



# **Cedar Tree Classical Christian School**

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# **Cedar Tree Classical Christian School Bylaws**

## **Article I: Name, Principal Office and Authorized Agent**

**I.1 Corporation Name.** The name of the corporation shall be Cedar Tree, A Nonprofit Corporation, hereinafter referred to as Corporation.

**I.2 School Name.** The name of the school shall be Cedar Tree Classical Christian School, shortened or abbreviated hereafter as Cedar Tree, or the School.

**I.2 Principal Office.** The initial principal office of the Corporation is with the registered agent. The Corporation may have such other offices, either within or without the State of Washington, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

**I.3 Registered Office and Registered Agent.** The Corporation shall have and continuously maintain in the State of Washington a registered office and registered agent, as required by the State of Washington Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Washington and the Board of Directors may change the address of the registered office from time to time.

## **Article II: Statement of Faith**

### **II.1 Statement of Faith.**

**We Believe:** The Bible: The Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, and the complete revelation of His will for the salvation of men and the divine and final authority for Christian faith and life.

**God:** There is only one God, Creator of all things, infinitely perfect, omnipotent, omniscient, and omnipresent, and eternally existing in three persons: Father, Son and Holy Spirit.

**Jesus Christ:** Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where he is our high priest and advocate at the right hand of the Father, and will return personally in power and glory at the end of the age.

**Holy Spirit:** The ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate sinners, indwell, guide, instruct, and empower the believer for godly living.

**Fall of Mankind:** Man was created in the image of God but fell into sin. This fall has affected every aspect of the character and capacities of humanity such that all people naturally think and act selfishly, and are liable to eternal judgment.

**Salvation:** It is only through regeneration by the Holy Spirit that man can obtain spiritual life and salvation, which is by grace through faith alone. Christ's sacrificial death and resurrection provide the only ground of justification and salvation for all who believe, and only such as receive Jesus Christ are saved.

**Church:** There is a spiritual union of all believers in our Lord Jesus Christ which spans all times and places.

**Human Life:** All human life is sacred and created by God in His image. Human life is of inestimable worth, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

**Sexuality and Marriage:** God creates each person to be either male or female, an identity that cannot be changed. God intends marriage to be a union between one man and one woman in a single, exclusive, lifelong relationship, the only proper context for sexual intimacy.

**Final Judgment:** Both the saved and the lost will be resurrected. Those who are saved will be glorified to eternal life in the Lord's presence, and those who are lost will be eternally punished.

As a matter of firm policy, it is mandatory that all board members subscribe to the Statement of Faith in a manner and method prescribed by the Board of Directors, either by written statement or by oral testimony before the Board.

### **Article III: Membership**

**III.1 Membership.** The Corporation shall have no members.

### **Article IV: Board of Directors**

**IV.1 Election and Tenure.** The Board shall consist of four appointed seats and three elected seats. The four appointed seats will be filled when necessary by appointment from the existing Board. There will be five persons appointed to fill the four seats, with the extra person taking a one-year sabbatical leave from the Board, rotating through all appointed seats typically every five years.

The three elected seats will have three-year terms; one seat will be filled by Board election every year. New Board Members may be nominated for their terms of service by two or more sitting Board Members, or by petition of no less than seven households of current Cedar Tree attendees. Any two sitting Board Members may remove a nominee from consideration. Election will be affirmed by a majority of current sitting Board Members, generally no later than June 30<sup>th</sup> of the current year.

Elected members shall serve for a maximum of three calendar years. No elected member may serve consecutive elected terms, except by a unanimous vote of the Board, for a defined reason, and with a limit of two consecutive three-year terms.

**IV.2 Qualifications.** Board members must be sincere, godly Christians who demonstrate commitment to classical Christian education.

**IV.3 Removal of Board Members.** Three or more sitting Board members, or fifteen or more parents of current students may petition the Board for removal of any Board Member if they believe the removal would be in the best interests of the School. A board member may be removed from the Board by a two-thirds vote of the Board Members not under consideration.

**IV.4 Vacancies.** If a Board seat is vacated by resignation, death, or Board action, the Board may elect a replacement for the remaining portion of the term. Any vacancy may be filled by the affirmative vote of a majority, even if less than a quorum of Directors remains.

**IV.5 Ex-officio Board Members.** The Board may designate non-voting, *ex-officio* board members by a two-thirds majority vote. Their term of service will continue at the discretion of the Board.

**IV.6 General Responsibilities.** The Board shall establish policies that serve to oversee this ministry and generally oversee the school's business affairs. Such responsibilities shall include, but not be limited to:

- A. The authority to select and remove all officers, agents, and employees of the Corporation at will; prescribe such powers and duties for them as are consistent with law or these Bylaws; fix their compensation; and require from them security for faithful service.
- B. The authority to relocate the principal office.
- C. The authority to grant any officer or officers, agent, or agents, to enter into any contract, or execute and deliver any instrument, in the name of and on behalf of the Corporation.
- D. Ensuring that the vision of the School as outlined in Article II is maintained.
- E. Establishing tuition and fees.
- F. Praying for the ministry of the school.

**IV.7 Headmaster.** The Board by two-thirds majority vote shall employ a Headmaster whose direct or supervisory responsibilities shall include, but not be limited to, developing budgets, preparing financial statements, maintaining the spiritual quality of the school, implementing Board-approved

educational standards, training the staff, and all day-to-day administrative duties. Authority for the hiring and firing of all staff is generally delegated to the Headmaster, but the Board retains final authority. The Headmaster shall be a non-voting, *ex officio* member of the Board.

**IV.8 Compensation.** Board members shall receive no compensation for their services as such. The Board may, however, authorize the reimbursement of expenses, incurred by any Board member, in the performance of official business for the School or the Board.

## **Article V: Officers of the Board**

**V.1 Number.** The Board shall elect a Chairman, a Vice-chairman, and a Secretary from its members, as well as any other officers and assistants as may be deemed necessary. The same person may not hold the office of Chairman and Secretary at the same time.

**V.2 Election.** The Board shall elect its officers annually at its first meeting of each fiscal year. Each Officer shall hold office until his successor shall have been duly elected.

**V.3 Removal of Officers.** Any elected officer or agent may be removed from office by majority vote of the Board whenever it judges the best interests of the School will be served thereby. Three consecutive absences from regular Board meetings constitute valid grounds for removal from office.

**V.4 Chairman.** The Chairman shall, when present, preside at all Board meetings. He may sign with the Secretary, or any other full and proper officer thereunto authorized by the Board, any checks/drafts, deeds, contracts or other instruments, which the Board has authorized to be executed.

**V.5 Vice-Chairman.** In the absence of the Chairman, or in the event of the inability of the Chairman to carry out his duties, the Vice- chairman shall perform the duties of Chairman. The Vice-chairman shall perform such duties as from time to time may be assigned to him by the Chairman or the Board.

**V.6 Secretary.** The Secretary or his designee shall:

- A. Keep the minutes of all board meetings and actions;
- B. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- C. Be responsible to keep and maintain Corporation records;
- D. Sign with the Chairman any legal instrument approved by the Board; and
- E. Perform the general duties of the office of secretary including such other duties as from time to time may be assigned to him by the Chairman or by the Board.

**V.7 Treasurer.** The Treasurer or his designee shall:

- A. Be appointed by the Chairman from within or outside of the Board, subject to Board approval.
- B. Have charge of and be responsible for all reporting and accounting of Corporation funds.
- C. Cause to be kept and maintained adequate and correct books and records of accounts of the properties and business transactions of the School.
- D. Shall ensure and oversee the use of financial safeguards to prevent misuse of Corporation funds.
- E. Give to Board members an account of transactions as Treasurer and of the school's financial condition upon request
- F. Perform all general duties incidental to the office of Treasurer as set out by the Board.

## **Article VI: Committees of the Board**

**VI.1 Committees.** The Board may, by resolution passed by a majority, designate such committees as may be appropriate, consisting of one or more Board members and others, as deemed necessary to carry out the activities and purposes of the Board. All committees serve at the pleasure of the Board and may be comprised of Board members, regular and *ex-officio*, parents or any others who may be approved to serve. Committee membership shall be evaluated for renewal on an annual basis.

## **Article VII: Reports/Meetings**

**VII.1 Annual Reports.** The Board will ensure that names of Board members, enrollment figures, and year-end financial reports are always available to members of the School constituency.

**VII.2 Regular Meetings of the Board.** The Board shall meet at regular intervals of not less than once per quarter at a pre-announced time and place. All regular meetings of the Board shall be open to any member of the School constituency.

**VII.3 Special Meetings.** Special meetings of the Board may be held at a time and place designated by the Board to address such issues as may come before the Board and shall be called by the Chairman or any two members.

**VII.4 Decorum.** The Chairman shall enjoy full privileges of voting and discussion, but shall be precluded from making motions while in the office of Chairman. All meetings of the Board shall be conducted principally in accordance with *Roberts' Rules of Order*. Minutes of all regular Board meetings will be published and maintained in the Corporation's offices.

**VII.5 Quorum[s].** Five members of the full Board shall constitute a quorum for full Board action. Board proxies may only be held for specific issues, exercised only in behalf of that issue. If there are not sufficient Board members in office to constitute a quorum as provided in these Bylaws, a majority of Board members may qualify or approve new Board members.

**VII.6 Executive Session.** The Board may, as circumstances dictate, adjourn to closed session from time to time as the need to address spiritual, personnel or disciplinary issues arises.

**VII.7 Board Action.** The Board will be considered as having formally acted when, in a duly-constituted meeting, a proposal is moved, seconded, passed with appropriate margin of votes, and entered in approved minutes. Unless otherwise noted, a simple majority of board members present is required to pass a motion.

## **Article VIII: Fiscal Responsibility**

**VIII.1 General Policy.** Through the annual budgeting process, the Board is responsible to ensure that the school's day-to-day operations are fully funded.

**VIII.2 Fiscal Year.** The fiscal year shall begin on the first day of July and end on the thirtieth day of June of each year.

**VIII.3 Budgets.** The Board will approve annual operating budgets.

**VIII.4 Financial Statements.** It shall be the Headmaster's responsibility to prepare a financial statement to be submitted to the Board in advance of each regular Board meeting.

**VIII.5 Financial Inspection.** The Corporation's financial records will be inspected at least annually before the filing of federal financial reports by a qualified person who does not have signing authority on any school assets and who does not prepare the school's financial records. A "qualified person" shall be any accountant, bookkeeper, attorney, or other person who by reason of his expertise or experience is competent to evaluate financial records.

**VIII.6 Fundraising.** It shall be the Board's responsibility to set policy for the fundraising activities of the school staff and to be responsible for their propriety and effectiveness.

## **Article IX: Contracts, Loans, Checks and Deposits**

**IX.1 Contracts.** The Board may authorize any officer, officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation.

