

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

FORWARD

This policy manual contains policy and practice statements which apply to all personnel at Green Park Lutheran School and the School Board. This manual, in conjunction with the By-laws, serves as a reference and working guide for administration of the Green Park Lutheran School Association.

These written policies have been developed to eliminate the need for personal decisions on matters of school and board policy. This manual will help to ensure uniformity of application throughout the organization. It is the responsibility of school staff and board members to administer these policies in a consistent and impartial manner.

These policies are subject to modification upon the approval of the Green Park School Board. All such changes will be recorded in the form of a revised policy and issued to staff and board members. It is the responsibility of the Principal and the School Board Chairperson to be certain the manuals are kept current, policies are understood by all, and that they are interpreted and administered uniformly.

These policies will be applied without regard to race, color, sex, age or national origin.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

Every section of the policy manual should be reviewed annually. Some sections require a report by the principal/Board member regarding compliance with the policy. The Board shall document their review to support their action.

<i>Section</i>	<i>Approval Date</i>	<i>Reviewed Date</i>	<i>Revised? (Yes/No)</i>	<i>Board Member Initials</i>
1.1	2009	10/2024	No	CAB
1.2	2009	10/2024	Yes	CAB
1.3	2009	10/2024	Yes	CAB
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1.5	2009	12/2024	No	CAB
1.6	2009	12/2024	Yes	
1.7	2009	12/2024	Yes	CAB
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3.1	2009	12/2024	Yes	CAB
3.2	2009	12/2024	No	CAB
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4.2	2009	12/2024	Yes	CAB
4.3	2009	12/2024	Yes	CAB
4.4	2009	12/2024		
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7	2009	5/15/25	No	CAB
7.1	2009	2/20/25	No	CAB
8.1	2009	5/15/25	Yes	CAB
8.2	2009	5/15/25	Yes	CAB
8.3	2009	5/15/25	Yes	CAB
8.4	5/14/13	5/15/25	No	CAB
9.1	2009	8/28/25	Yes	CAB
9.2	2009	8/28/25	No	CAB
9.3	2009	8/28/25	No	CAB
9.4	10/8/13	8/28/25		
10.1	2009	8/28/25	No	CAB
10.2	8/6/13	8/28/25	No	CAB
10.3	2019	8/28/25	Yes	CAB

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SECTION ONE – EMPLOYMENT

Hiring Section 1.1

Initial Adoption Date: 2009

Date of Last Review: 10/17/2024

Date of Last Revision:

Policy is to hire educators who are certified by the state of Missouri and are graduates of a synodical college. If this criteria does not present a suitable candidate, a non-synodically trained educator may be hired. Those educators who are not graduates of a synodical college should begin pursuit of a colloquy degree during or before the school year following the year in which they were hired, unless special circumstances exist and an exception is granted by the school board. Non-certified educators should begin pursuit of certification immediately following their hire date.

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SECTION ONE – EMPLOYMENT

Termination Section 1.2

Initial Adoption Date: 2009
Date of Last Review: 10/17/2024
Date of Last Revision: 10/17/2024

Any officer of the Association or teacher of the school shall be removed from office by the Board of Directors, in accordance with Christian practices, if they persist in false doctrine, an unchristian life or unfaithfulness in duty. Any officer of the Association or teacher/staff of the school may be removed from office by the Board of Directors if the Board of Directors determines that he or she is (1) incompetent to meet the requirement of the office or (2) performing the duties of the office unsatisfactorily.

Furthermore, Green Park Lutheran School Association has the right, exercisable at any time, and without notice, to change wages, benefits, and policies as well as to terminate an employment relationship, with or without cause.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION ONE – EMPLOYMENT

Vacancies Section 1.3

Initial Adoption Date: 2009

Date of Last Review: 10/17/2024

Date of Last Revision: 10/17/2024

Policy is for the Principal to look to the needs of the school to determine whether any position should be created, filled, terminated, or vacated. Any recommendations shall be evaluated by the school board.

