


OFFICIAL USE ONLY:

  
William R. Riker  
Superintendent

5/3/19  
Effective  
Date

No. 117 AR 2  
EAST STROUDSBURG AREA  
SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

**117 AR2. - DISCIPLINARY HOMEBOUND PROCEDURE:**

- Disciplinary Homebound is assigned to a student by the Assistant Superintendent and/or Superintendent as a result of a Pre-Expulsion or Administrative Review w/the student and the parent(s) or guardian(s).
- A Disciplinary Homebound Request form (117 AR2-Attachment) shall be completed and signed by the parent(s)/guardian(s), the Building Administrator, Assistant Superintendent, and the Superintendent.
  - Disciplinary Homebound Forms are forwarded to the Office of Pupil Services.
  - Pupil Services will notify the Building Administrator and Guidance Counselor via email, of the final approval dates for homebound instruction.
- The Guidance Counselor obtains the instructor, informing them of the approved dates.
- The Instructor contacts the parent to set-up a time schedule.
  - The amount of time for Homebound Instruction is 1-hr/day of absence (5 hrs. per week).
  - The Instructor completes a timesheet for each day of instruction including the number of hours and a description of the work completed.
  - The Instructor shall submit a timesheet every two weeks to Pupil Services for approval by the Assistant Superintendent.
  - Pupil Services submits the timesheet to Payroll for processing.