**IX.2 Loans.** No loans shall be contracted on behalf of the Corporation without two-thirds approval of the Board.

**IX.3 Checks and Drafts.** All checks or drafts issued by the School shall be signed by such officers in such a manner as shall be determined by resolution of the Board. The Treasurer will regularly review

a schedule of aged accounts payable and aged accounts receivable and inform the Board of any concerns.

***IX.4 Deposits.*** All Corporation funds shall be deposited in such depositories as the Board may select.

***IX.5 Gifts.*** The Board may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purpose of the Corporation.

#### **Article X: Statement of Non-Discrimination**

***X.1 Statement of Non-Discrimination to Applicants and Staff.*** No student applicant or employee applicant shall be denied on the basis of race, color, national or ethnic origin. However, abiding by Cedar Tree's Statement of Faith is a requirement for participation or employment.

#### **Article XI: Amendments to Bylaws**

***XI.1 Procedure for Amendment.*** These bylaws may be altered, amended, or repealed by a two-thirds vote of the Board at any regular or special meeting provided a minimum of ten days written advance notice has been provided to all parents of record, specifically enumerating such proposed changes or amendments. A two-thirds majority vote of the Board is required to ratify proposed changes or amendments.

#### **Article XII: Dissolution**

***XII.1 Dissolution.*** In the event that the dissolution of the Corporation becomes necessary, the Board shall, after paying all Corporation obligations, dispose of all remaining assets in such a manner, or to such organization(s), as may be operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, or any similar law of the State of Washington, as the Board shall determine. The Board shall make every attempt to dispose of such assets to Christian educational causes that meet the preceding qualifications.

# Cedar Tree Classical Christian School Board Policy Manual

This policy manual is intended to provide guidelines and directives from the Board of Directors (hereafter referred to as the Board) in regard to general policies, operations, and guiding philosophies of Cedar Tree Classical Christian School, a private education ministry operated by Cedar Tree, A Nonprofit Corporation.

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# 1. General Philosophy & Purpose

## 1.1 Mission Statement

*Dates:* Adopted September 9, 1999; Revised January 10, 2004, April 13, 2006, May 14, 2009, August 19, 2021

*Objective:* To provide a one-sentence summary of our vision for all school activities.

*Scope:* This policy applies to all aspects of the school's ministry

*Definitions:* N/A

*Guidelines:*

We nurture students in Christ-centered wisdom to grow strong like cedar trees, flourishing into old age and declaring God's greatness and goodness (Psalm 92:12-15).

## 1.2 Core Commitments

*Date:* Adopted August 19, 2021

*Objective:* To identify the foundational principles that guide our entire ministry

*Scope:* This policy applies to all aspects of the school's ministry

*Definitions:* N/A

*Guidelines:*

1. **Pray Expectantly:** Our community is committed to daily prayer for our students, staff and families, because only the Holy Spirit can accomplish our lofty aims of transforming hearts and minds.
2. **Respect Parental Authority:** We function with authority delegated from parents, always affirming their God-given authority and responsibility for the nurture and education of their children. Families whose priorities and practices are aligned with our educational objectives and methods will enjoy invaluable support for raising godly children.
3. **Integrate Liberal Arts & Sciences:** We are committed to the time-tested approach of studying all academic disciplines as aspects of a unified whole, because God is one and all truth is connected. With the person and work of our Lord Jesus Christ central to every study, we intentionally make connections to other subjects and to current cultural issues, in order to facilitate a rich and practical learning experience.
4. **Work Together Graciously:** Our community protects each other and seeks to forgive mercifully and to resolve conflicts as directly as possible, out of our desire for mutual growth and for treating others as we would want to be treated. Our training grounds are a place where godliness is prized and pursued.
5. **Promote Order and Beauty:** An environment that is orderly, safe, engaging and appealing is the most conducive to a comprehensive, heart-shaping education. Thus, our academic workplace seeks to reflect the authority and beauty of God Himself.

### **1.3 Portrait of a Graduate**

*Date:* Adopted August 19, 2021

*Objective:* To describe the key qualities we target in our school's graduates.

*Scope:* This policy applies to all aspects of the school's ministry

*Definitions:* N/A

*Guidelines:*

#### **1. Christ-like Integrity**

Respectful toward Authority

- Teachable: Heeds corrections promptly and cheerfully
- Self-control: Behaves appropriately

Gracious toward Peers

- Kindness: Speaks and acts considerately
- Service: Looks for opportunities to serve and bless others
- Peacemaking: Speaks directly and graciously when offended

Faithful toward Tasks

- Diligence: Works hard to complete tasks thoroughly
- Responsibility: Faithfully takes ownership of learning
- Perseverance: Responds to challenges with determination and contentment

#### **2. Biblically Discerning**

- Employ the Bible as the ultimate standard for thoughts, desires, and actions.
- Confront unbiblical ideas and behavior with truth and love.
- Choose the wise path in spite of sinful, selfish inclinations.
- Love the Lord Jesus Christ in a way that is reflected in every area of life.
- Courageously communicate a biblical perspective to current issues.

#### **3. Rigorously Educated**

- Possess a well-rounded knowledge of the liberal arts and sciences.
- Defend logical conclusions, recognizing invalid reasoning and false assumptions
- Equipped to enjoy reading and learning as lifelong disciplines.

#### **4. Graciously Eloquent**

- Employ engaging, articulate, and persuasive written and oral communication
- Defend beliefs confidently, courageously, and graciously.
- Seek to bless others with communication.

#### **5. Appreciating Heritage**

- Value the worthy contributions of those who have gone before us in our family, community, Church, nation, and Western Civilization.
- Display a historically informed grasp of literature, music, and the arts.
- Consult the past to understand and describe the present.

## **1.4 Code of Conduct**

*Dates:* Adopted February 19, 2002, Revised May 14, 2009, August 19, 2021, July 20, 2023

*Objective:* To maintain our testimony as a Christian school

*Scope:* This policy applies to all teachers, employees, and board members

*Definitions:* N/A

*Guidelines:*

1. All Board members and staff members are required to attend regularly any local Christian congregation judged to be in substantive agreement with Cedar Tree's Statement of Faith.
2. To protect the school's ministry and reputation, all teachers, staff members, and board members are expected to conform to biblical standards of behavior, as judged by the Board. Specific examples of intolerable behaviors include:
  - a. Deviating in belief or practice from the school's Statement of Faith or Core Commitments
  - b. Committing any act of fraud or dishonesty
  - c. Practicing insubordination
  - d. Engaging in or approving of any sexual misconduct, including cohabitation or sexual relations outside of marriage
  - e. Engaging in any criminal conduct
  - f. Engaging in any gross misconduct such as, but not limited to: the use of illicit drugs; excessive amounts of alcohol or prescription drugs; the use of pornography; and the use of vulgar and profane language; and anything that violates the tenets of Scripture as exclusively defined and interpreted by the Board
  - g. Committing any act or engaging in any conduct deemed to constitute cause for termination under Washington law

## **1.5 Other Doctrines**

*Dates:* Adopted September 9, 1999; Revised February 11, 2002, May 14, 2009

*Objective:* To establish the limits of doctrinal teaching at Cedar Tree in beliefs not addressed by our Statement of Faith as found in Bylaws II.1

*Scope:* This policy applies to all Cedar Tree teachers, staff, volunteers, and board members when interacting with students in a school capacity.

*Definitions:* N/A

*Guidelines:*

1. Cedar Tree's Statement of Faith expresses the key elements of Christianity that will be unapologetically taught as fact throughout all grade levels.
2. When other doctrines enter classroom discussion, the teacher shall direct it in an informational and nonpartisan matter, so as not to speak to the students in a manner that would cause offense to their parents.
3. Various held Christian perspectives can be presented (according to the child's level of understanding), with an encouragement that students direct any follow-up questions with their parents or church leaders.

## 1.6 Cedar Tree and the State

*Dates:* Adopted October 3, 2002, Revised May 14, 2009, July 21, 2011

*Objective:* To establish the relationship of Cedar Tree to governmental entities which may establish requirements or guidelines for the education of minors.

*Scope:* This policy applies to Cedar Tree Board, administration, and staff in their capacity as leaders of the school.

*Definitions:* Governmental entities: Includes federal, state, county, and local governments

Minor: a person who has not reached the legal age of adulthood

*Guidelines:*

1. We understand the Bible to teach that the parents are responsible for the intellectual, moral, spiritual, and physical education of their children, under the guidance of the Holy Spirit (Dt. 6:6-9, 11:19-21).
2. We recognize that the prevailing modern culture seeks to remove God from education and thus ignores Him in relation to the intellectual, moral, spiritual, and physical development of students.
3. We also believe that we are to submit to governing authorities so far as they do not command us to do what is contrary to God's Word (Rom. 13:1-7).
4. Therefore Cedar Tree, as a classical Christian school which exists to educate students in God's truth, will voluntarily comply with governmental requirements insofar as doing so will not compromise the school's mission.
5. The following boundary limitations are established to guard against potential compromises which in time may stem from being a state-registered private school:
  - a. Ability to effectively and Biblically fulfill Cedar Tree's mission.
  - b. Being required to teach principles or content that is non-Biblical, such as secular concepts of sex education, diversity training, Darwinian evolution, etc.
  - c. Being required to approve as truth what God's Word affirms as untruth/non-truth.
  - d. Being required to approve as untruth what God's Word affirms as truth.
  - e. Being required to hire people whose beliefs, values, and/or practices are in conflict with our mission and standards.
  - f. Being required to adhere to regulations that are unduly burdensome, such that they may materially affect our ability to fulfill our mission and vision.
6. When state legislation is passed and enforced that qualifies as a compromise to our standards, or a majority of the Board agrees that obeying the legislation would constitute a violation of our principles as described above, we will begin the appeals process and preparation for departure from state registration, but not drop our registration status until those avenues have proved fruitless.
7. In light of the tentative nature of Cedar Tree's participation in the state registration process, it is deemed prudent for the School to avoid entanglements (such as tax favored status, vouchers, scholarships, etc. that depend upon state registration) which would make withdrawal from registration unacceptably difficult. If Cedar Tree does financially benefit from state registration, the Board will handle those funds in a way so as not to become dependent on them for the regular operation of the school.
8. As needed for the purpose of establishing an accountability network regarding state registration, the Board will ask other Christian schools within the state to keep us accountable to the limits and controls set forth in this proposal.
9. School Vouchers: Cedar Tree does not accept any certificate or voucher issued by the government intended for parents to apply toward tuition at a school other than the public school to which a child is assigned.