- A) The school board is responsible for hiring the Principal and the Executive Director.
- B) The Principal is responsible for recruiting all teaching staff. All teacher candidates selected by the Principal, both called and contracted, require prior consent of the school board.
- C) The Principal is responsible for hiring all non-teaching personnel. Such hirings must be reported to the school board.
- D) Certain non-educator positions, such as Business Administrator, require approval of the board.
- E) Outsourcing of labor requires board approval.
- F) Relocation benefits will be considered by the board at the recommendation of the Principal.
- G) The Principal is responsible for providing written performance evaluations, not less than annually, for all teaching and non-teaching personnel. Copies of the written evaluations should be retained in accordance with the record retention policy in this manual.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION ONE – EMPLOYMENT

Membership Assignment to Association Congregation Section 1.4

Initial Adoption Date: 2009

Date of Last Review: 10/17/2024

Date of Last Revision:

Faculty members will join the association congregation of their choice. The school board may grant an exception to this policy allowing membership at a non-association church upon recommendation of the Principal.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION ONE – EMPLOYMENT

Nepotism

Section 1.5

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last Revision:

Policy is to not hire individuals related by blood or marriage to those serving in the following capacity: Pastor, Principal, Teacher, or Board Member. This policy will apply to full and part-time staff. Temporary and substitute employees will be exempted from this policy. Any exceptions to this policy must be approved by the school board.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION ONE – EMPLOYMENT Division of Family Services Screening Section 1.6

Initial Adoption Date: 2009
Date of Last Review: 12/19/24
Date of Last Revision: 12/19/24

Employees of Green Park Lutheran School shall be screened by the Division of Family Services of the state of Missouri. All employees, including contracted, outsourced and part-time employees are subject to screening. Temporary, substitute and volunteer workers may require screening at the school board's discretion.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION ONE – EMPLOYMENT

Remuneration

Section 1.7

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last Revision: 12/19/24

Base salary will be recommended to the school board annually by the Budget and Salary Committee. The Budget and Salary Committee, made up of the principal, board treasurer and the business manager, will annually review and revise, if necessary, the salary scale and stipends.

Salary and benefit packages require approval of the school board.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

TIME AWAY FROM WORK

Section 2

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last Revision:

Our policy is to follow the guidelines published in the employee handbook.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION THREE – CONTINUING EDUCATION Education Assistance Program Section 3.1

Initial Adoption Date: 2009
Date of Last Review: 12/19/24
Date of Last Revision: 12/19/24

The Green Park Lutheran School Board sets funds aside in the annual budget for continuing education that includes financial assistance for workshops, conferences, undergraduate and graduate classes and colloquy coursework. Tuition assistance is subject to budgetary constraints and limits. To be eligible for tuition assistance, the classes must be pertinent to the teacher's present or potential position, as ultimately approved by the Principal. Tuition assistance will be provided for courses associated with the completion of a degree provided that the degree/declared major can reasonably be applicable to the teacher's present or potential position at Green Park Lutheran School. Under this tuition reimbursement program all classes must be preapproved by the Principal prior to enrollment in the class. A contract between the teacher and the Principal is required. Reimbursement is limited to a maximum of 75% of the tuition for undergraduate and graduate classes and 100% of colloquy tuition. To be eligible for tuition reimbursement the teacher must show that they received an A or B in the class. If the employee cannot afford the tuition up front, they must agree in the contract to repay the advanced tuition to Green Park Lutheran School if they do not complete the course with an A or B. If more teachers are requesting qualified tuition reimbursement than is financially feasible in a given school year then the amount available will be evenly split among the teachers. While Green Park will honor payment of properly approved classes, there is no guarantee that funding will be available to all teachers who apply for tuition assistance over the course of the fiscal year. It is encouraged that a teacher stay at Green Park Lutheran School for 2 years after they participate in the tuition reimbursement program. Failure to do so will require the teacher to repay the tuition reimbursement to Green Park as follows: 75% of the reimbursement if he/she leaves within 1 year of completing the course or 50% of the reimbursement if he/she leaves between 1 and 2 years of completing the course. The school board has the discretion to forgive the repayment.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION THREE – CONTINUING EDUCATION Conventions and Conferences Section 3.2

Initial Adoption Date: 2009
Date of Last Review: 12/19/24
Date of Last Revision:

Policy is to grant time away from the classroom and/or the school for the purpose of attending conferences and conventions related to professional growth and development. All time away must be pre-approved by the Principal.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Religion

Section 4.1

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last

Revision:12/19/24

Green Park Lutheran School will conduct religious instruction consistent with the teachings of the Bible, the Lutheran Confessions and in accordance with the Lutheran Church Missouri Synod.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Academia

Section 4.2

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last Revision:

