



Hopewell Elementary School

4303 Bright Rd
Dublin, Ohio 43016
Phone: 614-717-6617
Susann Wittig, Principal
Shawn Ritter, Assistant Principal

HOPEWELL ELEMENTARY FREQUENTLY ASKED QUESTIONS

Where is the school located?

Our school address is 4303 Bright Rd. Dublin, OH 43016. All cars will need to enter the school from Bright Road. The Emerald Parkway entrance will be utilized for buses and daycare vans only during arrival and dismissal times. Our office phone number is 614-717-6617.

You can also contact the main office via email at hopewell_info@dublinschools.net

What are the school hours?

The doors open at 9:05 a.m., and students will be considered tardy after 9:15 a.m. School dismisses at 3:45 p.m.

How will I receive information from the school and teacher?

Parents are strongly encouraged to check their child's backpack each day. *Weekly updates from the school are emailed each Friday afternoon.* The school website is updated frequently with resources and current events: [Hopewell Elementary](#). Any other informational forms/fliers will be sent home via your child's backpack or through our e-mail system. Other social media options are our [Hopewell Facebook](#) or [Instagram](#) pages.

How can I contact my child's teacher?

Communication between parents and school staff is essential to your child's success in school. Teachers may be contacted by voice mail, e-mail, or by sending in a note with your child. Staff email addresses can be located on the school website at [Hopewell Elementary](#). Click on "Our Staff" at the top of the page. In addition, Parent/Teacher conferences are scheduled in October and February. Other conferences may be scheduled if the need arises.

Other communication:

The primary communication between the school and PTO is through email. The school sends a weekly email on Friday with important information and dates. We encourage you to visit the Hopewell website now and throughout the year for important information and current events. Please reference the Google Calendar (which you can subscribe to) that is linked to our [Hopewell website](#).

In addition, Dublin City Schools has important information listed in the Infinite Campus Parent Portal, including calendars, report cards, lunch menus, staff directory, and more.

Can I volunteer in the classroom?

All classroom volunteers will need to complete a [free background check](#) prior to volunteering or attending a field trip. If you are interested in volunteering this year, we encourage you to complete this as soon as possible.

How to update my Emergency Medical Information:

In preparation for the upcoming school year, parents/guardians must create an Infinite Campus account (for new or Kindergarten families) and update the Emergency Medical Authorization (EMA) form for their children within Infinite Campus. Up-to-date EMA forms need to be submitted to your child's school once every 12 months, and can be verified or changed at any time during the calendar year.

Please be sure to include additional emergency contacts in the event that we are unable to reach you or should you need someone else to pick up your ill child. The school cannot release your child to anyone not listed as an emergency contact.

How can I celebrate my child's birthday at school?

Dublin City Schools is taking an active role in promoting, supporting, and modeling healthy eating habits for our students. **Food is not permitted for birthday celebrations at any DCS elementary school.** Instead of food-related treats, celebration options may include donating a book, an indoor recess game, small tokens for the class, etc. If you choose to participate in one of these options, you can coordinate your choice through the classroom teacher or the office. Any food items that are brought in will be returned home.

Is there a dress code?

Dublin students have considerable choice in their style of dress and appearance. Student appearance reflects an attitude of pride in self, school, and community. For all Dublin elementary school students, please refer to the [Elementary Student Handbook](#) for guidance.

How does breakfast/lunch work?

Breakfast and lunch are served daily. Meal prices are as follows: Breakfast \$1.50 and Lunch \$2.55. Students are able to pack their own lunch, or they may purchase food at school. The menu is also available on Infinite Campus as well as the [DCS website](#). To purchase school meals, you can send in lunch money with your child, or you can set up an account for your child by creating a [Pay Schools Account](#).

If your family is experiencing financial hardship, we would encourage you to fill out the [Free/Reduced meal application](#) and complete it online or return it to school as soon as possible. Paper copies of the application will be available on Meet The Teacher night or in the school office. The form is also available online by creating a Pay School account. Please call the office if you need assistance in filling this out. **Free/Reduced Meal Applications must be filled out EVERY YEAR in order to qualify.**

What are the arrival and dismissal procedures?

Arrival: Walkers should enter the side door #14 beginning at 9:05 am.

