



Beltrami County Health and Human Services
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Beltrami County

TRUANCY INTERVENTION PROGRAM

Truancy Intervention Program Guide

2023 – 2024
School Year

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Minnesota Statutes
Minnesota State Statute requires that children attend school.
Truancy is a violation of Minnesota State law.
2020

Chapter 120A. EDUCATION CODE; ATTENDANCE; SCHOOL CALENDAR

120A.22 Compulsory Instruction

Subd 1. **Parental responsibility.**

The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

Subd. 5. **Ages and terms.** (a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a half-day kindergarten, or a full-day kindergarten program on alternate days, or other kindergarten programs shall receive instruction. Except as provided in subdivision 6, a parent may withdraw a child under the age of seven from enrollment at any time.

Subd. 8. **Withdrawal from school.** Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must:

- (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- (2) sign a written election to withdraw from school

CHAPTER 260A. TRUANCY

260A.01 TRUANCY PROGRAMS AND SERVICES.

(a) The programs in this chapter are designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. School districts, county attorneys, and law enforcement may establish the programs and coordinate them with other community-based truancy services in order to provide the necessary and most effective intervention for children and their families. This continuum of intervention and services involves progressively intrusive intervention, beginning with strong service-oriented efforts at the school and community level and involving the court's authority only when necessary.

260A.02 Definitions

Subd 3. **Continuing truant.** "Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

- (1) Three days if the child is in elementary school; or
- (2) Three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

260A.03 NOTICE TO PARENT OR GUARDIAN WHEN CHILD IS A CONTINUING TRUANT

Upon a child's initial classification as a continuing truant, the school attendance officer or the designated school official shall notify the child's parent or legal guardian, by first-class mail or other reasonable means, of the following:

- (1) that the child is truant;
- (2) that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- (3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34;
- (4) that this notification serves as the notification required by section 120A.34;
- (5) that alternative educational programs and services may be available in the child's enrolling or resident district;
- (6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- (7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
- (8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201
- (9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Chapter 260C. Juvenile Safety and Placement

260C.007 Habitual Truant

Subd.19. **Habitual Truant.** Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

*Allowing for a margin of error in attendance records, the school is required to report that the student is in violation of the compulsory attendance laws after seven unexcused absences. At this level, one final intervention is attempted (Truancy Program) in lieu of court.

Beltrami County Truancy Process

School Response

Step 1:

- School shall notify the parent or legal guardian of the number of unexcused absences

Step 2:

Truancy Pre-Diversion Meeting (warning meeting)

- School personnel sends notification to parent/legal guardian to schedule student attendance support meeting **AND**
- Contact Sydney Burns at Truancy@co.beltrami.mn.us or at Sydney.Burns@co.beltrami.mn.us to schedule a pre-diversion meeting **OR** send the pre-diversion referral form
- School personnel will contact the parent/legal guardian regarding the truancy pre-diversion meeting.
 - Send the county attorney letter to the parent/legal guardian
 - The pre-diversion meeting shall include, the student, parent/guardian, school staff and Truancy Social Worker. The meeting takes approximately 30 minutes. Parents are **required** to attend the pre-diversion meeting.
 - A student support plan will be developed.
 - At this point there is not an open case with the county. This is the last attempt in case planning with the student to attend school, without having an open truancy case with Beltrami County.

Step 3:

**** Truancy referral cutoff date: April 14th, 2024**

These referrals are for assessments with the county and likely will not have court involvement

Truancy Diversion Meeting (contract meeting)

- School staff will fill out the Truancy Referral form, including all requested documents outlined in the referral.
 - Referrals can be sent to: Truancy@co.beltrami.mn.us
 - A truancy contract meeting is scheduled by the assigned Truancy Social Worker.
 - These meetings are held at the school with the Social Worker, school personnel, student and parent/ legal guardian.
 - Length of truancy cases are determined by the student's attendance & academic progress.
 - A truancy contract is created and signed by all parties.
 - **Parent/Legal Guardian must attend the Truancy Contract Meeting.**

Step 4:

**** Truancy court filing cutoff date: March 1st, 2024**

Please note this deadline is early due to the amount of time that it takes for cases to be opened with the Courts

- If there continues to be attendance concerns, a Court petition may be filed by the truancy case manager.