## **2. Board of Directors**

### **2.1 Board Operations**

*Dates:* Adopted March 12, 2002, Revised April 15, 2004, February 10, 2005, July 26, 2005, April 9, 2009, July 21, 2011

*Objective:* To provide guidance for how meetings should operate within the structure of the Bylaws

*Scope:* This policy applies to the school Board and its officers

*Definitions:* N/A

*Guidelines:*

The general guidelines for Board organization are given in the Bylaws. These additional policies are:

1. The Chairman will be responsible for preparing and distributing the agenda to each Board member prior to the meeting. Items for the agenda should be submitted to the Chairman at least one week in advance of the publication date.
2. The Secretary will be responsible to ensure that minutes are available to board members prior to the next meeting.
3. Non-Board members will not be permitted to participate in the Board deliberations unless they have been invited for that purpose or have submitted an item that is on the agenda. The Board may, however, choose to have a time for public comment during Board meetings. For those who have been invited or have submitted an item on the agenda, the Board will benefit from their presence by gaining their input, but will usually not respond with any Board action until they have had time to deliberate and formulate a unified response.
4. The Board may also conduct a limited amount of business by letter or electronic communications as long as all Board members are included and all such actions are recorded in the minutes of the next regular Board meeting.



## **2.2 Major Board Responsibilities**

*Dates:* Adopted March 12, 2002, Revised April 15, 2004, April 9, 2009, July 21, 2011, July 20, 2023

*Objective:* To provide a summary of Board duties

*Scope:* All Board members

*Definitions:* N/A

*Guidelines:*

1. The overall responsibility of the Board of Directors is to operate the School according to biblical guidelines and in accordance with the School Bylaws. As part of this task, the Board will be responsible to:
  - a. Adopt and revise Board policies
  - b. Approve all significant changes to the curriculum or to administrative procedures
  - c. Hire and evaluate the Headmaster
  - d. Approve the hiring of teachers
  - e. Evaluate and approve annual operating budgets and set tuition rates
  - f. Plan and execute ways to address significant facility needs
  - g. Authorize any officer or agent to enter into a contract on behalf of the school
  - h. Engage in long-term planning to ensure the ongoing fulfillment of the school's mission
2. Board members must remember that the authority of the Board is corporate. Individual Board members, in dealing with administration, staff, or parents, may not represent the Board as a whole unless specifically instructed to do so by the Board, or required to do so by the School Bylaws or this Policy Manual.

## **2.3 Conflicts of Interest**

*Dates:* Adopted July 21, 2011

*Objective:* To protect the School when the Board is contemplating a transaction or arrangement that might benefit the private interest of a Board member.

*Scope:* All Board members

*Definitions:* N/A

*Guidelines:*

1. For any motion under consideration, a Board member must declare if he has a personal interest beyond that which is already disclosed (such as being a parent or paid employee).
2. Should the Board recognize a conflict of interest, while the member may participate in the discussion, he may not vote on the motion or any related motions.
3. The Chairman may ask a Board member to leave the room during discussion of the matter in which he has disclosed a conflict of interest.
4. The determination of a conflict of interest in the event of any dispute shall be made by a majority vote of the Board.
5. At the first Board meeting of each fiscal year, Board members shall review and disclose any conflicts of interest they may have.

## **2.4 Church Discipline**

*Dates:* Adopted July 21, 2011

*Objective:* To establish a procedure to follow when a Cedar Tree Board member or staff member comes under church discipline.

*Scope:* The church discipline policy is to be followed whenever a Cedar Tree Board member or staff member comes under church discipline. There are not geographic or time limitations.

*Definitions:* N/A

*Guidelines:*

If a church exercises discipline over a Cedar Tree Board member or staff member, the following procedure will apply:

1. The leaders of the church in question will be contacted and asked to supply the Board of Directors with a written outline of the case and the procedures which were followed. Any other believers who wish to present information to the Board may do so.
2. The Board of Directors will meet to consider the facts of the case. Unless facts are presented which clearly demonstrate that the church has violated Scripture, in substance or manner, the Board of Directors will honor the discipline.
3. When any church's discipline is honored, the Board of Directors is solely responsible to set the procedures and limits to be followed by Cedar Tree staff in honoring the discipline.

## **2.5 Policy-Making Procedure**

*Dates:* Adopted March 12, 2002, Revised April 9, 2009, July 21, 2011

*Objective:* Defines the process for creating, revising, or repealing board policies

*Scope:* All Board members

*Definitions:* N/A

*Guidelines:*

1. Policies set forth in this Policy Manual may be altered, amended, newly established, or repealed by a two-thirds majority vote of the Board at any regular or special meeting, providing that such changes were proposed and presented to the Board in writing at least two weeks prior, and preferably at a regularly scheduled meeting. Such a time frame will allow opportunities to cultivate unity of mind through study and prayer.
2. Policies should follow the following format:
  - a. Dates: Policy adoption and revision dates are to be noted.
  - b. Objective: This section clearly and simply states the objective of the policy.
  - c. Scope: This section defines the breadth of application that the policy is intended to cover, such as personnel, time period, geographic locale, etc.
  - d. Definitions: Any term used in this policy that is considered worthy of defining is to be defined in this section.
  - e. Guidelines: This is the section to list the procedures or guidelines particular to this policy.

## **2.6 Board Committees**

- Dates:* Adopted May 27, 2004, Revised July 26, 2005, May 14, 2009, July 21, 2011, July 20, 2023
- Objective:* Defines the committees, outlining their function and articulating their relationship to the Board.
- Scope:* N/A
- Definitions:* Standing committees of the School Board, as defined under the authority of Article VI of the Bylaws, will be:
1. Facility:
    - a. Planning for future facility needs
    - b. Ensuring the execution of those plans
    - c. Maintenance of existing facilities
  2. Finance:
    - a. Financial operations (accounts receivable & payable)
    - b. Non-profit accounting
    - c. Reporting
    - d. Budgeting
  3. Governance
    - a. Identify board member candidates
    - b. Evaluate bylaws and policies
    - c. Review handbooks and manuals
  4. Headmaster Support
    - a. Evaluate Headmaster's job performance
    - b. Liaison between Board and Headmaster
  5. Executive Committee
    - a. May be used to address issues involving confidentiality, personnel, grievances, or anything else assigned by the board
    - b. Made up only of board members. Unless the board takes action otherwise, the members of this committee will be comprised of all board officers.

### *Guidelines:*

1. Each committee is responsible for carrying out its function as defined by the Board. Each committee must include at least one Board member.
2. All nominated committee members must be approved by the Board.
3. Committee members may be added or replaced, as needed, subject to Board approval.
4. Each committee shall ordinarily submit a report for each regular Board meeting.
5. Each committee is responsible for contacting the Board Chairman to place items on the agenda at least one week prior to the next Board meeting.
6. Each committee reports directly to and is under the direct authority of the Board. The Headmaster may, when directed by the Board, assist or serve on a committee.

## **2.7 Formal Proposals to the Board**

*Dates:* Adopted August 1, 2002, Revised May 14, 2009

*Objective:* To establish a format for communication of issues for the consideration of the Board by constituents of Cedar Tree.

*Scope:* This policy applies to all people who are constituents of Cedar Tree and to issues that are outside the scope of the grievance policy

*Definitions:* Issues: Information or ideas for change which are seen as being beneficial to the operation of Cedar Tree and consistent with its stated mission and purpose.

Constituents: persons having an active involvement, such as parents, teachers, students, employees, etc.

*Guidelines:*

1. All proposals intended for formal consideration by the Board shall:
  - a. Be submitted in written form.
  - b. Include a statement of how they relate to the stated mission of Cedar Tree.
  - c. Include a statement of the potential benefit of using this information or implementing a change.
  - d. Include a statement of the potential negative consequences of the information or implementing a change.
  - e. Be signed.
  - f. Be given to the Chairman of the Board at least two weeks prior to the next Board meeting in which it will be considered.
2. The Board will address the proposal at its next regular meeting. If time does not allow a full consideration, the item may be assigned to a committee, delayed until a later meeting, or remanded to the author(s) for further information. A response to the communication will be returned to the author(s).

### 3. Personnel

#### 3.1 Headmaster

*Dates:* Adopted April 9, 2002; Revised May 27, 2004, April 9, 2009, July 21, 2011, July 20, 2023

*Objective:* The Board will use the following criteria as the basis for its ongoing evaluation of the Headmaster.

*Scope:* This policy applies to the School Board and Headmaster

*Definitions:* Headmaster- an employee hired by the Board to manage and administer the school in accordance with Bylaws IV.7.

*Guidelines:*

1. Board
  - a. Promote and ensure faithfulness to the school's Statement of Faith, Core Commitments, and Portrait of a Graduate.
  - b. Implement all Board policies and decisions.
  - c. Attend all regularly scheduled Board meetings *ex officio* and report on changes in enrollment and staffing, significant facility, personnel, or discipline matters, and other items deemed important.
  - d. Ensure professional development for school administrators.
  - e. Serve on designated committees as appointed by the Board.
2. Education
  - a. Oversee the hiring, training, and evaluating of all faculty and staff.
  - b. Provide leadership for the instructional programs and co-curricular activities.
  - c. Maintain student discipline and culture.
  - d. Maintain job descriptions for administrators, teachers, and other personnel. Encourage staff and manage healthy staff relationships.
  - e. Oversee maintaining and distributing an up-to-date Staff Manual.
3. Family Relations
  - a. Keep parents informed of the relevant issues, programs, and events.
  - b. Oversee campus tours and interviews of prospective families.
  - c. Facilitate conflict resolution in accordance with board policy.
  - d. Oversee maintaining and distributing an up-to-date Family Handbook.
4. Operations
  - a. Oversee the management of all day-to-day operations (such as calendar, purchasing, enrollment, scheduling, recordkeeping, communications, library, maintenance, volunteer coordination)
  - b. Oversee the planning and execution of school events such as programs, assemblies, and parent meetings.
  - c. Submit required reports to appropriate agencies and authorities.
  - d. Maintain and enforce aesthetic guidelines for classroom, campus, and events.
5. Finances
  - a. In conjunction with the Finance Committee, prepare an operating budget for Board approval.
  - b. Maintain expenses within budget.
  - c. Supervise timely and accurate financial reports, provided in advance of each regular Board meeting.
6. Development
  - a. Promote Cedar Tree and classical Christian education within the wider community.
  - b. Oversee the cultivation of relationships with donors.
  - c. Oversee the planning and execution of fundraising events.

### **3.2 Work**

- Dates:* Adopted September 7, 2000; Revised August 28, 2001, February 26, 2002, August 12, 2004, May 15, 2008, August 13, 2009, July 20, 2023
- Objective:* To ensure that Cedar Tree's mission is supported in both compensated and non-compensated work assignments within the organization of Cedar Tree.
- Scope:* This policy is to be administered by the Headmaster in relation to all staff and families involved in Cedar Tree. In no way should this policy override the Policy 3.4 (Employee Leave).
- Definitions:* Staff: Compensated positions within Cedar Tree (reporting to the Headmaster)  
Parent Service Hours: A mandatory time commitment to be served by each non-staff family enrolled

*Guidelines:*

1. **Staff**
  - a. The Board is responsible to ensure that the hiring and accountability policies, processes, and practices promote the school's mission in an ethical and equitable manner.
  - b. The Board will oversee and approve compensation plans and fringe benefits.
  - c. The Headmaster will establish the work calendar for all staff each year, as well as the times of all regular workdays.
2. **Parent Service Requirement** - The Headmaster will be responsible for systems to ensure that enrolled families fulfill their quarterly service hours in service to the mission of the school.



