

# CEDAR



Classical Educational Days at Riverside

## **CEDAR Handbook and Expectations Guide**

*"The righteous will flourish like a palm tree, they will grow like a cedar of Lebanon; planted in the house of the Lord, they will flourish in the courts of our God. They will still bear fruit in old age, they will stay fresh and green, proclaiming,  
"The Lord is upright; he is my Rock, and there is no wickedness in him."*

*Psalm 92:12-15 (NIV)*

# Cedar Handbook and Expectations Guide

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## **CEDAR Handbook and Expectations Guide**

PLEASE CAREFULLY REVIEW ALL INFORMATION IN THIS HANDBOOK AND EXPECTATIONS GUIDE.

CEDAR's face-to-face classes will take place on varying weekdays at:  
Riverside Church  
957 Rock Island Road  
North Lauderdale, FL 33068

### **Mission Statement**

Our mission is to provide high-quality, God-honoring, in-person, academic classes to assist parents in educating their children.

### **Philosophy**

CEDAR stands for Classical Education Days at Riverside. CEDAR is a program, not a school or a co-op. Our classes are not intended to replace parent education fully. CEDAR endeavors to assist parents in the home education of their children by locating and providing quality independent instructors. The CEDAR instructor is a lecturer and facilitator, guiding the student in class while the parent directs their student throughout the week.

### **Organization**

CEDAR operates as part of the ministry structure of Riverside Church. Riverside Church seeks to serve home education families in the South Florida community. Donations are much needed and gladly accepted to help this program continue.

### **Standards**

CEDAR holds the Bible to be the inspired Word of God and the ultimate authority for determining truth and error, as well as right and wrong. We first evaluate all ideas, opinions, and theories by their conformity with the Bible, and then other verifiable sources. The Bible and "science" are complementary, not in conflict with one another.

### **Values**

Values that CEDAR holds dear:

#### **1. Church Participation**

We believe it is vital for our staff and families to be actively involved in a local church. As our staff members and students grow through the ministry of CEDAR, our hope is that

local churches will be strengthened and flourish through the instructors' and CEDAR families' active participation in those communities of faith.

## **2. Socratic Method of Learning**

At CEDAR, we believe in the power of the Socratic method to inspire curiosity, critical thinking, and deeper understanding in our students. By encouraging thoughtful questions and dialogue, we guide learners to discover truths through reasoned discussion rather than rote answers. This value reflects our commitment to cultivating independent thinkers who actively engage with ideas and each other.

### **Respect and Kindness**

An academic setting affords frequent opportunities to consider differing opinions and ideas. We recognize that within a Biblical worldview, there is a range of interpretational opinions and individual applications. We encourage students to present and defend their views, to open-mindedly consider positions other than their own, but we insist that all such interactions be conducted with kindness and respect. We seek to follow the scriptural admonition to always speak truth in love, remembering that love is patient, kind and gentle. We do not tolerate personal attacks or insults, or any approach that belittles other people, regardless of their viewpoint.

***CEDAR operates on a zero-tolerance policy when it comes to speech, behavior and dress.***

## **CEDAR Dress Policy**

### **Modesty and Decorum**

Our classrooms allow young men and women to interact with one another in a variety of ways. We insist that students proactively take a conservative approach that respectfully avoids offense to others. Dress may be casual, provided it is not sloppy or immodest. Students dressed inappropriately at CEDAR, according to the judgment of any CEDAR instructor or administrator, may be sent home.

**For All Students**

1. Clothes may not display words or symbols that contain profanity, promote alcohol, drugs or immoral behavior, or dishonor Christ.
2. Clothing that exposes the front, sides, or back of the torso or midriff—including during actions like raising the arms, sitting down, or bending over—may not be worn.
3. Undergarments must not be visible.
4. Clothing should fit appropriately – not too loose, too tight, or too short.
5. Pants, capris, shorts and skirts may not be of an elastane or spandex material.
6. Pajama-type pants/shorts are not permitted. Sweatpants are allowed as long as there is no writing on the back.
7. Hats of any kind are not allowed.
8. Hooded sweatshirts are allowed, but hoods must not be pulled up over the head.
9. No slippers are permitted.