BELTRAMI COUNTY POLICY FOR EXCUSED ABSENCES:

Any student between the ages of 7 and 17 years old, who accumulates 12-15 excused absences throughout a school year *and* their academics are being negatively affected by their attendance, can be referred to Beltrami County Health and Human Services to be considered for Educational Neglect/Truancy. Excused absences can include, but are not limited to, parental excuses for students and/or excuses without a doctor/medical note. The school is required to make initial efforts to remedy attendance issues with the parents and student (phone calls, meeting with parents, letters, etc) prior to making a referral.

**Contact Sydney to schedule a pre-truancy diversion meeting, prior to filing for educational neglect on a student

15 DAY DROP STUDENTS UNDER 12 YEARS:

Any student **under** the age of 12 who is dropped at 15 days AND the school has not received a request for records from another school, the school should file an education neglect referral with Beltrami County intake.

REPORTING PROCESS:

1. School staff will fill out the Educational Neglect referral form, including the requested documents outlined to the referral.
2. Email or fax the family and education information to Intake at: 218-333-4295 or CPIntake@co.beltrami.mn.us
3. Any further questions please call CP intake at 218-333-8245

15 DAY DROP STUDENTS OVER 12 YEARS:

Any student **over** the age of 12 who is dropped at 15 days AND the school has not received a request for records from another school, should complete the referral and send to Beltrami County Truancy.

EDUCATIONAL NEGLECT DEFINED:

Failure to Ensure Education [Minn. 626.556, subd. 2(g) (4)]

Chronic school absences may be an indicator of other concerns in the family, such as unaddressed mental health or chemical health issues of the child or parent, or undisclosed forms of other child maltreatment. Failure to ensure education means the person responsible for a child's care has not ensured that a child is enrolled in school and is attending school according to the expectations of the school district, and that a child is not otherwise in compliance with statutory requirements defined in M.S 120A.22 and M.S 260C.163, subd. 11.



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PRE-TRUANCY DIVERSION MEETING REFERRAL FORM Student Attendance Support Meeting

Referral Date:	
School:	
Contact Person:	
Student:	
Grade:	
Parent/Guardian:	
Parent/Guardian:	

MEETING DETAILS

Date:	
Time:	
Location:	



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SCHOOL TRUANCY REFERRAL FORM

Referral Date:	Student's Name:		
DOB:	Age:	Gender:	Pronouns:
Address:		Phone #:	
Native American Heritage: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what Tribe(s):			
Student Lives With:			
Preferred Name (if other than legal):			

Mother:	DOB:
Address:	
Phone – Cell/Other:	Email:

Father:	DOB:
Address:	
Phone – Cell/Other:	Email:

Guardian Name:	DOB:
Relationship to Student:	
Address:	
Phone – Cell/Other:	Email:

**** Guardianship paperwork must be attached**

School:	Grade:	15 day drop?: <input type="checkbox"/> Yes <input type="checkbox"/> No
School Contact:	Number:	Email:
Number of days unexcused this school year:		Number last year:
History of Truancy:		What year?
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
504 Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe/attach:	

1. *Strengths:* Please list the student's strengths, interests, and motivation:

2. How is truancy impacting the student?

Academically, number of classes passing/failing, social connections, etc.

3. Any mental/chemical health/parenting concerns

If so, any student's referrals & involvement with other agencies:

ex: probation, child protection, mental health, chemical health, etc.