### 3.3 Hiring

- Dates:* Adopted April 9, 2002, Revised May 27, 2004, August 13, 2009, July 21, 2011
- Objective:* To provide a clear policy describing the steps by which candidates are interviewed and hired by Cedar Tree.
- Scope:* All paid employees of Cedar Tree will be hired in line with this policy.
- Definitions:* Administrative staff: Employees whose main responsibilities are in administration.  
Teaching staff: Part or full-time paid teachers.  
Support staff: Secretaries, bookkeeper, janitorial, aides, etc.

*Guidelines:*

1. The Headmaster will interview and select qualified staff to fulfill the mission of the school.
2. The Board, or a committee of the Board appointed for that purpose, will interview all teaching staff after initial interviews by the Headmaster. Approval will be by a two-thirds majority vote of the Board prior to initial formal contracting.
3. The Headmaster will interview and select all support staff. The Board is to be informed of the hiring of all support staff.
4. A candidate is not an employee until he/she has signed the appropriate work agreement for his/her position.
5. All full and part-time staff will have written job descriptions and work agreements. Maintaining these documents is the responsibility of the Headmaster.
6. Cedar Tree requires all staff members to agree with Cedar's Tree Statement of Faith and live according to biblical standards. Otherwise, there is to be no discrimination on the basis of race, color, national origin, age, sex, or physical disabilities, provided the person is able to fulfill all requirements of the position (see Bylaws X.1).

### **3.4 Employee Leave**

*Dates:* Adopted September 7, 2000, Revised August 28, 2001, March 6, 2002, August 13, 2009, July 21, 2011, July 20, 2023

*Objective:* To provide a consistent standard by which the Headmaster can determine and authorize special requests from staff members needing personal, emergency or sick leave.

*Scope:* This policy applies to all Cedar Tree staff members.

*Definitions:* Staff: All compensated employees (teachers, aides, administrative, janitorial, etc.)

Emergency Leave: Unplanned, but necessary time off due to serious circumstances such as illness (personal or family), death in the family, injuries, etc.

Personal Leave: Any planned, non-emergency time taken by any staff member away from what would otherwise be his or her normal working time.

*Guidelines:*

#### **EMERGENCY AND SICK LEAVE GUIDELINES:**

1. Staff members needing to take time off work for typical illnesses (flu, colds, etc.) should let the administration know the circumstances and potential loss of time related to their problem.
2. Full time staff members may be granted up to one week of paid emergency/sick leave should the circumstances of the emergency be in the nature of the following:
  - a. Extended Recovery from injury or illness, but not requiring hospitalization.
  - b. Loss of family member and resulting funeral attendance.
  - c. Illness or injury of immediate family member (necessitating staff member's presence).
  - d. Circumstances resulting from a birth in the immediate family. A staff member will be granted an unpaid leave of absence for the period of medical disability.
3. The Headmaster is authorized, when he deems it appropriate, to grant a staff member an additional week under the following circumstances:
  - a. In all probability, the staff member will be able to return to work no later than the end of the consecutive ten days.
  - b. The staff member has demonstrated through time and practice a high degree of reliability and punctuality.
  - c. The unique circumstances of the current emergency make it highly unlikely that another such situation will occur within the foreseeable future (at least the current school year).
4. Allowable emergency leave days, like the personal leave days, are not accumulated from year to year.
5. If a staff member's emergency situation requires a prolonged (more than ten days) absence from work, the reasons for the absence and the anticipated events will be presented to the Board for a case-by-case decision as to substitute or replacement issues.

#### **PERSONAL LEAVE GUIDELINES:**

1. All full-time staff members of Cedar Tree may request up to three paid days of personal leave each academic year.
2. Requests for personal leave should be submitted in writing to the Headmaster at least one week prior to the planned leave. Granting leave on shorter notice is at the discretion of the Headmaster.
3. The arrangements for approved substitutes for staff members taking personal leave are the sole responsibility of the staff members. The Headmaster (or someone he designates) must be made aware of the arrangements.

4. It will be the Headmaster's responsibility to respond to each request and to record all personal leave days taken by staff members.
5. Whenever possible, personal leave that is taken beyond the three days per academic year should be made up at another time. If this extra time is not made up, the compensation will be reduced accordingly.

### **3.5 Separation**

*Dates:* Adopted April 9, 2002; Revised June 10, 2004, August 13, 2009, July 21, 2011, July 20, 2023

*Objective:* To describe the steps by which employees may be separated from Cedar Tree.

*Scope:* All Cedar Tree employees

*Definitions:* N/A

*Guidelines:*

The Employee will ordinarily carry out his/her assigned work responsibilities for the entire school year, with certain possible exceptions:

1. Orientation Period – An Employee new to Cedar Tree will be given an orientation period of up to ninety (90) days in which to demonstrate his/her ability to the satisfaction of the Headmaster. If any areas need improvement, such will be communicated to the Employee in a timely fashion so that an effort may be made to correct the deficiency before the expiration of the ninety days. Should such instruction and corrective attempts prove unsatisfactory, as determined by the Headmaster, the employment may be terminated at any point within the ninety days without further obligation by either party.
2. Unforeseen Circumstances - Due to events such as the death or serious illness of a family member or a close relative, relocation due to a spouse's job transfer, severe illness/injury/disability to the Employee, school closure, or an unforeseen budgetary crisis, the Employee may not be able to continue work. Both Cedar Tree and the Employee shall make every effort to accommodate the needs of both parties during the transition period.
3. Voluntary Separation - The Employee may choose to terminate his or her employment at any time by giving at least sixty (60) days prior written notice to the Headmaster or Board, unless a different termination date is mutually agreed upon in writing.
4. Dismissal - The Board and/or Headmaster may terminate the Employee's employment at any time, with or without cause, by giving at least thirty (30) days written notice. Cedar Tree reserves the right to relieve the Employee of his or her duties without prior notice and without cause, and pay the remainder of compensation due for this period. The Headmaster will communicate with the Board regarding any pending dismissal as soon as is reasonably possible.
5. Immediate Termination - The Board and/or Headmaster may immediately terminate the Employee's employment without prior notice and without compensation if at any time the Employee engages in any conduct deemed by the Board and/or Headmaster, in their sole discretion, to be detrimental to Cedar Tree's ministry or reputation. Termination may also result when an employee may be unwilling or unable to perform his or her duties (except as provided by applicable laws and regulations related to disabilities or medical leave), or has violated the school's Code of Conduct (Policy 1.4).
6. Appeals Process - The Employee who receives a dismissal notice may appeal to the Board by requesting a Board Hearing. The procedure for a Board Hearing on a dismissal is:
  - a. The written request of the dismissed Employee will be submitted to the Board Chairman, along with a report prepared by the Headmaster.
  - b. The Chairman will schedule a meeting for the Employee to discuss the dismissal with the Board.
  - c. The Board will then issue a final written decision on the matter.

### **3.6 Teacher Qualifications**

*Dates:* Adopted July 21, 2011; Revised November 19, 2019, July 20, 2023

*Objective:* To establish the academic qualification for Cedar Tree teachers.

*Scope:* This policy applies to all Cedar Tree staff members with teaching responsibilities.

*Definitions:* N/A

*Guidelines:*

1. All teachers hired by Cedar Tree should have received at least a Bachelor's degree, as well as college training in the subject matter they teach.
2. All full-time teachers are required to pursue certification with the Association of Classical Christian Schools (ACCS).

### **3.7 Staff and Student Relations**

*Date:* Adopted July 21, 2011

*Objective:* To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between Cedar Tree staff members and students (in light of Policy 1.4 Code of Conduct).

*Scope:* This policy applies to all Cedar Tree staff members and students.

*Definitions:* N/A

*Guidelines:*

In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between staff and students, the following guidelines are to be understood as representative of Cedar Tree's practices and philosophies. More specific guidelines conforming to this policy may be issued by the Headmaster, as necessary.

1. Relationships between staff members and between staff members and students are to be friendly, courteous, and professional.
2. Staff members are to be careful that any physical contact and verbal interchange with each other and with students avoid even the appearance of impropriety.
3. Excessive familiarity, flirtation, innuendoes, casual disrespect toward authority, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated.
4. If it is necessary for a staff member to spend time alone with a student, or if a staff member needs to spend time alone with a staff member of the opposite sex, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.).
5. Staff members shall not travel alone in a vehicle with one student, nor should a staff member travel alone with another staff member of the opposite sex.
6. The School will not permit any kind of evidence, either on the school property or at school-sponsored activities, that two students are coupled together in a special relationship that others would not feel welcome to be included in on. In particular, no physical displays of affection will be tolerated. Parents will always be notified if any of these issues become evident.

### **3.8 Employee Protection (Whistle-Blower)**

*Date:* Adopted July 21, 2011, July 20, 2023

*Objective:* To protect those who seek to assist the school in complying with laws and regulations.

*Scope:* All Cedar Tree employees

*Definitions:* N/A

*Guidelines:*

1. If any employee reasonably believes that some policy, practice, or activity of Cedar Tree is in violation of law, a written complaint may be filed by that employee with the Headmaster.
2. It is Cedar Tree's intent to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the School's attention and provides the School with a reasonable opportunity to investigate and correct the alleged unlawful activity. Note: The protections described below are only available to employees that comply with this requirement.
3. Cedar Tree will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the School, or of another individual or entity with whom Cedar Tree had/has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.
4. Cedar Tree will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the School that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.
5. The Headmaster shall see to it that the above statements are included in the Staff Manual distributed to and acknowledged by each School employee. In addition, the Headmaster will ensure that whistleblower protection notification is posted in a central workplace as required by state law.

## 4. Financial Management

The policies presented in this section address financial issues, such as budgeting, financial operations, accounting and reporting practices, capital expenditures, and fundraising guidelines.

### 4.1 Tuition and Fee Collection

*Dates:* Adopted August 2, 2000, Revised April 9, 2002; July 26, 2005, June 4, 2009; July 21, 2011, July 20, 2023

*Objective:* To ensure that tuition payments are collected in a timely manner and to establish parameters on refunds.

*Scope:* New or returning families

*Definition:* Late Fees: Fees for tuition not paid in full by the fifth working day of the month due.