12/19/24

Green Park Lutheran School will follow Missouri state academic guidelines and will conduct standardized testing using an accredited test provider. Textbooks will be kept current and in accordance with Missouri state guidelines and Section 4.1 of the Green Park Lutheran School Policy Manual.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Cafeteria

Section 4.3

Initial Adoption Date: 2009

Date of Last Review: 12/19/24

Date of Last Revision: 12/19/24

Green Park Lutheran School shall for children and faculty, maintain a cafeteria, or hire an outside vendor to run the lunch program, which serves high-quality, nourishing and balanced school meals.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Student Health

Program

Section 4.4

Initial Adoption Date: 2009

Date of Last Review: 09/10/20

Date of Last Revision: 09/10/20

GPLS will administer a student health program consistent with the guidelines outlined in the Manual for School Health Programs published by the Missouri Department of Health and Senior Services. Records are maintained in accordance with State Program guidance.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Safety Section 4.5

Initial Adoption Date: 2009
Date of Last Review: 2/20/25
Date of Last Revision: 10/08/20

Provisions will be made for supervision of students at all times during school hours. Possession of weapons and illegal drugs is strictly prohibited on school property. All faculty members will be trained in first aid and basic life support procedures in compliance with state guidelines. All staff members shall be made aware of the location and type of emergency equipment available on school grounds. Staff and students will be instructed in and practice drills pertaining to fire and tornado. Periodic evacuation and lock down drills will be conducted, and each classroom will post routes for emergency exits from the building.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FOUR – SCHOOL SERVICES

Property Rental

Section 4.6

Initial Adoption Date: 2009

Date of Last Review: 2/20/25

Date of Last Revision: 2/20/25

Any property or facility rental must fall within the guidelines of our liability insurance coverage.
Any non-Green Park entity using our facilities shall provide written proof of liability insurance.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FIVE – STUDENT CONDUCT GUIDELINES

Student Conduct Guidelines

Section 5

Initial Adoption Date: 2009

Date of Last Review: 2/20/25

Date of Last Revision:

It is the policy of Green Park Lutheran School to maintain a culture and environment that promotes the health and well-being of the students. Student conduct expectations, consequences for misconduct, and a summary of disciplinary escalation procedures are outlined in the student and faculty handbooks. Modifications to the discipline section of the handbooks must be approved by the school board.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FIVE – STUDENT CONDUCT GUIDELINES

Harassment Section 5.1

Initial Adoption Date: 2009

Date of Last Review: 2/20/25

Date of Last Revision: 11/12/20

Green Park Lutheran School prohibits any form of harassment. Further clarification on this topic is outlined in the student and faculty handbooks.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION FIVE – STUDENT CONDUCT GUIDELINES

Dress Code

Section 5.2

Initial Adoption Date: 2009

Date of Last Review: 2/20/25

Date of Last Revision: 11/12/20

Students and all school personnel will abide by the dress code outlined in the student and faculty handbooks. Modifications to the dress code section of the student and faculty handbooks must be approved by the school board.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION SIX – FORMAL COMPLAINTS

Formal Complaints

Section 6

Initial Adoption Date: 2009

Date of Last Review: 5/15/25

Date of Last Revision: 5/15/25

It is the Principal's responsibility to address complaints from school staff, parents and/or legal guardians of enrolled students, and association congregations. If resolution is not achieved through the Principal and there is a belief that the policies and procedures of Green Park Lutheran School have not been adhered to, concerns may be presented to the School Board at the Board Chairperson's discretion. The following policy is to be observed by the person making a presentation to introduce subjects to the School Board for consideration.

1. A written summary of the presentation shall be sent to the Principal and the Board Chairperson five working days prior to a scheduled meeting.
2. The presentation must follow the summary presented and shall be limited to no more than ten minutes.
3. The School Board chair may at any time stop the presentation at his/her discretion if it is of a sensitive nature.
4. No decision or reply will immediately follow the presentation during this meeting.
5. Response will be given in writing by the Board Chair after the board has had an opportunity to review the information presented.
6. Nothing of a confidential nature should be addressed in an open meeting including discipline problems or personnel issues. Those may only be discussed in Executive Session. If a topic of confidential nature is allowed by the School Board Chair, the regular meeting is recessed. All guests other than the petitioner are to leave and the meeting is reopened in an Executive Session. After the petitioner makes the presentation he/she will be dismissed prior to the Board discussion. Anything said in the Executive Session is confidential and not subject to disclosure unless required by law.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION SEVEN – ENROLLMENT

