



Arrowhead Elementary
2385 Hollenback Rd.
Lewis Center, Ohio 43035

Phone: 740-657-4650
Attendance Line: 740-657-4680

Fax: 740-657-4699

Building Contacts:

Principal: Dr. Michael Warren
Assistant Principal: Nicole Evans
Counselor: Emily Houtz
Secretary: Carrie Williams

Daily School Hours:

Building opens: 8:50 a.m.
Start of School Bell: 9:05 a.m.
Dismissal: 3:45 p.m.

Daily Office Hours: 8 a.m.- 4:30 p.m.

Transportation:

Contact the Transportation Department at 740-657-4080 with any questions about your child's bus, route or driver. Bus numbers and route information will be posted in PowerSchool no later than Thursday, August 11.

Absences:

Parent/guardian must call the Arrowhead attendance line, 740-657-4680 if his/her child will be absent, no later than 10 a.m. the day of the absence. A call may be made anytime and a voice message left. Please include the child's name, grade level, teacher's name, and reason for the absence.

Dismissal:

All teachers must be notified of any changes to your child's normal dismissal plan. The child's normal dismissal plan will be followed without a note from a parent. Any changes in dismissal must be communicated via note to school or a phone call to the office by 2:00 PM. Texts and emails cannot be guaranteed to be received prior to dismissal and therefore cannot be used to communicate dismissal changes. The students may:

- Ride school bus, daycare bus or walk home
- Parent Pick Up (Teacher must have a note from the parent before they will send a student to the Gym for dismissal)
- Y-Club before/after school care program (Parents must pre-register their child for this YMCA program)

Recess:

Children are expected to be properly clothed for daily outside play. Students will be outside for recess when:

- The temperature is 20 degrees or above
- Or, the wind chill is 15 degrees or above

Communication:

Olentangy Local Schools website: olentangy.k12.oh.us
Arrowhead Elementary website: [AES Website](#)
District mobile app: [Olentangy Local SD mobile App](#)
Arrowhead Elementary PTO website: [AEPTO](#)