*Guidelines:*

The following process is to be followed in the collection of tuition and fees:

1. Parents are responsible to pay the tuition by the first day of each month. A late fee will be charged for tuition payments received later than the fifth day of the month.
2. If the registration fee is not received on time, there is no guarantee that classroom space will be reserved for the student.
3. Failure to pay tuition by the fifth day of the month will result in a reminder notice and assessment of late payment fee.
4. If fees are still not paid, or acceptable written arrangements are not made within 30 days of the date due, the Headmaster or someone he designates will personally contact the students' parents or responsible party and report the situation to the Board Chairman.
5. In the event of non-payment or the absence of any agreement being made after the efforts noted above have been exercised, a pending expulsion notice may be issued, giving at least two weeks' notice. Good faith will be presumed on the part of these responsible parties unless subsequent circumstances indicate no positive action can be expected.
6. Unless required by law, the school will not release student records to another school while a past-due balance remains.
7. Registration fees and tuition payments are nonrefundable, but the Board may consider conditions of hardship or other instances on a case-by-case basis.



## **4.2 Past Due Accounts Payable**

*Dates:* Adopted April 9, 2002, Revised June 4, 2009, July 21, 2011, July 20, 2023

*Objective:* To establish a set procedure for the payment of bills in the event of financial crisis.

*Scope:* This policy applies when any money is owed to outside creditors, the government, or staff, and is past due.

*Definitions:* Past Due Accounts Payable: Any bill that has not been paid by the date upon which we have agreed to pay it. If we have no explicit agreement to pay by a certain date, then the date due shall be determined by the creditor.

Financial Crisis: When cash reserves are not available to pay outstanding obligations in any given month.

### *Guidelines:*

1. In such a crisis, the Finance Committee will establish priorities for the payment of obligations.
2. When a bill goes overdue, the creditor receives less than payment-in-full, or when the creditor receives less payment than was arranged previously, the Headmaster will notify such a creditor immediately.
3. All undesignated money received by Cedar Tree, whether tuition or gifts, will ordinarily be applied to the oldest bills first.
4. If, as a result of implementing this policy, it becomes clear to the Headmaster that the school will be unable to make payroll, then he will notify the Chairman of the Board in the event that payday will not be made in full, for whatever reason. The responsibility for generation of the necessary gifts for staff will become the Board's responsibility.
5. If payroll is not completely met, then the Board or Board representative will meet with the staff to work with them concerning our failure to meet our obligations to them.

### **4.3 Scholarships**

*Dates:* Adopted October 3, 2002, Revised June 4, 2009, July 21, 2011, July 20, 2023

*Objective:* To establish the procedures and criteria for accepting and disbursing funds for tuition scholarships

*Scope:* This policy applies for all current and prospective Cedar Tree students and families.

*Definitions:* Scholarship: A reduction in the tuition and/or fees for a student/family based on the established criteria.

*Guidelines:*

1. The student must have been accepted into the school.
2. Scholarships will not be given that remove all responsibility for tuition/service from a family.
3. Available undesignated funds will be applied toward tuition of Cedar Tree students/families following the acceptance of a Scholarship Application, which will be used to assess:
  - a. Financial need
  - b. Christian character
  - c. Commitment to a classical Christian education
4. Cedar Tree reserves the right to refuse disclosure of the basis for rejection of a scholarship application.
5. Scholarship funding applies to tuition only. Ordinarily, registration fees and ancillary costs/fees are not in the scope of the scholarship program.
6. Funds will be apportioned to encourage existing families to continue with the school, while giving careful consideration to new families as well.
7. Both current and new families must submit information allowing assessment of financial need. All sources of family income will be considered.
8. Scholarship applications for the following school year will be evaluated in the second semester of the present school year by the Headmaster and the Executive Committee. The Headmaster will notify the family as soon as possible upon determination. Additional scholarships may be considered as needs arise and funds are available.
9. Scholarship recipients may be asked to increase volunteer work beyond the normally required amount in a capacity that fills a specific school need.
10. Unused funds will be rolled into the next year's scholarship fund.
11. The Scholarship Fund can be exceeded, but only by permission of the Board.
12. In the event a family's circumstance changes, the scholarship need will have to be addressed on a case-by-case basis.

## 4.4 Fundraising

*Dates:* Adopted May 27, 2004, Revised February 10, 2005, June 4, 2009, July 20, 2023

*Objective:* To establish guidelines for the fundraising activities of Cedar Tree.

*Scope:* This policy is limited to the fundraising activities of Cedar Tree. It does not apply to the generation of assets through the provision of educational or ancillary services to patrons.

*Definitions:* Direct sales: activities generating assets by the provision of goods or services to the donor.

Gifts: assets received without regard for the provision of goods or services to the donor.

### *Guidelines:*

1. Funds are to be raised only for causes which contribute to fulfilling Cedar Tree's mission. Funds are not to be raised for purposes prohibited by Scripture.
2. Designated gifts will be used for the designated purpose only, or else returned to the donor unless the donor gives permission otherwise.
3. Gifts solicited for a specific purpose will be considered designated for that purpose.
4. The use of any donor's gift will be explained to the donor at their request.
5. Where appropriate, the fundraising policy will also apply to direct sales.
6. Gifts may be received from non-Christians.
7. No gift will be accepted if the condition(s) of such a gift would require Cedar Tree to compromise biblical standards or the mission of the school.
8. Subject-oriented endowments are welcomed.
9. Significant fundraising activities of the school will be coordinated where possible.
10. The person(s) directing development should be informed of all fundraising activities at or by the school.
11. All gifts should be receipted and acknowledged within two business days.
12. Emphasis should be on a small number of effective fundraisers rather than a large number of small fundraisers.
13. Ordinarily, no more than one student-solicited fundraiser per year will be permitted.
14. Direct solicitation for funds from parents for a staff-directed in-class purpose is forbidden. Directed fundraisers that provide a service, such as a carwash or bake sale, may be allowed, subject to prior permission from the Headmaster.
15. Cedar Tree families should not solicit funds during school hours or to the Cedar Tree community for purposes that are not related to the activities of the school. No type of school directory or list should be used for any such solicitation. This does not prohibit fundraising for non-school activities based on personal relationships that exist outside the school.

## **4.5 Donation of Investment Securities**

*Dates:* Adopted July 21, 2011

*Objective:* This policy gives direction regarding security gifts donated to the school.

*Definitions:* Security: A financial instrument such as stock, bonds, mutual fund shares, etc.

*Guidelines:*

1. Cedar Tree welcomes the opportunity to receive investment gifts from donors. Unless the gifts are specifically restricted as “permanent” investment endowments, the Board of Directors policy is to liquidate donated securities upon receipt.
2. Should there be a compelling reason to hold a given security for longer than a month, and the Finance Committee agrees on this approach, the Finance Committee shall notify the Board of this decision. Any securities that are not immediately liquidated shall be accounted by the Bookkeeper and listed as an asset.
3. All securities gifts must comply with the general donation gift policy outlined in Board Policy 4.4 (Fundraising).
4. In the event that the school receives a permanent restricted endowment gift in the form of investment securities, the Treasurer will be responsible for ensuring the gift is appropriately categorized on the monthly balance sheet report and provide appropriate information for the annual tax form.

## **4.6 Investment Assets**

*Dates:* Adopted July 20, 2023

*Objective:* To establish guidelines for stewarding the school's investment assets

*Scope:* This policy applies to the Board and its Finance and Executive Committees

*Definitions:* N/A

*Guidelines:*

1. The School will begin each fiscal year with a Cash Reserve of at least 15% of the current fiscal year's operating expenses, noted on each year's proposed budget and each month's financial statements. The Headmaster, with Board approval, may only spend those funds when necessary.
2. In addition to the Cash Reserve, the Board may choose to maintain a Contingency Fund reserved for future opportunities to further the School's mission.
3. The Finance Committee will make recommendations to the Executive Committee regarding the strategic investment of the School's assets with a view to reasonable safety and emphasizing total return, consistent with biblical principles and the following guidelines:
  - a. Evaluating and responding on a timely basis to donor requests to hold certain investments in the contributed form, e.g. a particular stock or other instrument.
  - b. Measuring, monitoring and establishing accountability for investment performance with respect to Board objectives and timing.
  - c. Seeking to maximize creation of future financial value for Cedar Tree reserves, balancing the dual goals of generating current income for operations while preserving and increasing principal in pace with inflation.
  - d. No more than 80% of the School's Contingency Fund may be allocated to either equities or fixed income.
  - e. The School may not hold ownership of more than 5% of the outstanding shares of any single company.
  - f. The School may not hold more than 15% of its current assets, outside of Cash Reserve, in any single equity investment.
  - g. The School may not make investments in private placement, restricted securities (other than for hedging purposes), illiquid instruments, or venture capital.
  - h. The Finance Committee will provide the Board with an annual reporting of the School's investment assets.

## 5. Operations

The policies presented in this section address issues regarding the basic day-to-day operations of the school.

### 5.1 Student Health Requirements

*Dates:* Adopted September 7, 2000; Revised February 26, 2002, March 24, 2004, July 21, 2011, July 20, 2023

*Objective:* To provide guidelines for student health records and medication administration to students.

*Scope:* All students attending Cedar Tree

*Definitions:* N/A

*Guidelines:*

1. **IMMUNIZATIONS:** All students attending Cedar Tree must have on record with the school either a current immunization record or an exemption statement, according to Washington State code, before starting classes in the fall. Standard immunization record forms may be obtained from Cedar Tree administration.
2. **HEALTH AND ACCIDENT RELEASE:** Each year, parents must submit a Health and Accident Release for each student.
3. **MEDICATION ADMINISTRATION:**
  - a. Parents shall submit a statement annually indicating whether or not the school may administer acetaminophen (“Tylenol”) or cough drops to their child.
  - b. Other medications, both prescription and nonprescription, require a completed Authorization for Administration of Oral Medications form to be on file in the school office.
  - c. For students grades K-6, all medications are to be turned into the school office, along with the completed Authorization for Administration of Oral Medications form and are to be administered only by school personnel authorized to administer the medications.
  - d. For students grades 7-12, medications may carry and self-administer their own medications, except for those considered to be controlled substances by federal law, subject to parental approval. A completed Authorization for Administration of Oral Medications form must be on file in the school office and is updated annually. This permission can be revoked at any time for irresponsible behavior or if the student shares their medication with another student.

## 5.2 Serious Diseases

*Dates:* Adopted February 26, 2002; Revised May 14, 2009, July 21, 2011, July 20, 2023

*Objective:* To establish procedures which are to be followed whenever a serious disease might be introduced into the School.

*Scope:* This policy applies to all Cedar Tree students and staff.

*Definitions:* Serious diseases: Those diseases which are potentially life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, Strep throat, etc., though unpleasant and contagious, are not to be considered serious diseases.

### *Guidelines:*

The Headmaster will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known serious diseases. This will include isolating the student(s) who may have the disease, or have been exposed to it.