Those arriving by car should begin to arrive at 9:05 am and should enter the side parking lot off of Bright Road ONLY. A staff member will be available to assist your child with entering the side door into the school. Students should only be released from their cars when there is a staff member present. Those dropping students off are to remain in their cars during arrival. If your child needs assistance exiting the car, the staff member on duty is happy to help. If you are arriving after 9:15 am, please park in the side parking lot and walk your child to the front entrance to sign them in.

Dismissal: Dismissal starts at 3:45 pm. Students leaving by **car** will exit through the playground doors at dismissal. Students are required to wait with staff members until they are dismissed. Please do not take your child, unless released by a staff member. This helps ensure that we account for all students during dismissal. Those picking up students by car can line up in the side parking lot on Bright Road only. Car riders should have a sign displayed in the front of their dash for expedited dismissal. Signs will be distributed during the first week of school. Students will be released to families in the order of cars in the line. Parents are to remain in their cars during dismissal. The staff on duty will assist your child, if needed, with opening/closing the car doors. For your child's safety, students are only permitted to enter cars through the passenger side. **Walkers** will be released at dismissal through Door 14. This is an effort to reduce the amount of congestion at the side doors. If you drive to pick them up, please stay in the car pick-up line. Please communicate with your child how they will be going home on the first few days of school. **Daycare bus** riders will be dismissed through the front doors.

What is the process if my child rides a bus?

You should arrive at your bus stop **at least 5 minutes prior** to your scheduled time for pick-up and drop-off. Bus routes are posted a few days before school starts in August. Any additional questions regarding bus transportation can be directed to the Transportation Department at 764-5926 or the school office at 614-717-6617.

What if I want to change my child's transportation for a day?

If alternate transportation is needed on any given day, please email **BOTH** your student's classroom teacher as well as hopewell_info@dublinschools.net or send a note with your child to be given to their teacher and the office. **If a note/email is not received, the child will go home as they normally do.** Be sure to discuss any transportation changes with your student prior to arriving at school. For any emergency transportation changes made AFTER 3:00 PM, you must call the front office at 614-717-6617.

What is the procedure for student absences?

Please email the Hopewell attendance link, hwes_attendance@dublinschools.net as soon as possible when your child is going to be absent from school. You can also submit absences through the Campus Parent app. In the app you will select the "menu" button, select "more", and then select "absence request". You can also call the automated attendance line at (614)-718-8911, but **an email** is preferred and recommended, as that email will serve as written notification.

What if my child will be absent for an extended time for a vacation/travel/religious holiday?

It is always important for students to be at school to receive consistent instruction from the classroom teacher. If you know in advance your child will be absent, please complete a **Pre-Arranged Absence Form** (obtained in the office at least five (5) days in advance. Please note that completing a Pre-Arranged Absence Form does not automatically excuse your child's absence. Vacation, for example, is not an excused absence. In the event of extended health-related absences, please inform the clinic.

What is the attendance/absence policy?

In order to promote student achievement, Dublin City Schools, in accordance with Section 3321.4 of the Ohio Revised Code, expects that students be in attendance on a regular basis. House Bill 410 states that attendance will be recorded in hours and absenteeism will be defined as "chronic absenteeism" or "habitual truancy".

Chronic absenteeism:

5% or 51 hours in one calendar month with or without a legitimate excuse

10% or 101 hours in one school year with or without a legitimate excuse

Habitual truancy:

30 or more consecutive hours (just over 5 days) without a legitimate excuse

42 or more hours (just over 7 days) in a school month without a legitimate excuse

72 or more hours (just over 12 days) in one school year without a legitimate excuse

If you would like more information regarding HB 410 you can visit the Ohio Department of Education at <http://www.education.ohio.gov/> and search House Bill 410.

What if my child is late to school?

A parent or guardian must accompany your child to the office if they are tardy to sign your child in. Students leaving early must also be signed out by a parent/guardian at the office. Staff will call a student's room, and the student will come to the office. Please know that House Bill 410 states that students' attendance is counted in hours, including tardy and early leave.

What is Latchkey?

The Latchkey program is a privately run program that provides care at Hopewell before and after school. There are no services after AM Kindergarten or before PM Kindergarten. You can contact Latchkey by calling 614-793-0871 or by visiting their website at <https://dublinlatchkey.org>.