Enrollment

Section 7

Initial Adoption Date: 2009
Date of Last Review: 5/15/25
Date of Last Revision:

Our policy is to provide a uniform method of enrollment to individuals who desire their children to have a Christian education. Students will be enrolled according to the enrollment policy outlined in the student handbook.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION SEVEN – ENROLLMENT

Class Size

Section 7.1

Initial Adoption Date: 2009

Date of Last Review: 2/20/25

Date of Last Revision:

Class size is to be determined by the number of registrants for each grade level. The Principal shall use the class size limits set forth by state standards as a guideline.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION EIGHT – RECORDKEEPING Student Records Section 8.1

Initial Adoption Date: 2009
Date of Last Review: 5/15/25
Date of Last Revision: 5/15/25

Our policy is to maintain the following student records:

- Health records
- Academic records
- Testing records
- Emergency information
- Financial accounts records
- Discipline records

The Principal is responsible for ensuring that all records are kept up to date. Student records are considered confidential. The Principal, relevant faculty and school secretary have access to student files. Parents, upon written request to the Principal, will be given permission to review their child's individual file. Student records will be kept for a minimum of eight years after the student leaves Green Park. Transcripts will be kept for 100 years.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION EIGHT – RECORDKEEPING

Staff Records

Section 8.2

Initial Adoption Date: 2009

Date of Last Review: 5/15/25

Date of Last Revision: 5/15/25

Our policy is to maintain the following staff records:

- Call document and/or letter
- Contract document, if applicable
- Educational assistance requests
- Performance evaluations
- Certification information
- Copy of official transcript
- Employment application, if applicable
- Background check results

The Principal is responsible for ensuring that all records are kept up to date. Staff records are considered confidential. Personal information in staff records will not be disclosed without prior specific written consent of the individual to whom the information pertains except to the Principal and the school board chairperson. If an individual believes any personal information concerning them is not accurate, relevant or timely, they may request that the information be amended or deleted in accordance with the procedures outlined in the Formal Complaint section of this policy manual. Staff records will be retained for a minimum of ten years after the employee leaves Green Park.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION EIGHT – RECORDKEEPING

School Funds

Section 8.3

Initial Adoption Date: 2009

Date of Last Review: 5/15/25

Date of Last Revision: 5/15/25

Our policy is to follow established general accounting procedures and maintain accurate records for handling of all monies received, invested and dispersed by the school.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION EIGHT – RECORDKEEPING

Board Records

Section 8.4

Initial Adoption Date: May 14, 2013

Date of Last Review: 02/11/21

Date of Last Revision: 02/11/21

Board minutes will be submitted to the Principal by the Board Secretary for permanent recordkeeping.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION NINE – FINANCE

Tuition and Other Income

Section 9.1

Initial Adoption Date: 2009

Date of Last Review: 08/28/25

Date of Last Revision: 08/28/25

The school board will establish tuition and determine fees for services, facilities and purposes as it deems appropriate.

- A) Tuition will be set annually by the school board. The Board of Directors shall set tuition annually at an amount based on the cost of education per child, as determined by the Board of Directors. Each member congregation shall pay the school an amount equal to 40% of the tuition amount for each child that is 1: certified by that congregation and 2: enrolled in the school. The number of certified, enrolled students shall be determined quarterly on September 1, December 1, March 1 and June 1 and the amount payable by each member congregation shall be adjusted accordingly for the three months following each determination.
- B) If a student is delinquent in payment of tuition or fees at the end of a semester, the student may not be enrolled for the following semester or school year. Final report cards and diplomas may not be awarded until all tuition and fees have been paid.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION NINE – FINANCE

Tuition Assistance

Section 9.2

Initial Adoption Date: 2009

Date of Last Review: 08/28/25

Date of Last Revision: 03/11/21

Our policy is to provide a method of administering tuition assistance following standardized application process.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION NINE – FINANCE

Fundraising

Section 9.3

Initial Adoption Date: 2009

Date of Last Review: 08/28/25

Date of Last Revision:

Any fundraising effort involving the Green Park community or held on Green Park property shall be pre-approved by the Principal.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION NINE – FINANCE

Accounting Policy and Procedures Section 9.4

Initial Adoption Date: 10/8/13

Date of Last Review: 04/08/21

Date of Last Revision: 04/08/21

It is the policy of Green Park Lutheran School that no school funds are to be disbursed without proper authorization per the policy and procedures stated below:

Purchasing of all products and services on behalf of the school is to be done through the staff person assigned by the principal, unless the nature of the product or service is such that this process is not efficient. However, the pre-authorization by the principal to purchase products or services should be followed. This policy is to be followed by all staff, board members and volunteer parents.