1. Cedar Tree cannot be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
2. Upon receiving reliable information that a student or teacher at Cedar Tree has contracted, or has been in contact with, a serious disease, the Headmaster will immediately contact local health officials and obtain more information. The information sought should answer such questions as:
  - a. To what degree is the disease communicable?
  - b. How is it transmitted?
  - c. What is the incubation period for the disease?
  - d. What are the disease symptoms?
  - e. What precautions should the school take?
  - f. What information would be helpful to the school's families?
3. Based upon the answers to the above questions, the Headmaster will determine what actions are necessary. He (or someone he designates) will then contact the parents of the affected student(s) and share with them the information he has received, as well as the decisions he has made.
4. The student may be asked to remain home for a specific, or undetermined, length of time.
5. Closure of the school may be necessary in extreme cases.
6. If the Headmaster determines that a deviation from this policy is necessary, the matter will be presented to the Board of Directors as soon as possible for a decision.
7. All cases of serious diseases that have affected or could affect the school will be reported to the Board.

### **5.3 School Calendar**

*Dates:* Adopted May 27, 2004; Revised May 14, 2009, July 21, 2011, July 20, 2023

*Objective:* To set guidelines for the administration of Cedar Tree regarding the construction and execution of the School's yearly calendar.

*Scope:* This policy applies to the construction and execution of the annual school calendar of all programs related to Cedar Tree's mission.

*Definitions:* N/A

*Guidelines:*

In constructing and carrying out the annual school calendar of Cedar Tree, the following guidelines are to apply:

1. Each year, no later than April 15, the Headmaster will construct and submit for Board approval an annual school calendar that includes the elements below:
  - a. Fulfills the minimum number of school days required by the State of Washington.
  - b. Four quarters of approximately nine weeks. (These are also to be the grade/progress reporting periods.)
  - c. As often as possible, given the above standards, starting and ending dates that fall between the first half of September and the first half of June, respectively.
  - d. At least two parent-teacher conference opportunities in the school year.
  - e. Recognition, by having vacation days, of the following holidays: Thanksgiving, Christmas, President's Day, Good Friday, and Memorial Day. Other holidays are subject to Board approval.
  - f. A weeklong spring break that preferably coincides with the Vancouver School District schedule.
2. After Board approval of the annual calendar, the Headmaster has the authority to make all other calendar-related decisions that further Cedar Tree's goals and purposes, including the following:
  - a. To construct other extra-curricular and school program calendars that coincide with, but do not impinge upon the basic educational calendar.
  - b. To plan and execute teacher training/workdays, without student attendance.
  - c. To close the school for emergency or other unforeseen circumstances (e.g. weather, death of a faculty member, national crisis, etc.) In such an event, the Headmaster, with whatever other advisory services he chooses, will determine as early as possible in the day, whether to close the school or not.
  - d. Should conditions necessitate more than two days of unplanned school closure during the school year, the Headmaster will work with the Board to determine how best to make up the additional days missed.



## 5.4 Communication Systems

*Dates:* Adopted May 12, 2005; Revised May 14, 2009, July 21, 2011. July 20, 2023

*Objective:* To establish guidelines for using the communication systems of the school. It is the intent to protect the community while maintaining effective communication between the interested parties.

*Scope:* This policy applies to all Cedar Tree students, staff, and parents.

*Definitions:* Communication Systems: Includes telephone, internet, email, web sites, homework folders, family files operated by the school, and any other on-site method by which the school communicates information to the Cedar Tree students, staff, and parents.

*Guidelines:*

1. The communications systems will only be used for purposes that are in agreement with the school's Mission and Core Commitments.
2. Permission from the Headmaster must be obtained prior to performing personal work on school computers. Use of the telephone for personal reasons should be minimized in order to leave the lines open for school business.
3. All information intended for general dissemination within the school community must be approved by the Board or Headmaster. Approval will be determined by its compatibility with Cedar Tree's mission and values and its benefit to the school.
4. The use of the Cedar Tree school directories (including phone numbers, addresses and e-mail list) cannot be for purposes of solicitation, fundraising, or other activities that are outside the mission of Cedar Tree and consistent with Policy 4.4 (Fundraising).
5. Public web pages shall be used to provide information concerning the school and its mission. Private web pages may be used to provide information to current families of the school. The private pages shall be password protected.
  - a. Names of students will not be used in conjunction with a photograph on the public web site. When a parent or legal guardian of a child requests the removal of specific photographs depicting the child, the photographs shall be removed in a timely manner.
  - b. All links to other sites shall be investigated to the best of our ability to avoid recommending inappropriate information.
  - c. Non-Cedar Tree e-mail addresses and phone numbers shall not be published on the public web site.
6. The communications systems will not be used for any illegal purposes, personal expressions of negativity, or non-school business development.

## **5.5 Student Records**

*Dates:* Adopted July 20, 2023

*Objective:* To ensure the safe and accurate preservation of important information about all students.

*Scope:* Board of Directors and Administration

*Definitions:* N/A

*Guidelines:*

1. Student records are kept in the school office or accessible electronically.
2. The records may be viewed by the student's custodial parents. Contents may be forwarded to specific schools should a parent authorize such a request.
3. The information is personal, private, and confidential.
4. The contents of student records should include, but is not limited to: report cards, standardized testing results, health records, discipline records, and admission assessments.
5. Should the school be forced to close, the Board shall ensure that student files are entrusted to a previously-arranged local school and that parents are informed where they are.

## **5.6 Facility Use**

*Dates:* Adopted March 21, 2021; Revised March 16, 2023

*Objective:* To establish guidelines for using the school facilities

*Scope:* This policy applies to all Cedar Tree students, staff, parents, and outside groups.

*Definitions:* N/A

*Guidelines:*

1. Cedar Tree's facilities are a blessing provided by God and intended to be set apart for his purposes in fulfilling the school's religious and educational mission. Although the facilities are not generally open to the public, the school may make its facilities available for approved events to students, staff members, or occasionally outside groups on a case-by-case basis as an outreach to our local community.
2. Because the school may not in good conscience materially cooperate with activities contrary to its Statement of Faith and because the school must present a consistent public witness to the community, Cedar Tree will not allow the use of its facilities for events or activities that are inconsistent with the Statement of Faith or Core Commitments.

### **Guidelines and Fees:**

1. The Headmaster or designee, in consultation with the board as necessary, must approve all Cedar Tree facility use requests.
2. Priority must always be given to school activities, and to uses that complement the school's mission.
3. Outside groups are not permitted to use the facility on school days before 5:00 p.m. and not on days when evening school activities are scheduled. In the signed agreement, an official representative of the group must affirm that the use is in alignment with the school's Statement of Faith, agree to abide by the school's rules of conduct for facility use, and take responsibility for the facilities and equipment used.
4. Fees will be included in the written agreement on a case-by-case basis, but will ordinarily include a security deposit of \$500 and a nonrefundable maintenance fee of \$100.
5. When a facility use request is approved, and an agreement is signed by both parties, and agreed-upon payment is made, the event will be placed on Cedar Tree's internal calendar.

### **Rules of Conduct:**

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Sex-specific locker rooms, changing areas, restrooms, and showers are to be used by members of the biological sex only.
3. School equipment and furniture must be returned to original placement, unless agreed otherwise prior to the event.
4. All lights must be turned off, doors and gates locked upon departure, unless agreed upon otherwise prior to the event.
5. Abusive or foul language, violent behavior, smoking, vaping and drug abuse are strictly prohibited on school property. Any person exhibiting such behavior must be required to leave the premises.
6. Alcohol consumption is prohibited unless specific approval is provided in the Use Agreement by the Headmaster.
7. All events involving the participation of minors require adult supervision.
8. Food and beverage are to be limited to agreed upon areas.
9. The facility and equipment should be left in as good or better condition than prior to the event.

**Insurance and Liability release:**

1. Outside organizations using any part of the school's property for non-school-sponsored events must obtain liability insurance coverage in the amount of \$1,000,000 naming Cedar Tree as an additional insured.
2. The facility use agreement will include an Indemnity and Hold Harmless Agreement that must be signed prior to approval, with these or similar words: "In further consideration for the use of Cedar Tree's property, the 'user', does hereby agree to indemnify, hold harmless and defend Cedar Tree, a non-profit corporation, its directors, officers, employees and volunteers from any claim, lawsuit, counterclaim or crossclaim of whatever nature, arising out of the use of Cedar Tree's facility."

## **5.7 Flag Lowering Policy**

*Dates:* Adopted November 21, 2013

*Objectives:* To establish a response to Presidential half-staff proclamations

*Scope:* This policy applies to the Administration of Cedar Tree School

*Definitions:* Flagpole: A tall pole, which is prominently visible on the School campus, and which allows for the expedient raising and lowering of a flag.

*Guidelines:*

1. On any regular school day that the School is displaying the flag of the United States of America on a flagpole, the flag shall be lowered during the times that the President of the United States of America declares a half-staff proclamation.
2. The exception to carrying out the proclamation will be when that which is being honored by the half-staff proclamation represents an offense to Biblical truth\* or is in opposition to the mission of Cedar Tree School.
3. The decision to exercise this exception can be made by the Headmaster alone or in consultation with the Executive Committee of the Board.
4. The Headmaster may delegate the responsibility for raising and lowering the flag to any responsible staff person, student, or volunteer.

\* An example could be when the deceased is being honored because of their support for immoral actions, such as an advocate of abortion or sexually immoral behavior.

## 5.8 Grievances

**Dates:** Adopted February 26, 2002, Revised May 27, 2004; August 12, 2004

**Objective:** To establish biblical guidelines for the resolution of disputes and grievances in the operation of Cedar Tree.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Cedar Tree's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

**Definitions:** Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Cedar Tree objectives and goals.

Grievances: Any concern about a decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

### **Guidelines:**

The Bible teaches that conflicts should be handled discreetly and carefully, in a spirit of reconciliation, while believing and speaking the best about each individual involved. The following policy establishes the process for resolving misunderstandings, differences of opinion, concerns, disputes, and grievances concerning any aspect of school operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administrators, and board members. If at any point the proper channel or contact is not clear, do not hesitate to contact an administrator or the Headmaster for counsel or direction. Otherwise, the general procedures below should be followed.

### **Students/parents to teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Headmaster. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision by requesting a hearing from the Cedar Tree Board.

### **Parents/patrons to Headmaster:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Headmaster.
2. If the situation is not resolved, they should request a hearing from the Cedar Tree Board.
3. This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

### **Staff to Administration:**

1. All concerns about the standards of the school must first be presented to the Headmaster. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Headmaster, followed by a meeting to discuss the matter.
3. If the problem is still not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be given to the Board and the Headmaster.

**Volunteers to Staff/Administration:**

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight (teacher or Headmaster).
2. If the problem is not resolved, then the concern should be presented in writing to the Headmaster, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be given to the Board and the Headmaster.