**Young Men**

Young men are required to show respect for others in the way they dress. Pant waistlines may not be worn below the hips; underwear must be covered. Pajama bottoms are strictly prohibited. Muscle shirts and tank tops are not to be worn at CEDAR.

**Young Women**

Young women are required to dress modestly. Ladies may wear pants/jeans, capris or dresses, but no shorts or short skirts. "Crop tops" are strictly prohibited, and all shirts must go below the waist. Dresses and skirts must be no shorter than 3 inches above the knee. No yoga pants, jeggings or tights are permitted. Tops must cover the shoulder, back, midriff, and cleavage at all times; undergarments should be worn, but not seen. No tank tops or off the shoulder blouses, or shirts are to be worn at CEDAR.

**Dress Code Warning**

Students failing to comply with the above dress code will be immediately dismissed for the day. Disregarding the dress code guidelines and warnings will result in removal from the CEDAR program.

## Cell Phone & Personal Audio Device Policy

To ensure a productive and respectful educational environment, the following policies regarding cell phones, smart watches, and earbud/headphone devices apply to all students:

### Cell Phone Usage

Students are not permitted to use or access **cell phones or smart watches** at any time while on campus. Upon arrival, all cell phones and smart watches must be turned off and checked in at the front desk. Cell phones or smart watches may not be stored in backpacks, pockets, purses, or bags. Students may not retrieve or use their devices until they have left campus for the day. All important communications are to be directed to the front desk administrator.

### Earbud/Headphone Device Policy

**AirPods, wireless earbuds, Shokz and any form of in-ear audio devices** are not permitted on campus. These devices need to be checked in at the front desk.

However, students enrolled in an online course during study hall may use wired/wireless over-ear/on-ear headphones (that cover the ears) for academic purposes only. These headphones must be put away immediately after the study session.

### Enforcement & Disciplinary Actions

If a student is found with a cell phone, smart watch, or unauthorized audio earbud/headphone device:

1. The instructor or school personnel will confiscate the item(s) and send them to the front desk.
2. Cell phones will only be returned to a parent or legal guardian, and only after the following consequences are met:

<b>Offense:</b>	<b>Consequence:</b>
First Offense	\$50 fine; item released to parent/guardian only
Second Offense	\$75 fine; 1-week suspension from the program (recorded as an unexcused absence)
Third Offense	Permanent removal from the program

## CEDAR Facilities Use

We are incredibly blessed and thankful to **Riverside Church** for their generous support of the home education community. Each week, Riverside opens the doors of their facilities to CEDAR with a spirit of hospitality and partnership. Their commitment makes our classes and community possible, and it is out of deep respect and gratitude that we uphold clear expectations for how we use and care for the space.

To ensure our continued partnership and to demonstrate our appreciation, we ask that all students and families follow these guidelines for respectful and responsible facility use:

### Designated Areas

Students are permitted only in clearly designated areas during the CEDAR day. Unless specifically directed by a CEDAR instructor or administrator, students **must remain in the Riverside Church Facility**. Please remember that Riverside Church has an active office, weekly ministry events, and tenants conducting business in the shopping center. For everyone's safety and privacy, students must not wander beyond the main Riverside Church facility/CEDAR space.

### Respect for Property

We share the space with a generous church body and community. We will maintain the environment by:

- **Not running indoors.**
- **Keeping hallways and gathering areas quiet and clear**, especially between classes.
- **Only eat in designated eating areas.**
- **Cleaning up all personal belongings and trash immediately after use.**
- **Leave each area better than we found it.**

### Gum Chewing Policy

To protect the facility, **gum is not allowed at CEDAR** anywhere on church property. If a student is found chewing gum:

1. They will be instructed to dispose of it immediately and appropriately, and required to clean all the tables where they were first seen chewing the gum.
2. A **second offense will result in a \$50 fine** charged to the family's account. Students will also be-instructed to clean tables in all the rooms CEDAR uses.

3. Each subsequent offense will incur an additional \$50 fine. Students will also be instructed to clean tables throughout the church facility.

We appreciate your support in keeping the campus clean and welcoming for everyone.

### **Damage to Property**

Any damage to the facility or its furnishings—including tables, chairs, or other church property—will be the **financial responsibility of the student and their family**. Please encourage students to treat the facility with the utmost care.

