



*NEWARK PUBLIC SCHOOLS*

*Academic Services*

*Office of Attendance*

*Resource Guide*

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*“ Perfect Attendance is the Key to Graduation ”*

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ATTENDANCE PROGRAM  
973-733-7292



Attendance Counselors are assigned to each elementary and high school, alternative program, and Truancy Task Force to assist schools with all attendance related matters. The Attendance Program consists of 1 Supervisor, 57 Attendance Counselors, 2 Court Representatives and 2 Clerks.

HOMELESS UNIT  
973-390-6060  
973-424-4481



The Homeless Unit assists families who are displaced (who reside in a shelter, hotel, or living in someone's home) with transportation to and from school, assistance in registering students to their school of origin or the school closest to their temporary living arrangements. Through the Title 1 program, the Homeless Unit provides book bags filled with school supplies. The Homeless Unit consists of 1 Attendance Counselor and 2 Teacher Aides.

TRUANCY TASK FORCE  
973-733-6654  
973-733-6753



The truancy Task Force Unit consists of 1 Management Assistant, 2 Social Workers, 5 Attendance Counselors, 4 Teacher Aides, 1 Clerk, and members of the Newark Police Department. TTF, located at Camden Middle School, patrols the streets of Newark with NPS provided bus transportation with hopes to return truant students back to school.

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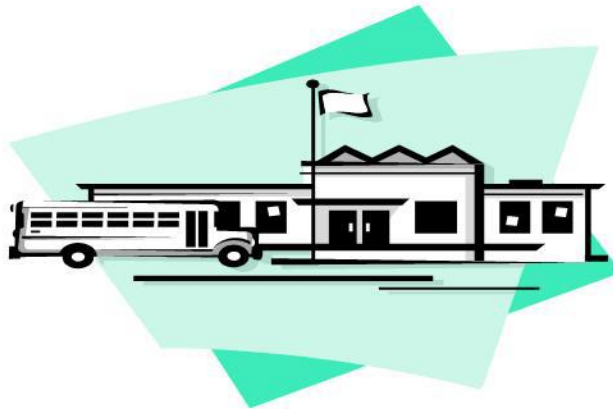
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**COMPULSORY EDUCATION LAW**  
**N.J.S.A. 18A:38-25**

Every parent, guardian or other person having Custody and control of child between the ages of Six and sixteen years, shall cause such children regularly to attend the public school of the district or a day school which there is given instruction Equivalent to that provided in the public schools for children similar grades and attainments or to Receive equivalent instruction else-where that at school. Students and parents are subject to penalties in municipal court for violating **state mandated attendance laws.**

**Ages of Attendance**

The law provides that public schools shall be free to children of ages five through twenty who are domiciled within the district.



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## HOMLESS UNIT

### New Jersey Administration Code

#### Chapter 17. Students at Risk of Not Receiving a Public Education

##### Subchapter 1. General Provisions

**6A:17-1.1** These rules are adopted in order to ensure that homeless children and students placed in State facilities are provided a thorough and efficient education. These rules establish uniform Statewide policies and procedures to ensure the enrollment of homeless children and to respond to appeals made by parents or other parties related to their enrollment. The rules also identify general program requirements related to the operation, administration and approval of educational programs in State facilities.

##### Subchapter 2. Education of Homeless Children

**6A:17-2.1** These rules apply to district boards of education providing general education services to students in grades preschool through 12 and special education services to students ages 3 through 21. Nothing in this chapter shall limit the educational rights of homeless children and youth or school district responsibilities under Subtitle VII-B of the Stewart B. McKinney-Vento Homeless Assistance (42 U.S.C. § § 11431et seq).

##### District Enrollment

**6A:17-2.6** (a) The chief school administrator of the district of origin or designee shall decide in which district the homeless child shall be enrolled. (b) The chief school administrator of the district of origin or designee shall decide the district of enrollment of a homeless child based on what is determined to be in the best interest of the child.

The Office of Attendance, Homeless Unit collaborates with various school personnel and agencies to ensure services for displaced students with the goal that they attend school on a regular basis and their rights to an appropriate education be protected. The Unit's objective is as follows:

- educating groups about what the law states and how displaced students are protected by the law,
  - facilitating registration and record transfer, advocating on behalf of the family within the school system and outside agencies
  - case management, and providing support and referrals for students in need of academic and offer direct support and counseling for the family.
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**NEWARK PUBLIC SCHOOL  
OFFICE OF ATTENDANCE  
HOMELESS SHELTERS CONTACT LIST  
2009-2010**

