

# Berryhill Elementary Attendance Reminders:

If your child is absent from school, please contact the Site Office before 10:00am. If leaving a message, please include: child's name, grade, teacher and reason for absence. Absences that are not called in will be unexcused unless the student has a doctor's note or funeral/court documentation. Extra-curricular activity absences or family trip absences must be approved prior to the absence in order to be excused. (Contact the site secretary for a request form). If your child arrives after 9:30am or checks out of school before 1:00pm, he/she will be counted absent for a half day. Please try to schedule appointments after 2:45pm when possible.

Berryhill Elementary tardy bell rings at 8:00am.  
Unexcused tardies will result in lunch detention.

*At this age, missing even an hour of school is missing a lot! However, if your child has been sick, they must be fever free and not throwing up for 24 hours before returning to school. Please be considerate of the other students and faculty when making that decision.*

## ***Site Attendance:***

### **Pre-K**

**Principal:** Kye Payne [kye.payne@berryhillschools.org](mailto:kye.payne@berryhillschools.org)  
**Administrative Assistant / Attendance Clerk:**  
Kelly Grippando [kelly.grippando@berryhillschools.org](mailto:kelly.grippando@berryhillschools.org)  
(918) 445-6046

### **South Building (K-3<sup>rd</sup>)**

**Principal:** Kye Payne [kye.payne@berryhillschools.org](mailto:kye.payne@berryhillschools.org)  
**Administrative Assistant / Attendance Clerk:**  
Elaine Dick [elaine.dick@berryhillschools.org](mailto:elaine.dick@berryhillschools.org)  
(918) 445-6041

### **North Building (4<sup>th</sup> – 6<sup>th</sup>)**

**Principal:** Julie Belk [julie.belk@berryhillschools.org](mailto:julie.belk@berryhillschools.org)  
**Administrative Assistant / Attendance Clerk:**  
Vickie Marks [vickie.marks@berryhillschools.org](mailto:vickie.marks@berryhillschools.org)  
(918) 445-6034