## **CEDAR Lunch and Eating Policy**

At CEDAR, we recognize that lunchtime is an important part of the day, not just for nourishment, but also for connection and refreshment. We are grateful to Riverside Church for providing a welcoming space where students can enjoy their meals in a comfortable and respectful environment.

To help ensure a smooth lunch experience for everyone and to honor the space we've been given, please keep the following guidelines in mind:

### **Lunchtime Guidelines**

- **Eating and drinking are permitted only in the designated lunchroom and snack areas** to help keep our learning and gathering spaces clean and orderly. Eating is not permitted during classes.
- Students may only use the microwave to heat their lunches. Otherwise, the church kitchen is not available unless specifically directed by a CEDAR instructor or administrator.
- Make sure to bring the needed lunch utensils and drinks from home.
- Snacks and drinks are available for purchase at our snack table.
- **Clean up all trash and personal items** immediately after eating.
- Help care for the facilities as a reflection of our gratitude to Riverside Church.

### **Lunch Options**

- Students may **bring lunch from home** or purchase lunch through our **Tuesday or Thursday lunch programs**.



- To order **Tuesday lunch**, simply download, print, complete, and return the order form on our **Praxi home page** to the **Front Desk Admin** with cash or check made payable to **CEDAR** no later than **one week in advance**.
- To order **Thursday lunch**, parents order and pay up to 2 months in advance. Lunch will be ordered and paid for on the Praxi site. Orders for lunch must be made no later than midnight on Tuesday before the Thursday classes. Students may order/purchase up to three meals per day.

### **Forgot Your Lunch?**

If a student forgets to bring lunch or pre-order, **a parent/guardian may arrange to have lunch delivered** to the facility. Any communications needed are to be directed to the front desk administration. As per CEDAR policy, students may not leave the premises at any time during the day to pick up food in the shopping center unless for dismissal or accompanied by a parent.

### **Weather-Related Events**

In the event that there is a weather emergency, **CEDAR follows Broward County Schools' protocol**. If Broward County Schools are closed, CEDAR will not meet in person.

## **CEDAR Academic Policy**

### **Honoring Integrity, Responsibility, and Excellence**

At CEDAR, we believe that learning is not just about gaining knowledge—it's about growing in character, integrity, and purpose. Our academic policies are designed to support an environment where each student is empowered to do their best, take ownership of their education, and rise to their full potential. Upholding honesty and responsibility allows our entire community to thrive and ensures that the work you do is truly your own.

### **Academic Integrity and Original Work**

To maintain a high standard of academic excellence, all work submitted at CEDAR must be the original effort of the student. Acts of academic dishonesty, such as plagiarism or

cheating, undermine not only a student's own learning but also the values we hold dear and Biblical values. For these reasons:

- Use of artificial intelligence (AI) tools, such as ChatGPT or similar applications, to generate or assist in assignments is considered a violation of academic integrity.
- All written work is subject to analysis and may be flagged for AI-generated content. If AI has been detected by the instructor, the instructor notifies the directors. The directors are responsible for communicating with the parent and the student. If AI use is determined by the director and the parent, the parent will be responsible for grading the student's English essays for the remainder of the school year.
- Students found to have plagiarized or cheated **may** be dismissed from the class without a refund **(at the directors' discretion)**.

We encourage every student to take pride in their own work and to seek help when needed—your growth is our priority.

### **Preparedness and Participation**

Respect for learning begins with being present and ready. All students are expected to:

- Be seated and prepared at the **start of class**.
- Use the bathroom before or after class. Instructors **will not** dismiss a student to use the restroom during class.
- Take initiative without waiting for reminders from instructors or classmates.
- Students who arrive to class without required materials – such as lab notebooks, vocabulary cards, textbooks, homework, or other items posted on Praxi – will be removed from class for the day with an unexcused absence.

Being prepared ensures that every class begins with focus and energy, and sets the tone for a successful learning experience.

### **Academic Support and Probation**

We understand that challenges can arise during the academic journey. To support students who are struggling:

- If a student's **grade point average falls below a C** in a class for a continuous period of 30 days, the student will be placed on **academic probation**.
- During the next 30 days, the student will have an opportunity to improve their performance with support and guidance.
- If satisfactory progress is not made, the student may be **dismissed from the class** by decision of the Executive Director and Program Director.