<b>NEWARK</b>			<b>FAX#</b>	<b>CONTACTS</b>
APOSTLE HOUSE I	18 GRANT STREET	973-482-8865	973-481-9174	VONNICE BROWN
APOSTLE HOUSE II	513-15 AVON AVENUE	973-375-7447	973-375-0027	TYRONE MANNIS
MULTIGENERATIONAL	28-30 GRANT ST.	973 482-5032		CATHERINE GRIGGS
YMWCA	600 BROAD STREET	973-624-8900	973-424-9862	MABLE ELMORE
YES PROGRAM	600 BROAD ST 6 <sup>TH</sup> FL.	973 273-7000	973-424-9862	MR. BROWN
ST. ROCCO'S	368 S. 7 <sup>TH</sup> STREET	973-286-4179	973-242-2864	GERALDINE COOLEY
HARMONY HOUSE	285 S. ORANGE AVE	973-623-8555	973-623-8467	DIANNE YOUNG
GRACE HALL I (YCS)	284 BROADWAY	973-482-8411	973-482-5575	DEBBIE McRAE
COVENANT HOUSE	330 WASHINGTON ST	973-621-8705	973-286-0190	ROLIDEL HORMAZABAL
PROJECT SOLUTION	355 S. 6 <sup>th</sup> STREET	973-353-0707	973-353-0090	DOLORES WRIGHT
CHILDREN TOGETHER SHELTER	540 RIDGE ST	973 230-1193		MS. STEPHANIE ALSTON

**EAST ORANGE**

ISAIAH HOUSE	238 N. MUNN AVE.	973-678-5882 X3019	973-678-5957	ROBIN EDWARDS
BENJAMIN HOUSE	11 WEBSTER PLACE	973-412-8800	973 412-7292	ERNEST DIMBO
TEEN MAP PROGRAM	85-89 NO. 14 <sup>TH</sup> ST.	973 677-9581		ZAMMEAH GIBSON
BROTHER with BROTHER	238 N. MUNN ST E. ORANGE	973 678-5882 EXT. 3026		QUINTON FILEDS
TILLMES HOUSE	168 PARK ST E. ORANGE	973-678-0613		TIFFANY DOUGLASS

**ORANGE**

AMITY PARK	280 CENTRAL AVE.	973-672-1848	973-672-805	LOIS LOFTON
ST.TIMMOTHY	399 HEYWOOD AVE	973 673-4562		MS. MCNEALLY

**IRVINGTON**

SERVANT'S HOUSE	1011 GROVE STREET	973-374-9712	973-374-7894	CARLA SMITH
TRANSITIONAL HOUSE	982 GROVE STREET	973-374-8772	973-374-7894	CARLA SMITH

**MONTCLAIR**

INTERFAITH HOSPITALITY NETWORK	46 PARK ST	973 313-0011	973 746-1400	BRENDA MYRICK
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**MONTCLAIR**

CORNERSTONE HOUSE	68 FULLERTON AVE.	973 744-8666		ANN GOGLIA
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**MOTELS/HOTELS****NEWARK**

HOTEL RIVIERA	169 CLINTON AVENUE	973-824-6000	973-824-8598	MR TERRY or KIM SLAVINSKI
FAIRFIELD INN	618 RT. 1 & 9	973-242-2600	973-242-6560	DAISY VELEZ
ROBERT TREAT HOTEL	50 PARK PLACE	973-622-1000	973-824-4827	SHAH DEEN

**EAST ORANGE**

RAMADA INN	120 EVERGREEN PLACE	973-677-3100	973-677-2630	CHARLES BHATT
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**DISTRICT CONTACTS**

IRVINGTON PUBLIC SCHOOLS	973-399-6927	MICHELLE VANHORNE
ORANGE PUBLIC SCHOOLS	973-677-4027	BARBARA CLARK
EAST ORANGE PUBLIC SCHOOLS	973-266-2999	Dr. ALEXIS COLANDER
NEWARK PUBLIC SCHOOLS	973-424-4445	BILAL MUHAMMAD

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## TRUANCY TASK FORCE

**Located at:  
Camden Middle School  
321 Bergen Street  
973-733-6753**

### 27 YEARS OF TRUANCY

The Truancy Task Force initiative was inducted in 1982 as local community leaders campaigned to make certain all Newark Children were off the city streets and into the classroom. In March 2002 the Office of Attendance marked a 20 year milestone for the Truancy Task Force Program.

Now we are in our twenty eighth year, and the Truancy Task Force continues to be rewarded for such excellence in heroism, courageousness, and bravery. The Task Force has been accredited for creating a safer environment in the City of Newark and the surrounding cities of Irvington, East Orange, Patterson, and Bloomfield.

On April 22, 2002, the Honorable Sharpe James, Mayor of Newark, honored the Truancy Task Force Staff and declared that day... "Truancy Task Force Day"

District records reveal that approximately 4,100-4,500 of the Newark student population are absent on a daily basis. While many of these students miss school for medical and other approved reasons, many are simply absent without regard. When they're absent from the educational process, they often find themselves in an environment conducive to patterns of delinquency. Statistics show that truancy is often times the initial step in the development of antisocial behavior and criminal activity among adolescents.

