Policy 1401: Records Available to Public

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 02/09/2026

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

a. Making the public information available for inspection and copying by the requesting person; or

b. Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that maybe charged.

The District may charge a fee for fulfilling a public information request as follows:

1. Fees for making public information maintained by the District available for inspection and copying by the requesting person at the District business office:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors, which may include but are not limited to:

(a) fees not exceeding $25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;

(b) the actual cost to fulfill the request,

(c) subject to the $25 per hour limit provided in (a), the cost of providing the public information to the requester, including but not limited to copying and media costs;

(d) a convenience fee as provided in 2-17-1102, if applicable; and

(e) other reasonable costs directly incurred by the District.

2. Fees for fulfilling a request for a single, specific, clearly identifiable, and readily available public record:

If the District incurs a cost, the District pursuant to the following factors, which may include but are not limited to:

(a) fees not exceeding $25 an hour for gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;

(b) the actual cost to fulfill the request, subject to the $25 per hour limit provided in (a);

(c) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;

(d) a convenience fee as provided in 2-17-1102, if applicable; and

(e) other reasonable costs directly incurred by the District.

3. Fees for fulfilling a request for public information that is not a request for a single, specific, clearly identifiable, and readily available public record:

If the District incurs a cost, the District may only charge for it once pursuant to the following factors. After the first hour of service, which is free after the filing fee discussed below is paid, the factors may include but are not limited to:

(a) a filing fee not to exceed $5;

(b) fees not exceeding $25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;

(c) the actual cost to fulfill the request, subject to the $25 per hour limit provided in (b)

(d) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;

(e) a convenience fee as provided in 2-17-1102, if applicable; and

(f) other reasonable costs directly incurred by the District.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Montana Code Annotated	**Description**
2-6-1003	Access to Public Information
2-6-1006	Public Information requests - fees
20-3-323	District policy and record of acts
20-9-213	Duties of trustees

Cross References

Code	Description
4340	Public Access to District Records
5450	Employee use of Public Electronic Mail, Internet, and Equipment
5450-P(1)	Employee use of Public Electronic Mail, Internet, and Equipment - Procedure
5450-NF(1)	Employee use of Public Electronic Mail, Internet, and Equipment - Agreement
7326	Documentation and Approval of Claims
7500	Property Records
8430	Records Management

Policy 2161: Special Education

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 02/09/2026

The District will provide a free appropriate public education (FAPE) and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. The District will continue to provide FAPE to students with disabilities until their 22nd birthday or until their exit from eligibility for special education services by earning a regular high school diploma based on the District's graduation requirements and that was not based on a lesser credential, whichever occurs sooner.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current Montana State Plan under Part B of IDEA.

The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

Montana Code Annotated	**Description**
20-1-213	Transfer of School Records
20-7-469	Dyslexia-definition-screening-intervention
Title 20, Chapter 7, part 4	Special Education for Exceptional Children

Administrative Rules of Montana	**Description**
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.16.3220	Program Narrative
10.16.3321	Comprehensive Educational Evaluation Process
10.16.3340	Individualized Education Program and Placement Decisions
10.16.3346	Aversive Treatment Procedures
10.16.3560	Special Education Records
10.55.805	Children with Disabilities
10.60.103	Identification of Children with Disabilities
37.85.414	Maintenance of Records and Auditing (Medicaid)

United States Code	**Description**
29 USC 701, et seq	Section 504 of the Rehabilitation Act
42 USC 12101, et seq.	Title II of the Americans with Disabilities Act of 1990

Title 20, Chapter 33, Subchapter I	Individuals with Disabilities Education Act

Code of Federal Regulations	**Description**
34 CFR 300.1, et seq.	Individuals with Disabilities Education Act

Cross References

Code	**Description**
1005FE	Proficiency-Based ANB
1610	Goals and Objectives
2050	Innovative Student Instruction
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form
3210	Equal Educational Opportunity and Nondiscrimination
8111	Transportation of Students With Disabilities
8425	Service Animals
8425-P(1)	Service Animals - Allowance Procedure

Policy 2335: Health Enhancement Curriculum and Related Issues

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/04/2025 **Last Revised Date:** 02/06/2026

Definitions:

The following definitions apply for the purposes of this policy:

(a) "Human sexuality instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about any of the following human sexuality topics: intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities.

(b) "Identity instruction" means instruction that has the goal or purpose of studying, exploring, or informing students about gender identity or gender expression, or sexual orientation.

(c) "Instruction" means the conduct of organized learning activities, including the provision of materials, for students in a public school, whether conducted by a teacher or other school staff or guests invited at the request of the school or district and regardless of the duration, venue, or method of delivery.

Neither "human sexuality instruction" nor "identity instruction" includes or applies to a teacher's response to an unexpected student-initiated inquiry related to the topics under each term to the extent necessary to resolve the inquiry or to maintain civility and decorum in the classroom.