**Individual Board Members to Headmaster:**

1. If specific concerns arise during a Board meeting, Board members may not challenge, rebuke, or debate directly with the Headmaster in the Board meeting, but their concerns will be channeled through the Chairman instead.
2. Any Board member may call the Board into executive session if a potential grievance or dispute arises during a Board meeting.
3. If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session.
4. If the Board decides further investigation is warranted, the Headmaster will meet with the Board in executive session to present his perspective and answer questions.
5. If the Board decides against the Headmaster (2/3 vote required), the Board will attach a written description of their decision to the Headmaster's annual job evaluation.
6. If the Board does not decide against the Headmaster, any Board member/s who is/are still not satisfied will be instructed by the Board to drop the issue.

**General:**

It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy. Enforcement of this policy may include all measures deemed necessary by the Board, up to and including dismissal as granted by authority of Bylaws IV.5 A.

## 6. Admissions

The policies presented in this section address give guidelines to all issues pertaining to the enrollment of students into the School.

### 6.1 Family Enrollment

*Dates:* Adopted September 7, 2000, Revised April 9, 2002, August 13, 2009, July 20, 2023

*Objective:* See Guidelines below

*Scope:* This policy applies to all families with one or more children enrolled at Cedar Tree.

*Definitions:* N/A

*Guidelines:*

1. Cedar Tree is seeking to partner with parents who are seeking a classical Christian education for all of their children. In order to select those families who share a common vision for equipping their children, we are most interested in families that wish to enroll all of their children at Cedar Tree for the entire duration of their pre-college education.
2. Parents who choose to educate some of their children through other means need to be aware that Cedar Tree does not hold positions for any children not currently enrolled in Cedar Tree above the grade of kindergarten.



## **6.2 Kindergarten Admission Standards**

*Dates:* Adopted November 13, 2003; Revised August 13, 2009, July 21, 2011, July 20, 2023

*Objective:* To establish a policy that gives clear guidelines regarding the requirements for admission to the Kindergarten class at Cedar Tree.

*Scope:* This policy applies to all students applying for admission to the Kindergarten class

*Definitions:* N/A

*Guidelines:*

1. The factors used by the Headmaster to assess whether a child is ready for enrollment shall include:

- a. mental, emotional, social, spiritual, and intellectual maturity
- b. attention span
- c. self-control
- d. ability to work in a classroom setting
- e. ability to learn from a non-parent
- f. parental support for student training.

If the student is deficient in regard to these factors such that the Headmaster concludes that it will be significantly detrimental to the performance of the student or the class, admission for the student will be deferred until the following year.

2. The minimum age to enter the Cedar Tree Kindergarten program is five years old by September 1<sup>st</sup> of the year in which the student enrolls.

3. Any variance from the minimum age standard requires that the student be five years old by December 1<sup>st</sup> of the year in which the student enrolls. The Headmaster has the discretion to determine whether a variance shall be recommended to the Board of Directors. The Board shall make the final determination for any variance from the minimum age standard.

### **6.3 Learning Disabilities**

*Dates:* Adopted September 9, 1999, Revised September 11, 2003, August 13, 2009, July 20, 2023

*Objective:* To reinforce the educational goals of Cedar Tree Classical Christian School.

*Scope:* This policy applies to all students and teachers.

*Definitions:* Severe learning disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Learning disability: Any condition hindering the academic progress of a potential student which does not require a separate classroom, program, or staff in order to provide the education services desired by the parents. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

*Guidelines:*

1. Children with a severe learning disability will not be admitted to Cedar Tree due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level, and will be given as much individual instruction and encouragement as their classmates.

## **6.4 Re-enrollment After Expulsion**

*Dates:* Adopted August 1, 2002; Revised August 13, 2009, July 21, 2011, July 20, 2023

*Objectives:* To ensure consistent biblical discipline and a safe, healthy environment for all students at Cedar Tree.

*Scope:* This policy applies to students who have been expelled from Cedar Tree (or other schools) seeking re-admittance (admittance) to Cedar Tree. See also Policy 7.6 (Discipline),

*Definitions:* N/A

*Guidelines:*

1. The student requesting re-admittance to Cedar Tree must remain out of the school for at least two quarters. In most cases, the student will remain out for the remainder of the school year.
2. Should a student expelled from Cedar Tree desire to be re-admitted to Cedar Tree at a later date, the student's parent(s) shall contact the Headmaster and will be expected to go through the full admissions process as if he were new to Cedar Tree.
3. The Headmaster has the discretion whether to recommend to the Board re-admittance, based on the following criteria:
  - a. Determine measures the family has taken to help ensure that the behavior, which resulted in expulsion, will not occur again.
  - b. If the student was expelled for exhibiting threatening or violent behavior, determine whether there are objective witnesses available (such as professional counselors) who will state that the student is now deemed non-threatening and the measures that are in place to prevent recurrences of the threatening behavior.
  - c. Determine what kind of track record the student has developed in similar situations since the expulsion from Cedar Tree.
  - d. Determine whether additional burdens would be placed upon teachers.
  - e. Make sure that parents know that the student will be held to the same discipline standards as all the students enrolled in Cedar Tree.

## 7. Education

The policies presented in this section address educational programs sanctioned by Cedar Tree, including both curricular and extra-curricular activities. Pertinent issues include topics such as the school uniform, discipline, academic probation, attendance, controversial subjects, and reverence.

### 7.1 Attendance

*Dates:* Adopted May 7, 2002, Revised June 10, 2004, August 13, 2009, July 21, 2011, July 20, 2023

*Objective:* To establish a policy that encourages student attendance at school.

*Scope:* The policy applies to all students, as indicated.

*Definitions:* N/A

*Guidelines:*

1. Students enrolled at Cedar Tree are expected to attend all prescribed classes.
2. Student attendance is an important part of class participation and will be reflected in student grade reports.
3. Punctuality is also an important part of class participation. Tardies will be reflected in student grade reports.
4. Students absent because of illness or family emergencies will have the same number of school days that they missed during their absence to complete missed work after returning to school. Teachers may prioritize assignments so students do not fall further behind.
5. Students will be expected to have all missing work completed by the end of the quarter

## **7.2 Grammar Student Promotion**

*Dates:* Adopted May 7, 2002, Revised June 10, 2004, August 13, 2009, July 20, 2023

*Objective:* To establish a consistent set of standards to be applied in determining grade promotions for all elementary students.

*Scope:* All entering and continuing students in Kindergarten through 6th grade.

*Definitions:* N/A

*Guidelines:*

1. If a Grammar School student does not meet grade level promotion standards, or if the student receives a failing grade in any subject for two quarters of the school year, a parent/teacher/Headmaster conference will be arranged to determine the best course of action for the student. Such action may include a recommendation that the student be moved down one grade level. If the student remains in the current grade level and the student receives a failing quarter grade in one or more subject areas in the following quarter, the Headmaster will, in consultation with the homeroom teacher, meet with the parents and the student to determine if Cedar Tree is the best place for the student. The Headmaster will see to the development of a plan for all parties involved.
2. If a student is identified by a teacher as being capable of moving one grade level ahead or if the parents of a student request that their child be moved one grade level ahead, the Headmaster is to meet with the teachers in order to determine whether the student is capable of succeeding in all subjects. Further, the student must have earned at least a grade of "A" in all subject areas at Cedar Tree during the previous quarter. If it is determined that the student is capable of succeeding by teacher recommendations and grades earned, if the parents approve, and if sufficient space exists in the next grade level to accommodate an additional student, the student may advance one grade level. Once the student has advanced one grade level, he/she must earn a grade of at least "B" in all subject areas for the next two quarters or he/she will immediately be required to move back to the previous grade level, unless moving back to the previous grade level would cause the class to be above capacity.

### **7.3 Academic Probation**

*Dates:* Adopted April 9, 2002, Revised June 10, 2004, August 13, 2009, July 21, 2011, July 20, 2023

*Objective:* To provide additional motivation to Upper School students whose academic achievements are not up to their capability.

*Scope:* This applies only to Upper School students (7th through 12th grades).

*Definitions:* N/A

*Guidelines:*

1. If a student's G.P.A. is below 2.0, that student will be placed on academic probation and may be ineligible to participate in co-curricular activities during the following quarter.
2. If the student's G.P.A. remains below 2.0 by the end of the following term, the student and parents will meet with an administrator to determine if Cedar Tree is the best place for the student, with the goal of developing a plan for all parties involved.

If implementation of this policy would be counter-productive to the objective, administration may decide not to place a student on probation. A written record explaining this decision will be signed by the Headmaster and placed in the student's file.

## 7.4 Controversial Subjects

*Dates:* Adopted September 9, 1999, Revised August 13, 2009, July 20, 2023

*Objective:* To establish a policy that helps Cedar Tree to respect the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

*Scope:* All teaching staff in the course of their teaching duties. It does not apply to teaching staff on their own time.

*Definitions:* Controversial subjects: Subjects which Christian families and churches commonly consider divisive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: environmentalism, old earth/young earth, partisan politics, etc.

### *Guidelines:*

1. If in the course of teaching a class a teacher sees that a subject has arisen which the teacher has good reason to believe is controversial and discussion of that subject will not help achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
  - a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - c. As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Strongly encourage students to become knowledgeable of the most widely held views on the topic.
  - d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
3. The teacher is to remember that he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

## **7.5 Uniforms**

*Dates:* Adopted August 22, 2000, Revised July 10, 2001, March 5, 2002, June 10, 2004, November 12, 2009, July 20, 2023

*Objective:* To establish guidelines for dress at Cedar Tree that will promote the ability of our students to focus on the process of learning.

*Scope:* All students

*Definitions:* N/A

*Guidelines:*

Students attending Cedar Tree are expected to comply with the following guidelines for student attire:

1. Cedar Tree requires a dress uniform for specified school activities and allows a defined range of clothing to be worn at other times.
2. The details of these standards are part of the administrative policies, which are maintained and distributed under the supervision of the Headmaster.
3. The Headmaster will establish uniform standards applying to school related activities outside of normal school hours.
4. The Headmaster will ensure that School families are aware of the uniform standards and that the standards are being followed.
5. Significant changes in specific uniform choices require Board approval.



## **7.6 Discipline**

*Dates:* Adopted September 9, 1999, Revised April 24, 2003, August 13, 2009

*Objectives:* To ensure consistent biblical discipline at Cedar Tree.