- In such cases, the **no-refund policy** will apply.

This process is in place to encourage accountability while also giving students a fair chance to succeed.

### **Online Class Expectations**

In the case where our CEDAR classes need to move online, parents and students will be notified of the change by the instructor with a link to the class. In the rare occasion that class is online, students will need to follow these guidelines.

- Students **must have a working camera** and remain visible to the instructor at all times. The learning environment should be free from unnecessary distractions.
- **Leaving the screen or turning off the camera without prior instructor permission may result in automatic removal from the class with an unexcused absence.**

### **CEDAR Student Conduct Code**

At CEDAR, we believe that every student has the opportunity to grow in character, leadership, and community. In order to foster an environment where all students feel respected, encouraged, and safe, we uphold a conduct code rooted in kindness, integrity, and mutual respect. These guidelines are designed to help students thrive while honoring God, their peers, and themselves.

#### **Core Commitments:**

##### **1. Community and Encouragement**

Students are expected to speak and act in ways that uplift, unify, and encourage others. A positive attitude and helpful spirit create a strong, supportive environment for all.

##### **2. Respect and Responsibility**

Every student should show respect to instructors, CEDAR staff, church employees, and fellow students. This includes listening well, following instructions, and honoring boundaries.

##### **3. Kindness in Action and Words**

Students will avoid actions and language that are disruptive, disrespectful, rude, offensive, immoral, intimidating, or inconsiderate. Gossip and negativity break down the CEDAR community and are not acceptable.

##### **4. A Heart of Honor**

Students will demonstrate respect for others' property and space, asking permission before touching anything that does not belong to them.

##### **5. Peaceful and Safe Environment**

Bullying of any kind will not be tolerated. Everyone deserves to learn and participate without fear of being mistreated.

**6. Uplifting Attitude**

A cooperative and cheerful spirit is expected. Students are encouraged to check their attitude and choose joy : “A joyful heart is good medicine.” Proverbs 17:22

**7. Healthy Relationships**

CEDAR encourages friendships built on honor and accountability. We discourage private meetings between individual males and females, asking students to actively avoid situations where they are alone together.

**8. Commitment to Health and Safety**

Smoking, vaping (including e-cigarettes), and the use of alcohol or drugs are strictly prohibited. Violations of this policy will result in probation or expulsion without refund.

**9. Zero Tolerance for Weapons**

Students are strictly prohibited from bringing pocket knives or any other potential weapons. Possession will result in immediate expulsion.

**10. Integrity in Conduct**

Sexual misconduct or harassment of any kind is strictly prohibited and will result in immediate removal from the program without refund.

**Reporting Problems**

We believe mutual accountability supports appropriate behavior and personal responsibility. To uphold CEDAR standards, participants are encouraged to address issues directly when possible. If someone’s behavior is upsetting or offensive, kindly ask them to stop or adjust it.

If the issue continues, report it to Beth Brookins ([beth@learnwithcedar.com](mailto:beth@learnwithcedar.com)) or Laura Pittman ([laura@learnwithcedar.com](mailto:laura@learnwithcedar.com)). Please include specific details in your report, such as date, time, names of those involved or present, exact language used, and a clear description of the behavior. We investigate all reports with sufficient information and take appropriate action when concerns are substantiated.

**Commitments**

**CEDAR Directors commit to:**

1. Match available instructors and courses with the academic needs of students. Instructors are selected based on education, subject mastery, teaching ability, personal integrity, and love for the Lord. All candidates must pass a criminal background check. CEDAR directors may replace an instructor if necessary.
2. Maximize learning by maintaining appropriate class sizes.
3. Maintain and update an active website to inform CEDAR families of all pertinent information and announcements.

4. Provide a suitable facility.
5. Moderate and oversee the resolution of conflicts and disagreements related to CEDAR classes/activities according to the guidelines of Matthew 18:15-17.