4. What responses have been received from parent to letters/phone calls/visits?:

5. Active/Reasonable Efforts to engage / Referrals and/or services provided:

Required:

- Informed the parent/guardian in writing that the student has been absent without excuse
- Informed the parent/guardian by phone that the student has been absent without excuse
- 3-day letter
- Letter to explain truancy statute
- Scheduled a conference with the student
- Scheduled a conference with the student and parent/guardian
- Student Support Plan (written agreement with student and parent to establish school attendance requirements)
- Meeting with Student and Parent/Guardian

Additional:

- | | |
|--|--|
| <input type="checkbox"/> Attendance Support Programs | <input type="checkbox"/> Home visits |
| <input type="checkbox"/> Re-engagement Programs | <input type="checkbox"/> Alarm clock |
| <input type="checkbox"/> Diversion program | <input type="checkbox"/> Morning calls |
| <input type="checkbox"/> Schedule adjustment | <input type="checkbox"/> Referral for special education assessment |
| <input type="checkbox"/> Transportation assistance | <input type="checkbox"/> Alternative school placement |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Mental health counseling/referral |
| <input type="checkbox"/> Changes to IEP/504 | <input type="checkbox"/> Chemical health referral |
| <input type="checkbox"/> Indian Education services | <input type="checkbox"/> Contact with other service providers |
| <input type="checkbox"/> Youth ACT team | <input type="checkbox"/> Letter from County Attorney's Office |

- Parent coaching
- Mobile crisis

Other: _____

Required Attachments:

- Letter to parents/guardian
- Truancy Statute letter sent to parents
- Current attendance report
- Key to attendance report
- Copy of attendance policy (for online students)
- Copy of Student Support Plan

Additional Attachments:

- IEP/504 Plan
- Custody Court Order
- Delegation of Parental Authority (DOPA)/Delegation of Powers by Parent
- Release of Information

6. Any additional information/recommendations:

Name of person requesting: _____

Signature: _____

Title: _____

Email: _____

Phone Number: _____

**** ATTACH ALL DOCUMENTS AND SEND TO: BCHHS/ Truancy
email truany@co.beltrami.mn.us**

TRUANCY EXPECTATIONS

THE STUDENT/CLIENT SHALL:

1. Improve school attendance over a period of time, which is also demonstrated in academic progress.
2. Take responsibility and accountability for your class attendance-including clearing up any mistakes that may be on your attendance report.
3. Attend all school meetings.
4. Know and follow all school rules.
5. Follow all the rules at home.
6. Meet with the Social Worker on a monthly basis, minimally.
7. Respond to all correspondences from the Social Worker within 48 hours.

THE PARENT/GUARDIAN SHALL:

1. Contact the school and the Social Worker if your child does not go to school by 9:00am that same day.
2. For all illness absences:
 - a. Have your child seen by a doctor and provide school with written verification by doctor/medical provider including their return to school date OR
 - b. Send your child to school to be checked by school staff/nurse and released if ill.
 - c. A release of information for your child's doctor, may be requested to ensure the doctor is aware of school absences.
3. Attend all meetings scheduled by the school, the Social Worker, County Attorney's Office and court services.
4. Actively participate in case planning to work towards case closure.
5. Coordinate services for their child ie: mental health, chemical health, etc.
6. Respond to all correspondences from the Social Worker within 48 hours.

THE SOCIAL WORKER SHALL:

1. Have ongoing conversations with guardian/student/school staff regarding attendance and academic progress.
2. Respond to all correspondences from guardians, students, and network members within 48 hours.
3. Have monthly meetings with the student.
4. Provide consequences/rewards for not following/following the contract.
5. Case Plan with the student and family to work towards case closure.
6. Make appropriate referrals to service providers, as needed and assist in locating needed services.
7. Consult with the County Attorney's Office if a court petition needs to be filed due to not following the truancy contract.

Cultural Recognition: Beltrami County Health & Human services recognizes cultural disparities including historical trauma. BCHHS is committed to partnering with families to address school attendance issues with solution focused discussions that encourage and support parents to implement strategies based on their best hopes for meeting the formal educational needs of their children.