Policy:

Funds that have been approved by the Board during the budget process do not need further Board approval to disburse. Funds that have not been approved by the Board during the budget process must have Board approval as follows:

- 1) Up to \$5,000 – approval by the Principal and reported to Board Treasurer
- 2) \$5000 to \$9000 – approved by the Principal and Board Chairperson and reported to the Board Treasurer
- 3) over \$9000 – approval by the Principal and the full board.
- 4) Exceptions to 1 and 2 above are funds that are by nature “clearing” funds: including the Athletic Fund managed by the Athletic Director; the Programs Fund managed by the Principal; the Scrip Fund managed by the assistant business manager; Child Care Fund managed by the Child Care Director; Hot Lunch Fund managed by the Food Service Director; and Designated Donations managed by the Principal. However, the pre-authorization process by the Principal is to be followed. The goal of managing these funds is to be such that they do not lose any money and at least break-even at the fiscal year-end. If a loss is anticipated, the manager of the fund should make the Board fully aware of the situation.

An additional exception to 1 and 2 above would include an “emergency” situation that affects the ability of the school to operate. Should an emergency situation arise, the Principal may authorize the expenditure to correct a situation. The Principal is encouraged to consult with the Board Chairperson and Board Treasurer to verify available funding to correct the emergency.

Procedure:

All expenditures require pre-authorization by the principal prior to purchase. This could take the form of a signed PO, an email from the principal or verbal approval. Once approval by the Principal is given, the most efficient payment method will be used (PO, Check request or credit card)

Authorization of disbursement Procedure:

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION NINE – FINANCE

- 1) PO procedure is to have the PO form signed by the Principal who will assign an account number for funds to be disbursed, designated person place the order and when the invoice arrives attach it to the PO form. PO form and attached Invoice are then passed to LDR Services for payment.
- 2) Check request procedure is to attach a receipt of products ordered/purchased to the Check Request form, have the Principal sign and assign the account number for fund disbursement and forward on to LDR Services for payments.
- 3) Credit card purchase procedure is to fill out the Credit Card Authorization Form, attached the receipt from the purchase, give to Principal for signature and account number for fund disbursement to be assigned, return to Assistant Business Manager office to check the monthly Credit Card statements and then pass along to LDR Services for payment.

**GREEN PARK LUTHERAN SCHOOL
POLICY MANUAL**

SECTION NINE – FINANCE

School Board Accountability

Section 10.1

Initial Adoption Date: 2009

Date of Last Review: 08/28/25

Date of Last Revision:

Our policy is to direct the affairs of the school in the interest of students, parents and association congregations so that the goals and objectives of the Association can be met. The school board will be accountable to association congregations through each congregation's representatives.

The school board will annually review the Principal's performance.

**GREEN PARK LUTHERAN SCHOOL
POLICY MANUAL
SECTION NINE – FINANCE**

**School Board Manual
Section 10.2**

Initial Adoption Date: 8/6/13
Date of Last Review: 08/28/25
Date of Last Revision:

A Master record of the Green Park Lutheran School Board Manual is to be maintained and updated by the GPLS Board Secretary.

GREEN PARK LUTHERAN SCHOOL POLICY MANUAL

SECTION TEN – SCHOOL BOARD VISITOR POLICY VISITORS AT REGULAR OR SPECIAL MEETINGS

Section 10.3

Initial Adoption Date: 2019

Date of Last Review: 08/28/25

Date of Last Revision: 04/08/21

We have an open board meeting policy. When we have visitors time will be allowed for introductions, after which we will proceed with agenda items, we will limit discussion to board members only. Visitors may not use their attendance as an opportunity for open forum discussions. Only items on the written agenda shall be discussed. Visitors may not interrupt, question or in any way disrupt the regular conduct of the meeting. Visitors will be excluded from executive sessions of meetings.