**CEDAR Instructors commit to:**

1. Provide quality instruction in a Christian environment.
2. Provide parents with course descriptions, textbook lists, and class syllabi with schedules, expectations, and assignments for each class.
3. Provide parents with thorough explanations of how/when to grade their students' work. Each instructor will explain the specific grading responsibilities expected of parents for their class.
4. Provide parents with periodic progress reports for their records.
5. Provide specific grades to students, without parental input, in a timely fashion. CEDAR's goal is to evaluate and grade student work within one week. Instructors reserve the right to extend this for certain assignments, but will notify parents when this is necessary.
6. Address all difficulties and conflicts with integrity, following the biblical principles outlined in Matthew 18:15–17.

**CEDAR Parents commit to:**

At CEDAR, we value the partnership between instructors, students, and parents. We believe that when families actively support their students' education, it fosters a thriving learning environment. The following expectations outline the vital role parents play in helping their student succeed at CEDAR.

1. **Purchase All Required Books and Materials by mid-July** to ensure students are prepared for the first day of class. If there is a backorder or delay, parents must arrange to borrow materials from another family until theirs arrive.

To support student success:

- a. Keep a **working printer stocked with ink and paper** at home so students can print necessary materials.
- b. If a student does not bring the required printed materials to class, they will be **dismissed from class for the day with an unexcused absence**.

- c. Ensure students are fully equipped with **all necessary supplies**, including a **TI-30XS calculator or equivalent** if required for the course. **Cell phones are not permitted as calculators.**
- 2. **Clear, Consistent and Open Communication with CEDAR Instructors.**
  - a. Notify instructors in advance of planned absences and coordinate to ensure lessons are made up responsibly.
  - b. Share any academic concerns or changes in student needs as they arise.
- 3. **At-Home Responsibilities, including:**
  - a. **Grading daily work and some tests**, as outlined by each instructor. Expectations vary by class, and it is the parents' responsibility to understand their role in grading.
  - b. Ensuring that **students complete assignments on time and with academic integrity.**
  - c. Providing **accountability** and guidance so that students are **fully prepared to participate in class.**
  - d. **Correcting work at home**, when required, before assignments are due.

#### **TO MAINTAIN ACADEMIC HONESTY**

- ★ ***AI tools (e.g., ChatGPT), online homework services, or any other unauthorized resources **may not be used** for coursework **unless explicitly allowed by the instructor.** Discovery of such use will result in **immediate removal from the course with no refund at the discretion of the directors.*****
- ★ ***For assessments, parents must **proctor all at-home tests** and sign them to confirm supervision and adherence to CEDAR's academic integrity standards.***
- ★ ***Failure to follow testing procedures may result in **expulsion from CEDAR without refund.*****

- 4. **Respect for the classroom environment by:**
  - Ensuring their student arrives **on time** and no earlier than **10 minutes before class**, appropriately dressed, with all necessary materials, and lunch (unless previously purchased).
  - **Prompt Student Pick-Up** at the end of the class day, or arrange alternate transportation and inform staff accordingly.

## 5. **Respect Attendance Policies:**

- Students may miss up to **three classes per subject per year**, before risking removal from the course without refund.
  - Students who arrive **more than 15 minutes late** to class will be sent to **study hall**. The family will be charged a **drop-in fee**, and the tardy counted as a **full absence**.
6. Read and agree to abide by the CEDAR Handbook and Expectations Guide. After reviewing the handbook with parents, complete the “step” on Praxi that confirms your understanding of the handbook and your responsibilities to follow the guidelines set forth.

## **CEDAR Students commit to:**

1. Following the expectations in this Handbook and Expectations Guide.
2. **Wear their student id and lanyards at all times while on campus. This is a key part of keeping our campus safe and making sure everyone can be easily identified. If a student is seen without their id and lanyard, a \$10 charge will be applied to their account. Repeated refusal to comply will result in a student being sent home. Replacement fee for a broken student id badge is \$10.**
3. Arriving prepared for class and submitting all assignments on time.  
A note about homework: Students are responsible for managing their time and completing assignments on schedule. Rather than waiting until the last minute, students should spread their work out over the week to improve retention and develop strong study skills. Each instructor plans 30-45 minutes of assignments each day for homework.
4. Participating in class without distracting the instructor or other students. Students should use the restroom during breaks between classes, **not during** class time.
5. Completing their coursework independently and honestly. While tools like AI, ChatGPT, or other external resources may be helpful in many contexts, they are not permitted for assignments or assessments in CEDAR course unless explicitly allowed by the instructor. Using these tools without permission compromises the integrity of your learning. **If unauthorized use is identified, the student may be removed from the course (at the discretion of the director) without refund or continued access to course materials.**
6. Being seated and prepared when class begins. A 5-minute grace period is allowed; late arrivals beyond that will not be admitted. Students will either be sent

to study hall with a \$25 drop-in fee or must be picked up by a parent. Leaving early counts as an absence. Only three absences are allowed per course; additional absences may result in removal without refund.