### HOW TRUANCY WORKS

On a daily basis, several units of the Newark Public School staff (Attendance Counselors and Newark Police Officers) patrol the district streets during school hours. Upon approach, the Attendance Counselors introduce themselves as NPS employees and their function. If students have a legitimate excuse for their absence (i.e. documentation, with parent, or written excuse), the Attendance Counselor will try to assist. If there is no excuse for their absence, the student will be escorted onto the yellow bus and transported to the Truancy Task Force headquarters, where they will be processed (verified as a district student) and returned to school, home, or parent's place of employment.

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## WORK PERMIT PROGRAM

**Located at:  
2 Cedar Street  
Room 912  
Newark, NJ 07102  
973-733-7195  
973-733-7196  
973-733-7292**

The Office of Attendance provides and issues Working Papers to residents of the City of Newark working in the state of New Jersey as stated through the Department of Wage and Hour Compliance:

- Theatrical Permits 5-18 years of age
- Work Permits to minors 14-17 years of age
- Age Certificates to 18-21 years of age

### HOURS OF WORK

Minors under the age of 16 are allowed to work the following hours while school is in session: \*

- No more than 3 hours per day (Monday through Friday)
- May not work before 7am
- No not work after 7pm (Monday through Friday)
- No more than 18 hours per week

Minors 16 and 17 years of age are allowed to work the following hours while school is in session:

- No more than 8 hours per day
- May not work before 6am
- No later than 11pm
- No more than 40 hours per week

Minors can not work 7 consecutive days. They must have at least one day off during the work week.

- \* Should the minor decide not to work Monday through Friday, they are allowed to work 8 hours on Saturday and Sunday.
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**THE NEWARK PUBLIC SCHOOLS**  
**ADMINISTRATION AND DEPARTMENT HEADS**

**Dr. Clifford B. Janey, Superintendent**

**Sadia White, Chief Academic Officer, Superintendent's Office**

**Roger Leon, Deputy Chief Academic Officer, Office of Academic Services**

**Angel L. Juarbe, Executive Assistant / Affirmative Action Officer , Superintendent's Office**

**John Mattson, Executive Assistant, Superintendent's Office**

**Dr. Anne Miller, Executive Director, Human Resource Services**

**Daniel Gohl, Executive Assistant of Innovation and Change**

**Lisa Pollak, General Counsel, Legal Services**

**Arsen Zartarian, Deputy General Counsel, Legal Services**

**Joanne Bergamotto, Regional Superintendent, [East/Central Region](#)**

**Dr. Dale A. Talbert, Regional Superintendent, [South Region](#)**

**Dr. Ronald Taylor, Regional Superintendent, [West Region](#)**

**Robert Negrón, Interim Regional Superintendent, [North Region](#)**

**Valerie Wilson, School Business Administrator, Operations and Finance**

**Beth Brooks, Assistant School Business Administrator, Operations and Finance**

**Paul Mailloux, Chief Information Officer, [Information Services](#)**

**Steve Morlino, Executive Director, [Facilities Management](#)**

**Laurette Asante, Director, Labor and Employee Relations**

**Matthew Brewster, Director, Staff Development / Instructional**

**Janet Chavis, Director, Title I**

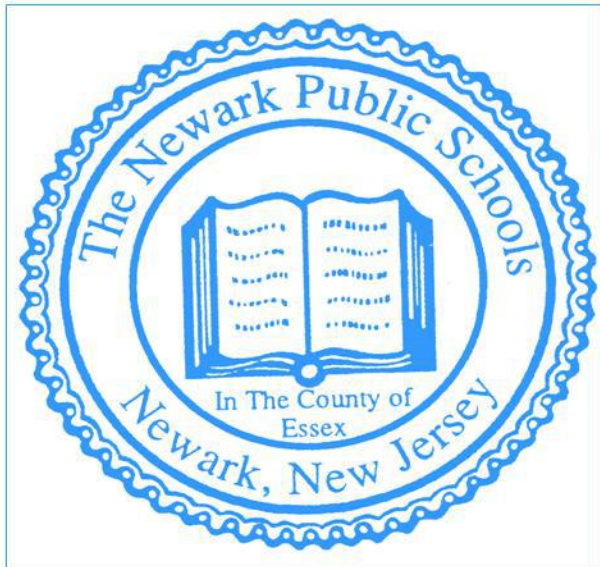
**Willie Freeman, Director, Security Services**

**Dr. Vincent L. Mays, Director, [Alternative Education Programs](#)**

**Valerie Merritt, Director, [Communications Department](#)**

**Nancy Deering, Ombudsman, [Office of the Ombudsman](#)**





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Office of Attendance  
2 Cedar Street  
Room 912  
Newark, NJ 07102

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