Summary of Curriculum

The District shall prepare a summary of the district's health enhancement curriculum and shall review and prepare any updates to the summary each year. The summary is public information and is subject to the public's right to access information pursuant to § 2-6-1003, MCA.

Human Sexuality Instruction and Identity Instruction

The District does not provide or authorize the provision of identity instruction as defined in law and this policy.

Annual Notice to Parents:

1. Using contact information most recently provided by the parent or guardian, the District shall annually notify in advance the parent or guardian of each student scheduled to be enrolled in a course that includes units or lessons on human sexuality instruction:

(a) the basic content of the district's or school's human sexuality instruction intended to be taught to the student and the option to review all curriculum materials related to human sexuality instruction; and

(b) the parent's or guardian's right to withdraw the student from the District's human sexuality instruction.

The annual notice shall include an electronic link to materials or summaries of materials consistent with copyright laws for the District's health enhancement curriculum including lesson plans or other materials used for human sexuality instruction and a calendar of events or assemblies at which human sexuality instruction will be provided.

Additional Notice to Parents:

In addition to the annual notice required above, the District will provide notice to parents no fewer than 5 school days or more than 14 school days prior to holding an event or assembly or first introducing materials for instructional use.

Excused Absence
Any student whose parent or guardian has withdrawn the student from human sexuality instruction will be excused from attending such instruction, and the absence will be an excused absence in accordance with § 20-5-103, MCA.

Montana Code Annotated	Description
20-5-103	Compulsory Attendance and Excuses
20-7-120	Excused Absences from Curriculum Requirements

Cross References

Code	Description
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
3120	Compulsory Attendance

Policy 3110: Entrance, Placement, and Transfer **Status:** DRAFT

Original Adopted Date: 09/09/2022 | **Last Revised Date:** Pending | **Last Reviewed Date:** 08/20/2025

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools.

The Trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. As used in this policy, "exceptional circumstances" means any of the following:

(a) the child is being admitted into a preschool program established by the Trustees pursuant to Sec. 20-7-117, MCA;
(b) the child under 5 is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;
(c) the child under 5 is being admitted into an early targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
(d) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets the age and residency requirement of this policy on a part-time basis at the request of the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for purposes of ANB consistent with Policy 3121.

The Trustees shall assign and admit to a school of the District or otherwise provide special education services to an adult with a disability residing in the District who has neither reached the age of 22 nor previously graduated from high school by earning a regular high school diploma based on the school district's graduation requirements and that was not based upon a lesser credential.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.

2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8)

A student transferring into the District will be admitted and placed
subject to observation by appropriate teachers and a building principal during a probation period

of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Montana Code Annotated	**Description**
20-1-101	Definitions
20-5-101	Admittance of child to school
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
20-7-117	Kindergarten and preschool programs
44-2-511	School enrollment procedure
Title 20, Chapter 5, Part 5	Enrollment of Pupil by Caretaker Relative

Administrative Rules of Montana	**Description**
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size
Title 10, Chapter 55	Accreditation Standards

Cross References

Code	Description
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3124	Military Compact Waiver
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form
3150	Part-Time Enrollment
3413	Student Immunization
3413-F(1)	Student Immunization - Medical Exemptions
3413-F(2)	Student Immunization - Religious Exemptions
3520	Student Fees, Fines, and Charges
3600	Student Records
3600-P(1)	Student Records - Maintenance of School Student Records
3600-NF(1)	Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
3600-F(1)	Student Records
8100	Transportation

Policy 3150: Part-Time Enrollment

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 06/06/2023 **Last Revised Date:** 02/09/2026

Part-Time Attendance

The District will assign and admit to a school of the District a child who is enrolled in a nonpublic or home school and who meets the age and residency requirements of Sec. 20-5-101, MCA, as a part-time enrollee at the request of the child's parent or guardian. For the purposes of this policy, a "part-time enrollee" is a qualifying pupil who is enrolled and admitted at one of the fractional levels that qualify for part-time ANB pursuant to Sec. **20-9-311**(4)(a) or (4)(d), MCA.

The District will prioritize enrollment for both part-time and full-time students wishing to enroll in the same course or a specific section of a course based on the following criteria:

1. Priority will be given to students who require a particular course to advance to the next grade level, matriculate from the 8th grade, or graduate from high school within the District.

2. Preference will be extended to students who need to complete a specific course as a prerequisite for subsequent courses necessary for promotion, matriculation, or graduation as described above.