7. Not having cell phones or smartwatches in their possession on campus, including in backpacks. All devices must be checked in at the front desk and will be returned at the end of the day. If a device is found with a student and was not properly checked in, a \$50 fine will be issued. The phone must be retrieved by a parent, and the fine must be paid before it is returned. A third offense will result in permanent removal from the program.
8. Showing full respect to all Instructors, Directors, Administrators, CEDAR staff, Riverside Church staff, and volunteers.
9. Remaining inside the church building unless given special exception from **both** a parent **and** CEDAR Administrator.
10. Never smoking, vaping, or using e-cigarettes of any kind at CEDAR. Violations will result in probation or expulsion without refund.
11. Addressing all difficulties and conflicts with integrity, following the Biblical principles outlined in Matthew 18:15-17.
12. Read and agree to abide by the CEDAR Handbook and Expectations Guide. After reviewing the handbook with parents, complete the “step” on Praxi that confirms your understanding of the handbook and your responsibilities to follow the guidelines set forth.

### **Academic Probation**

If a student’s **grade point average falls below a C** in a class for a continuous period of 30 days, the student will be placed on **academic probation**.

During the next 30 days, the student will have an opportunity to improve their performance with support and guidance. If satisfactory progress is not made, the student may be **dismissed from the class** by decision of the Executive Director and Program Director. In such cases, the no-refund policy will apply.

### **CEDAR Financial Policy**



1. The registration fee of \$100 per student is due at the time of registration. Payments for tuition and fees are made in three installments due on May 1st, July 1st and August 1st.
2. A late fee of \$25 will be charged if the payment is late.
3. Failure to pay installments without communication will result in courses being dropped from the student's schedule. Students will be placed on a waitlist. Re-enrollment for this course will require an immediate payment to catch up to the payment schedule.
4. A drop fee of \$100 will be charged for any course dropped after July 1st and before August 1st. If the course is dropped after August 1st, the drop fee is 25% of the course cost, including fees. If the course is dropped after September 1st, there is NO refund.
5. Balances on accounts for Study Hall, Math Lab or other charges must be paid in full. Each account will receive a monthly statement on the first of the month indicating the current balance due. Payment is due by the 5th of the month. A \$25 late fee will be assessed on the 6th of the month.
6. Tuition amounts and any additional fees associated with each class can be found on the CEDAR website ([www.learnwithcedar.com](http://www.learnwithcedar.com)) in the course details under the Courses and Enrollments tab. Resources, such as books, materials, or supplies that the student needs for the class, are also listed on the course page. Students are expected to have all books and materials when classes begin.
7. Mutual Responsibility. We deal in good faith with our families, and we expect the same from our families

### **Withdrawal Procedure and No Refund Policy:**

1. **General:** We consider a family's registration request to be a well-intentioned commitment to take that class and pay all fees associated with it. We assume that families do not request a class they believe they are likely to drop later. Registration for a course does not guarantee a seat to be held in that particular course. All seats for every class are approved by CEDAR staff. Holding a seat in a class prevents other interested families from taking that seat and commits income to the instructor.
2. If a student drops the course after the drop date of July 1st, a \$100 drop fee will be charged. When a course is dropped after August 1st, the drop fee is 25% of the tuition and fees cost. When the course is dropped after September 1st, there is no refund. However, a credit will be applied to the family's account for the original cost of the course, subtracting the drop fee. The family may use this credit for up to one year for future courses at CEDAR. After one year, the credit will be eliminated from the family's account.
3. We strongly encourage families to thoroughly review the scope, sequence, and standards of each desired course prior to enrollment, so you can ensure that what your student studies supports your educational goals.
4. In the rare event that a student is expelled from CEDAR due to immoral behavior or academic dishonesty, no refund will be issued.