POSSIBLE INCENTIVES/REWARDS FOR COMPLIANCE AND MEETING GOALS:

- Items that students are interested in – examples: crafting supplies, beauty supplies, music, games, snacks
- Paying for cultural events and activities
- Helping pay for other events and activities that support healthy behaviors and/or school attendance/engagement
- Fidgets – as approved by student’s teacher
- Passes for activities – movies, swimming, arcade, etc.

POSSIBLE CONSEQUENCES FOR NON-COMPLIANCE WITH THE TRUANCY PROGRAM AND UNEXCUSUED ABSENCES:

- Loss of phone privileges
- Loss of other technology privileges
- Truancy Hours: Student could accrue “truancy hours” for having unexcused absences. Examples of how students can complete their hours include, but are not limited to:
 - Community Work Service Hours
 - Volunteering at various places
- Random drug testing as requested by the worker. Refusal to comply with a drug test could be considered a positive test
- Family Group Decision Making meetings with extended family and friends
- Placed on home detention and not allowed to leave the resident without parent/guardian unless at school
- A parent/guardian may have to bring the child to school at the beginning of each school day
- Further non-compliance with the truancy contract OR if there is an immediate safety concern, the worker could consult with the County Attorney’s Office about filing a CHIPS (Child in need of protection or services) Petition. If a CHIPS petition is filed and accepted, a court date will be scheduled, and the guardian and student will be summoned to attend court.
 - The Courts would then monitor attendance, could court order services and then track participation and progress of services



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TRUANCY CASE PLAN

Case Manager <i>Sydney Burns, LSW</i> 218-553-0829 cell 218-333-4296 fax Sydney.burns@co.beltrami.mn.us	Date	School
Grade	School Contact	
Client	DOB	Address & Phone
Mother	Father	Guardian
Address & Phone	Address & Phone	Address & Phone
Email	Email	Email
Disposition Date	Judge	Court file #
Tribe	Tribal worker	

Reason for Agency Involvement:

Current concerns:

BCHHS is worried about students who miss school, as research shows that school absence is a risk factor for substance use, criminal behavior, poor grades, development of poor life habits, and lack of social skills, friendships, and connection to the school.

GOALS TO BE ACHIEVED

<u>GOAL</u>	What needs to happen or stay the same to achieve this goal?	What do we need to do?	When do we need to have this done?
Improved school attendance over a period, which is also seen in academic progress.			
Minimal worry about safety concerns, which could include, but are not limited to: substance use, mental health concerns and/or additional at-risk behaviors at home, school, & in the community.			
Follow all school and household rules.			

Case Closure: The length of the case will be dependent on the confidence, willingness and ability to comply with the truancy contract, by all parties involved.

Agency Bottom Lines:

- Student shall attend school on time, every day and to every class. Any absences shall be excused by a doctor, the school nurse or school staff.
- Improved behavior at home, in the school and in the community, such as: no reports of violent behaviors or threats, no reports of drug use, no reports of running away, skipping school or breaking the law.
- Social worker and student shall meet at least one time a month.
- Parents shall accurately report the student’s attendance/behavior to the Social Worker and School Staff.
- Follow all Truancy Expectations.

**Failure to comply with the truancy contract will result in alternative plans that may include, but are not limited to: Court petition, community work service, random drug testing, electronic home monitoring, family network meetings and potential court action that could lead to out of home placement.

We could not agree on these goals/actions:

_____ This plan is also considered as the TCM service plan and signatures below are indicating that TCM services will be provided. The Truancy Social Worker will meet face to face with the student at least once a month or with additional service providers or parents as identified in this plan.

REVIEW DATE: Click here to enter text.

Signature page to follow.

Signatures

Signature:	Date:	This plan was explained to me.	I received a copy of this plan.
Student Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Parent/Guardian Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Parent/Guardian Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Parent/Guardian Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Social Worker Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Supervisor Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No
Tribal Worker Name: _____ Signature: _____		_____ Yes _____ No	_____ Yes _____ No