After addressing these priority cases, all other enrollment requests will be processed equitably, ensuring that both part-time and full-time students receive consistent treatment. The application of a "first-come, first-served" approach to address a course or section of a course that has reached maximum capacity will only take effect after the priority determinations have been resolved. This will be based on the timestamp of submission for requests once the District opens the application period for courses at the beginning of each semester or school year.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

Montana Code Annotated	Description
20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-9-311	Calculation of Average Number Belonging

Cross References

Code	Description
2050	Innovative Student Instruction
2158	Parent and Family Engagement and Educational Involvement
2333	Participation in Commencement Exercises

2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2410-P(2)	High School Graduation Requirements - Graduate Profile
2410-NF(1)	High School Graduation Requirements - Commitments and Intentions
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3141	Nonresident Student Enrollment
3141-F(1)	Nonresident Student Enrollment - Application Form
3510	School-Sponsored Activities
3550	Student Clubs
3550-NF(1)	Student Clubs - School District Student Club Application
7225	Crowdfunding Proposals
7260	Endowments, Gifts, and Investments
7425	Extra-Curricular Funds
7425-NF(1)	Extra-Curricular Funds - Class Fundraising Notice
8130	Outdoor Air Quality Restrictions
8132	Activity Trips

Policy 3600: Student Records

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022 **Last Revised Date:** 02/09/2026

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

Upon a request made by a military recruiter or an institution of higher education, the District must provide access to the name, address, and telephone listing of each high school student served by the District. However, a parent of a high school student may submit a written request that the student's name, address, and telephone listing not be released upon the request of a military recruiter or an institution of higher education without prior written consent of the parent. Upon receipt of the parent's request, the District will not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Montana Code Annotated	**Description**
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

Administrative Rules of Montana	**Description**
10.55.909	Student Records
10.55.910	Student Discipline Records

United States Code	**Description**

20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act

Code of Federal Regulations	**Description**
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

Code	**Description**
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3235	Video Surveillance
3608	Receipt of Confidential Records
4125	District Social Media

Policy 5015: Bullying/Harassment/Intimidation

Original Adopted Date: 09/09/2022 | | **Last Reviewed Date:** 09/09/2022 **Last Revised Date:** 02/09/2026

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices.

Definitions

- "Third parties" include but are not limited to school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in district work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

- "District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

- "Harassment, intimidation, or bullying" means any act that substantially interferes with an employee's opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:

a. Physically harming an employee or damaging an employee's property;

b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee's property; or

c. Creating a hostile working environment.

Reporting

All complaints about behavior that may violate this policy shall be promptly reviewed by the District to determine:

- Whether the alleged behavior is within the jurisdiction of the District, and
- Whether the alleged behavior, if true, would constitute harassment, intimidation, or bullying, as those terms are defined in this policy.

If the alleged behavior is within the jurisdiction of the District and, if true as alleged, would constitute harassment, intimidation, or bullying, the District will investigate the allegations set forth in the complaint. If the alleged behavior is beyond the jurisdiction of the District and/or would not constitute a violation of this policy even if true as alleged, the District will provide to the complaining party a written explanation of why the District will not take further action on the complaint.

Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District

Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, via written communication to the Board Chair.

The complainant may be provided a summary of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities
The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties.

When an employee has actual knowledge of alleged behavior constituting sexual harassment as defined in Policy 5012, the employee must report the alleged behavior to the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences
Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal
Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Administrative Rules of Montana	**Description**
10.55.701	Board of Trustees
10.55.801	School Climate

Cross References

Code	**Description**
4125	District Social Media
5010	Equal Employment Opportunity and Nondiscrimination
5012	Sexual Harassment of Employees
5012-P(1)	Sexual Harassment of Employees - Sexual Harassment Grievance Procedure-Employees
5012-F(1)	Sexual Harassment of Employees - Reporting/Intake Form

Policy 5321: Leaves of Absence

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022 **Last Revised Date:** 02/09/2026

Sick and Bereavement Leave

Classified employees, Business Managers/District Clerks, and Superintendents will be granted sick leave benefits in accordance with § 2-18-618, MCA

"Sick leave" means a leave of absence with pay for:

(a) a sickness suffered by an employee or a member of the employee's immediate family; or

(b) the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
- (quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider;
- short-term attendance, in the District's discretion, to care for a relative or household member who is not a member of the employee's immediate family until other care can reasonably be obtained;
- necessary care for a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- death or funeral attendance of an immediate family member or, at the District's discretion, another person.

Immediate family is defined as an employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty when an employee is needed for proper operation of the school.

Montana Code Annotated	Description
2-18-601(15)	Definitions
2-18-618	Sick leave
2-18-619	Jury Duty – Service as Witness
39-2-104	Mandatory leave of absence for employees holding public office
49-2-311	Reinstatement to job following pregnancy

Title 39, Chapter 31	Collective bargaining for public employees

United States Code	**Description**
42 U.S.C 2000e	Equal Employment Opportunities

Cross References

Code	**Description**
5328	Family Medical Leave
5328-P(1)	Family Medical Leave
5329	Long-Term Disability Leave
5329-P(1)	Long-Term Disability Leave - Procedure
5330	Maternity and Paternity Leave
7330	Payroll Procedures
7330-NF(1)	Payroll Procedures - Schedules