by posting in a clear and accessible manner on our website each grade served with information on each assessment as required by the State and locally, to comply where such information is available and feasible to report, including—

i. the subject matter assessed,
ii. the purpose for which the assessment is designed and used,
iii. the source of the requirement for the assessment, and
iv. where such information is available—
1. the amount of time students will spend taking the assessment and the schedule for the assessment; and
2. the time and format for disseminating results.

(3) Language Instruction and English Learner Identification Protocols and Services

a. Not later than 30 days after the beginning of the school year, H B Sugg and Sam D Bundy Elementary will inform parents of an English learner identified for participation in such a program with the following information—

i. the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program,
ii. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement,
iii. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction,
iv. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child,
v. how such a program will specifically help their child learn English and meet academic achievement standards for grade promotion and graduation,
vi. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school,
vii. in the case of a child with a disability, how such programs and services meet the objectives of the individualized education program of the child, and
viii. information pertaining to parental rights that includes written guidance
1. detailing the right that parents have to have their child immediately removed from such program upon their request,
2. detailing the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and,

3. assist parents in selecting various programs and methods of instruction if more than 1 program/method is offered.

b. Special Rule During the School Year—For those children identified as English learners during the current school year, H B Sugg and Sam D Bundy Elementary shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program.

c. Parent Participation H B Sugg and Sam D Bundy Elementary shall implement an effective means of outreach to parents of English learners to inform such parents—
   i. how they can be involved in the education of their children; and
   ii. be active participants in assisting their children to—
      1. attain English proficiency,
      2. achieve high levels within a well-rounded education; and meet the challenging State academic standards expected of all students.
   iii. H B Sugg and Sam D Bundy Elementary is committed to implementing an effective means of outreach to parents, which includes holding and sending notice of opportunities for regular meetings to formulate and respond to recommendations from parents of English Learners.

(4) Communication will occur in an understandable language and accessible format.

Please contact Ms. Alison Covington at 252-753-2671 if you have additional requests, questions, or would like to receive more about this information. Thank you.



Alison Covington
Principal
H.B. Sugg & Sam D. Bundy Elementary Schools

PITT COUNTY
— SCHOOLS —

Pitt County Schools
TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM

Request for Information about Teacher/Teacher Assistant Qualifications

Instructions to Parents: Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office. Information will be sent to you within 30 days.

School Name: _____

Name of Teacher: Mr. Mrs. Ms. _____

or

Name of Teacher Assistant: Mr. Mrs. Ms. _____

Grade Level: _____ Subject (if applicable): _____

Name of Parent(s) Requesting Information: _____

Name of Student: _____

Mailing Address (where information is to be sent or faxed):

_____

City State Zip code

Fax number: _____

Daytime telephone number in case of questions:_____

For district use:
Received by: school/date/initials
Received by: HR/date/initials
Completed by: initials/mail/fax/date