



# BETHEL LOCAL SCHOOLS

*Our Vision.... Their Future!*

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## BETHEL LOCAL SCHOOLS TRANSPORTATION POLICY

Due to increased enrollment, Bethel Local Schools' Transportation Department will institute the ONE STOP policy for K-12 students who ride the bus to and from school. The ONE STOP policy is as follows:

- \* Parents will have a choice of ONE STOP for their child's morning pick-up. This STOP will be the same bus stop five (5) days a week.
- \* Parents will have a choice of ONE STOP for their child's evening drop-off. This STOP will be the same bus stop five (5) days a week.
- \* When changes occur in a parent's schedule, the parent is responsible to make arrangements with relatives and friends to have their child picked up at the PERMANENT pick-up or drop-off bus stop. Bus passes will no longer be issued for playdates, change in schedules, babysitting responsibilities, drop off for a visit at a grandparent's, relative's, OR friend's house.
- \* Please log onto FINAL FORMS and use the transportation tab to change your student's pick up or drop off location.
- \* These pick-up and drop-off stops will be PERMANENT for the school year. If a parent has a change of address or is in need of a bus stop change due to extenuating circumstances (i.e. medical emergency or crisis) the parent must submit a "BUS CHANGE REQUEST" to the transportation office at least a week before the PERMANENT change occurs. Please send a note with your student. Then go to FINAL FORMS to the transportation tab to make your request. Access [bethelk12.org](http://bethelk12.org), resource tab, parent back to school tab. If you need assistance please call Gayle Rhoades at 937-845-9414.

At the end of each school year, students' transportation needs are relocated to their home address as the PERMANENT bus stop. Parents wanting a different pick-up or drop-off location for their child must submit a BUS REQUEST form on final forms for the location to be changed at least one week before school starts or the bus will pick-up and drop-off the child at his/her home location.

When submitting your request please make sure the following information is included.

- \*Date
- \*Student Name
- \*Reason for request
- \*Name and address of the daycare provider/baby sitter
- \*Whether the request if for AM, PM or both AM and PM
- \*Phone number
- \*Parent/Guardian signature

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