*Scope:* All students

*Definitions:* N/A

*Guidelines:*

1. Maintaining an orderly atmosphere is critical to the learning process. Love and forgiveness are integral to the discipline of a student. Discipline will be based on biblical principles: restitution, apologies (public and private), immediate and instructive punishment, restoration of fellowship, no lingering sinful attitudes, parental involvement, etc., and will be administered in light of the student's problem and attitude.
2. Whenever possible, training and discipline for minor issues (i.e., classroom rules, procedures, etc.) will take place in the classroom.
3. Behaviors that automatically necessitate an office visit include:
  - a. Disrespect or rebellion (outright disobedience)
  - b. Lying or cheating
  - c. Stealing or vandalism
  - d. Fighting (hurtful aggression)
  - e. Obscene language (including taking the Lord's name in vain)
4. The Headmaster will meet with the student and determine the nature of the discipline. Possible punishments include restitution, janitorial work, mandatory parental attendance during the school day with the child, or other measures consistent with biblical guidelines. For a student with multiple office visits during one semester:
  - a. The third offense will be followed by a meeting with the student's parents and the Headmaster.
  - b. A fourth offense will result in a two-day suspension for the student.
  - c. If a fifth offense is recorded, the student will be expelled from school.
  - d. While forgiveness is important, we recognize that certain situations will require protection for the greater community. If deemed necessary, the Headmaster may bypass the discipline process and suspend or expel a student immediately.
5. Students may be subject to school discipline for misconduct that occurs outside of school.

## **7.7 Reverence**

*Dates:* Adopted February 26, 2002, Revised August 13, 2009

*Objective:* To ensure that God's name, character, and truth are honored and respected at Cedar Tree Classical Christian School.

*Scope:* This policy applies to the entire program of Cedar Tree.

*Definitions:* N/A

*Guidelines:*

1. In all areas of instruction, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
2. Things to avoid include silly or trite references to Jesus Christ and His work on the cross, and mockery of angelic powers, whether demonic or heavenly.
3. Promoting students' spiritual training through joyful encouragement and instruction in reverential knowledge of the Lord is an essential aspect of a Cedar Tree education.

## **7.8 Co-Curricular Activities**

*Dates:* Adopted October 9, 2008; Revised July 21, 2011, July 20, 2023

*Objective:* To provide direction and an implementation framework for all Co-Curricular activities in line with the established philosophy, purpose, and standards of Cedar Tree.

*Scope:* This policy concerns the establishment and operation of Co-Curricular activities through Cedar Tree, especially at the Upper School level, as well as methods and standards of student participation therein.

*Definitions:* Co-Curricular Activity: An organized, school sanctioned activity intended for student participation and enrichment beyond the normal academic (curricular) activities. As such, participation in such activities (which generally occurs outside of regularly scheduled class time) is considered *voluntary*. Examples include student organizations and clubs, athletics, drama, and special music groups, debate, but not field trips or special events.

*Guidelines:*

1. Co-Curricular activities will not take priority over the academic program at Cedar Tree.
2. Cedar Tree must have written parental permission for students to participate in such activities.
3. The hiring of all directors or coaches must be approved by the Headmaster.
4. The School will select co-curricular activities that further its Core Commitments and Portrait of a Graduate.
5. Operating expenses for such activities will be paid by participant fees or by participant-initiated fundraising, unless funds are specifically included in the School's annual budget.
6. Students who are ineligible for the beginning of a season remain ineligible for participation during the entirety of that season, regardless of the grade point average for the following quarter. Similarly, if students are eligible to begin a season, they remain eligible until the end of that season.
7. A team sport or activity will be established only when there are reasonable grounds for believing it can be sustained for multiple years.

## **7.9 High School Graduation Requirements**

*Date:* Adopted July 21, 2011; Revised May 15, 2014, July 20, 2023

*Objective:* To establish the minimum requirements for earning a high school diploma from Cedar Tree.

*Scope:* All students entering grades nine or above.

*Definitions:* Semester Credit: Students earn one credit for the satisfactory completion of each semester-long class meeting four or five times a week. Students earn a half credit for the satisfactory completion of each year-long class meeting two or three days each week.

### *Guidelines:*

1. Students must attend full time each year of enrollment in the high school program.
2. Students must have a cumulative grade point average (on a four-point scale) of at least 2.0.
3. Every Cedar Tree graduate must present a satisfactory senior thesis.
4. Every high school student must complete a minimum of 25 hours per year of community service as approved according to administrative guidelines.
5. Transfer students may have some credit requirements waived by the administration upon entrance, based upon transcript evidence of similar coursework.
6. Students may earn one-half of a semester credit toward fulfillment of the Health & Fitness requirement for participating in a season of an interscholastic high school sport or equivalent, based on a form completed by the student's coach.
7. In the instance of a failing semester grade, the student may, subject to administrative approval and no more than once in any single academic year, complete a credit recovery program developed by the school to raise the grade to exactly 70% (passing). The credit recovery work must be completed before the end of the second semester if the failing grade occurred in the first semester, and completed before the next school year begins if the failing grade occurred in the second semester. An 'F' will be entered onto the student's transcript until credit recovery is completed.
8. All state of Washington requirements are met within the Cedar Tree curriculum, provided that the student's successfully completed credits include Washington State History (1 semester credit, ordinarily taken in 8th Grade) and American History & Government (2 semester credits), Health & Fitness (4 semester credits) and Occupational Education (2 semester credits).
9. In order to graduate with Cedar Tree's standard diploma, students must earn at least 46 semester credits.
10. The standard diploma meets or exceeds Washington State requirements for graduation.
11. In order to graduate with Cedar Tree's Honors Diploma, students must earn at least 53 semester credits.

## Policy Manual Appendices

Appendices to the Board Policy Manual are included as useful guidelines for Board practice, but are not intended to have binding force.

### ***Appendix 1: Annual Board Calendar***

The following events or benchmarks summarize the time-table for major activities of the Board during a one-year period beginning July 1:

<b>July</b>	Identify and Clear any Board Member Conflicts of Interest
	Approve Final Budget for Upcoming School Year
	Prior Fiscal Year and Financial Inspection Due
	Review Board Calendar
<b>August</b>	Renew Liability Insurance
	Renew Directors and Officers Insurance
<b>September</b>	Schedule Vision Meeting Date
<b>October</b>	Approve Development Annual Fund Targets/Purpose for Subsequent Fiscal Year
<b>November</b>	Review Next Year's Preliminary Operating Budget - Proposed Tuition and Compensation Rates
	Review and Update Five-Year Goals
<b>December</b>	No Requirements
<b>January</b>	Hold Board Vision Meeting
	Establish Board Objectives for the Following School Year
	Establish Tuition and Compensation Structure for the Upcoming Year
<b>February</b>	Review Bylaws and Policy Manual
	Discuss Prospective Board Member(s)
	Discuss Capital Projects, Facility, and Maintenance Needs
<b>March</b>	Interview Board Member Candidate(s)
	Consider Holding Facility and Finance Meeting with School Community

	Renew Property Tax Exemption - WA State
	Renew Charitable Status with "Corporations & Charities Division of WA State"
	Consider Participation in ACCS/Circe/SCL or Other Conferences Specific to Classical Christian Education
<b>April</b>	HSEC - Headmaster Review
	Review WA State Registration and WIAA participation
	Review Administration-Solicited School Community Evaluation
	Review and Approve School Calendar for Following School Year
<b>May</b>	Review and Approve Administration Goals for Following School Year
	Nominate new Board Candidates to present to the Community
	Review High School Standardized Testing Results
<b>June</b>	Vote on New Board Member(s)

## **Appendix 2: Aesthetic Vision**

*Dates:* Adopted October 9, 2008

The apostle Paul instructs us to set our minds on that which is true, noble, just, pure, lovely; we are to meditate on those things which are of good report, virtuous, or praiseworthy (Phil. 4:8). As a classical and Christian school, Cedar Tree has particular duties in this regard: the staff has been entrusted by our school parents with the responsibility to help train and discipline the minds and affections of their children. The loveliness and nobility enjoined by the apostle involve more than just “spiritual” truths so we understand our responsibility as a school to include the discipline of aesthetic education.

What frames our understanding of aesthetics? We begin with God himself, affirming that the triune God contains within Himself all ultimate loveliness and beauty. We also affirm that as His creatures, we are to serve and worship Him in all that we do in the beauty of holiness. He has created us in His own image and requires us to conform to His image in all that we do. As His creatures we must understand our responsibilities of creating and appreciating what is lovely.

We therefore affirm objective aesthetic standards. At the same time, we realize our limitations as creatures. We understand that only God knows exhaustively all that is beautiful about a piece of art while we see the beauty only partially. To us—limited human observers who see different aspects or “partialities” of a work—art appreciation may seem subjective. But this is an illusion created by our individual limitations. Therefore, we seek to instruct our students to make all aesthetic judgments in humility while training them in their responsibility to make grounded and informed aesthetic judgments, rejecting all forms of principled ugliness or aesthetic nihilism.

We seek to teach the importance of aesthetic standards in all activities associated with the school, striving for that form of excellence suitable to each activity. This obviously includes a strong emphasis throughout our curriculum on the fine arts—music, painting, sculpture, drama, poetry—with the attendant responsibilities of the students including study, reflection, and memorization. But our concern for aesthetics also extends to more mundane matters such as the cleanliness and decoration of classrooms, student dress, athletic competition, handwriting, music in the classroom, and organization of school-sponsored events. In all of these areas, we aim to teach our students the reasons for what we require, and not just impose the bare requirement. As our mission requires excellence in all that we do, we want to grow in what that means, avoiding all forms of pious or traditional kitsch, aesthetic frauds which can evoke a sentimental and superficial response not based in truth.

The standards we use in determining what we consider to be aesthetically valuable include, but are not limited to: conformity to the standards of Scripture; historical durability and the approval of many minds over generations (we are a *classical* school, after all); a balance of complexity and simplicity as seen in nature; the ability to encourage dignity; metaphorical strength; encouragement of harmony; the grace of subtlety; the power to evoke love of truth and goodness; quality of craftsmanship; an ability to honor standards while employing them in new ways; the avoidance of formulaic clichés; and the practice of wisdom.

### ***Appendix 3: Board Leadership Covenant***

Knowing that God has spoken clearly in His word concerning the character and responsibility of a leader, I do solemnly commit myself to God and to the Board of Directors of Cedar Tree to do the following:

1. I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him in His Word and in prayer.
2. I will be an active participant of an evangelical, Bible-believing church.
3. I will endeavor to walk continually in the Spirit.
4. I will pray regularly for those who serve with me as Board members, the Administrator and the teaching staff of the school that we serve, and the ministry of Cedar Tree.
5. I will give a percentage of my income to the ministry of Cedar Tree.
6. I will faithfully attend all meetings of the Board on time, unless I am hindered from doing so by a compelling reason, such as illness or necessary travel. When unable to attend, I will notify the Board Chairman in advance, if possible, of the reason for my absence.
7. I will prepare for each Board meeting by doing my homework and by submitting myself anew and afresh to the Holy Spirit.
8. By the power of the Holy Spirit, I will refrain from expressing negative attitudes through criticism and complaint. Instead, I will be positive and encouraging, endeavoring to maintain the unity of the Spirit in the bond of peace.
9. I will maintain an open and teachable attitude.
10. I agree with the School Statement of Faith and Philosophy of Education

I have studied these statements of commitment and have prayed over them, and I believe God would have me serve the Board as a member according to these standards.

Signed:

Print Name:

Date: