

Travis Academy of Fine Arts

800 W. Berry St.
Fort Worth, TX 76110
817-922-TAFA (8232)
www.tafa.org

Make His Praise Glorious! Psalm 66:2

Student & Parent Handbook

Please read this handbook entirely before signing the registration form that commits you to agreement with these rules and regulations.

From the Head of School

Welcome to Travis Academy of Fine Arts!

It is with a great deal of excitement that I extend a welcome to you on behalf of the Travis Academy of Fine Arts faculty and staff. Whether you are enrolling for private instruction, or you are one of the newest members of our growing home school fine arts program, we are delighted that you have come to TAFE. It is our hope that you come seeking excellence in training and preparation for a lifetime of enjoyment, desiring to use the talents you develop to glorify God and share with others.

While it is our goal to provide a sound academic base of training in all areas of our program, we are unapologetic for emphasizing the Christian values and ideals that we hope will be demonstrated in the lives of our faculty and staff.

The curriculums used for teaching our lessons and classes will not always be religious in nature, but we will always strive to set high standards of quality and morality in the material chosen. One of the goals of our program is to take the student beyond what he/she might receive in either a church or homeschool setting. We also desire to provide the academic foundation for competency and success in the fine arts and other classes offered.

Your suggestions and comments are always encouraged and welcomed. TAFE is still a growing program, and we are continually striving for ways to make it more effective and efficient. Thank you for joining us on our journey.

In Christ,

Erik Williams
TAFE Head of School

Travis Academy of Fine Arts is an independent, evangelical Christian School that is available to families regardless of their race, ethnicity, or socio-economic status.

General Information

TAFAs Office Locations:

Mondays while school is in session - First floor of the Children's Ministry Center
All other days - Second floor of the West building, room West-212

Office Hours:

Monday, Tuesday & Thursday - 8:30-5:00
(TAFAs offices are closed on Wednesday and Friday)

Address:

800 W. Berry St.,
Fort Worth, TX 76110

Phone Number:

(817)922-TAFAs (8232)

Website:

www.tafa.org

TAFAs Email:

info@tafa.org

TAFAs Text Messages (Remind.com):

To receive important TAFAs messages via text, enter 81010 in the "to" space, then text @tafainfo into the "message" space.

You can opt-out of messages at any time by replying, "**unsubscribe @tafainfo**".

Homeschool Classes:

Year-long classes - 15 weeks per semester
Classes meet one day a week either on Monday, Tuesday, or Thursday

Private Lessons:

15-week semester – 30 minutes in length
Summer session includes 8, 30 minute lessons and fees will be pro-rated

TAFa Graduation

For the Sign-up Deadline (end of August or beginning of September) go to the TAFa calendar at www.tafa.org

TAFa offers a graduation ceremony for senior students. The Graduation Packet will be emailed out to all TAFa families the early part of August and the deadline date to sign up will be noted at that time. It is usually the last Monday in August or early September.

Graduation Requirements:

- **Must be enrolled in current TAFa classes for the entire graduation year.**
- **Must read, agree and sign the Graduation Participation & Contract Agreement".**
- **Must complete the "Christian Worldview Class" by Summit Ministries.**
- **All TAFa accounts must be paid in full.**

Disclaimer: This is a graduation service offered to the homeschool parent as a means to provide a graduation ceremony for their student. TAFa does not graduate the student, but the parent, as a private school, provides all transcripts and graduates the student.

Security and Facility Issues

Travis Academy of Fine Arts will have a security officer and TAFE monitors on campus during classes. The officer and monitors are available to help you with directions and any issues that may arise related to safety. As a security measure, students should always be in the church buildings while on campus unless traveling to and from classes, leaving the campus, or with a teacher.

Entrances and parking for TAFE

Mondays - West side of the Children's Ministry Center Building

Tuesdays - Entrance through the C-Building with code.

Thursday - Entrance through the C-Building with code.

*****When TAFE classes are not in session, please enter through the Welcome Center. This includes all performances and events that take place outside of school hours.***

Badges or Student ID Cards must be worn at all times by parents and students while at TAFE. Temporary name tags will be given out with a security deposit of \$1.00. When the temporary tag is returned at the end of the day you will receive 50 cents. New students and their parents will receive their first name tag free of charge. Replacement name tags will cost \$1.00.

You may wear any of your previous name tags.

We do not print new tags each year, only replacements.

All students under age 16 must be with their parent or other assigned adult supervisor unless they are changing classes. Students should not be wandering the halls between or during classes.

Any student under the age of 16 whose parents cannot themselves be at TAFE to monitor their student must have their students stay in Room WC-201-204 on Mondays or C-360 on Tuesdays & Thursdays or have another parent responsible for monitoring their children. Parents are responsible to make sure their children are attending.

Parents and students please remember that the church has graciously allowed TAFE use of the facilities. **So please use designated facilities only.** Help us by picking up any trash that you may see and correcting those who are treating the furniture or facilities disrespectfully.

Church Facility Policies

TAFAs Designated Facilities

Mondays

First Floor Children's Building Foyer- Parents only
This area is where the TAFAs Administration desk is located on Mondays and should be for business use or for any questions you might have for the administration.
It is not to be used as a hangout for TAFAs students.

First Floor Children's Building Preschool Playground
For preschool aged children who are supervised

Second Floor Children's Ministry Center
CMC-200 and Foyer - All day lounge for students 16 and up and younger children who are monitored.
Lunch room available for all students 11:30—1:00.

WC-201/204 - Quiet study hall all day except during lunch (11:30-1:00 - lunch room).
Designated location for unsupervised students under age 16.

1st Floor Welcome Center – Off limits for TAFAs Families. Reserved for church business use only.

Tuesdays

C-360 Study Hall - All day study hall for parents and students

Second Floor Children's Ministry Center
CMC-200 and Foyer - All day lounge for students 16 and up and younger children who are monitored.
Lunch room available for all students 12:00—12:30.

Welcome Center 1st & 2nd Floor – Off limits for TAFAs Families. Reserved for church use only

Thursdays

C-360 Study Hall - All day study hall for parents and students

Lunch Room Rules & Locations

Lunch Room Locations:

Mondays - Lunch from 11:30-1:00

Rooms: CMC-200, C-360, & WC-201/204

Tuesdays – Lunch from 12:00-1:00 C-360 & CMC-200

Thursdays – Lunch from 12:00-12:30 C-360

Lunch Room Rules:

Do not play your instruments in lunch rooms

Keep all four legs of the chairs on the floor

No horse playing or running in the lunch room

No playing on the stage in CMC-200

Please clean up after your lunch and put all trash in trashcan.

Playground Areas and Rules

Indoor Preschool Playground (No food allowed)

Parents may take their preschool aged students to the 1st floor indoor playground. There must always be a minimum of one parent for every five preschool students in the room with a maximum of 15 preschoolers at a time.

Strollers, buggies, or outside toys are not allowed in the indoor playground area. (See posted rules)

2nd Floor Children's Building Playground (No food or drink allowed)

Slides - Do not climb up or stand on slides, no screaming, rough play, running and no shoes allowed! Must be supervised by parents.

The ***yellow slide*** is open for all TAFE families if a parent is monitoring the top of the slide and another parent is monitoring the bottom of the slide. Teenagers may go down the slide, but horseplay is not allowed. Please do not go up the slides in reverse.

The ***red slide and play area*** is open at all times (Mondays only) for students ***5th grade and under*** when parents are supervising.

Outdoor Playgrounds

The outdoor playgrounds are available for use by all ages.

Large gathering room (CMC-200)

Supervised students and those over 16 are welcome to hang out in the large room (CMC-200). They can also hang out anywhere in the foyer of the 2nd floor of the children's building. Side rooms may be available for rent.

Registration Procedure

TAFAs classes are year-long classes. Classes requiring only a 1 semester financial commitment must be dropped (if you do not want to remain in that class for the second semester) by the end of the drop week to prevent automatic re-enrollment in the Spring semester.

For a list of classes, download the class schedule and catalog from the website at www.tafaclass.com. *Please make note of all class pre-requisites.*

The class schedule will give a list of all classes and general information such as times, days, & locations.

The class catalog will list all classes and *give more detailed information* pertaining to each of the classes such as additional supplies, class description and pre-requisite information.

A registration form for the upcoming semester (or year) will be available on the website as registration approaches. Download a registration form *for each student* that will be taking classes or private lessons. Please fill out the form including exact class names and section letters. A 25% deposit for the semester is required at the time of registration **paid by check or cash only.**

A class load page will be updated periodically on the website to show a list of class closings and how many students are currently enrolled.

Please check the website for **New Student** and **Current Student** registration dates. Registration will take place at the campus of Travis Academy of Fine Arts. **Open registration** will continue for available classes through the first day of class.

*Registering for a specific class does not guarantee which teacher will be teaching that class. On occasion teachers have to switch classes or be replaced for different reasons.

Academy Fees

- Tuition – See TAFAs schedule or catalog for semester costs
- When registering for a **1 semester class** you have the ability to **drop the class during "Drop Week" in November otherwise your class will automatically be rolled over to the spring semester.**
- Facility Rental Fee – 10% of your total class tuition; 6% for private lessons
- Installment Plan Fee – If a family is on the Installment Plan it will be \$10.00 a semester per enrolled student – no exceptions
- Late Payment fee - A \$10 late fee will be incurred if payment is not received within 15 days after the due date. Please see next page, or the catalog (page 2), for installment due dates.

TAFA Enrollment & Fee Schedule Information

TAFA has designed our home school program with the intention of offering a variety of year-long classes. These classes start in the fall semester and continue through the spring semester.

Registration

Registration for the school year will begin in the Spring and continue through the first day of class.

A 25% down payment of your total per semester is required at the time of registration.

Registration forms are found online at tafa.org

Payments and Fees

Class fees listed are per semester. You may either pay in full by semester

or

You may choose the installment plan which adds a \$10 installment fee per student to your total each semester. Your total will be broken down into 8 equal payments which are due on the following dates.

Installment Schedule

1st installment is paid at registration

2nd installment - August 27

3rd installment - September 24

4th installment - October 22

5th installment (Spring Deposit) - Nov. 26

6th installment - January 28

7th installment - February 25

8th installment - March 18

Non-Installment Payment Schedule

Fall semester due in full at time of registration

Spring semester due in full - Nov. 26, 2017

**(A \$10 late fee will be incurred on the 15th
of the month after the due date.)**

Drop/Fee Schedule

25% deposit for Fall semester is required at the time of enrollment

Free drops and changes are allowed until the last class day of the Spring semester

Last day to drop classes with a 25% tuition drop fee is Orientation

Last day to drop classes with a 50% tuition drop fee is the first day of class

No refunds after the first day of class

Classes with a 1 semester obligation must be dropped by Nov. 12-16 to avoid automatic re-enrollment and fees for the Spring semester.

Student Rules of Conduct

- Disrespectful and bad attitudes of students will not be tolerated at TAFA.
- There is not to be any kissing or other public displays of affection on the campus of TAFA (including the parking lot).
- No bullying of any kind.
- There is to be no running in the building.
- Students are to be aware that excessive talking or any other disruptive behavior in the classroom will be dealt with according to the outlined disciplinary procedures. Repeated violations of the rules of conduct could result in suspension or expulsion from the program with a forfeit of the semester tuition.
- Students are not permitted to wander through halls or enter any room that has not been designated as one of their class areas. Students do not have the option of skipping a class. Attendance in each class will be checked.
- Pianos and other church instruments are off limits without instructor's permission. Students are not to play with or otherwise handle church furniture or equipment without direct permission.
- No weapons, drugs, alcohol, tobacco including e-cigarettes are allowed on campus.
- Cell phones are not to be used in class, and must be turned to silent.
- Students must be in class, study hall, or with a parent. If a student is under 16 and does not have a parent on campus, or under the supervision of another adult assigned by the parent, they must attend the monitored study hall.
- Foul language is not allowed at TAFA.
- Skateboards and rollerblades, including shoes with wheels are not allowed on campus.
- Parents and students are not to be in undesignated places on campus.
- **Elevators:** No students allowed on elevators without a parent

Student & Parent Dress Code *General Guidelines*

Both parent and student in the Travis Building during TAFA needs to abide by this dress code, no exceptions please.

Clothing will be neat, clean, appropriately sized **and modest**. The following guidelines are offered to assist in determining what is “appropriately sized” and acceptable. Our goal is for students and parents to be modestly dressed so we may focus on classes and not student clothing.

- **No sagging! Jeans** must not have holes or rips above the knees.
- Clothing must be no shorter than **the top of the knee when standing**.
- **Leggings are not allowed** unless other clothing is worn over them that is no shorter than the top of the knee.
- **Yoga pants are not allowed.**
- Halter tops, tube tops, sleeveless tops with large armholes, **low cut (front or back) tops or tops revealing the middle section of the body are not permitted**. Tops that are in a tank style **MUST** measure 3 finger width across the shoulder.
- Ballet students must have ballet clothing covered at all times when not in class. This includes traveling to and from class and leaving the campus.
- Muscle shirts must be worn under appropriate clothing.
- Clothing with offensive, suggestive, obscene, or risqué writing or drawing is not permitted. Gang related apparel will not be worn on campus
- Items of apparel, jewelry, or grooming that are considered an extreme in dress (including clothing that is torn, cut, or ragged) or that **advertise illegal substances or alcohol or that could be associated with gang related activities will not be worn.**
- Any jewelry, body art, or piercing (other than ears) that is extreme is not acceptable. This also includes jewelry with spikes, and chokers.
- “Gothic” and other extreme forms of make-up are prohibited.
- **The campus administration has the authority to determine the appropriateness of the dress of students. The final decision with regard to dress code rests with the administration.**

Attendance Policy

Student Attendance Policy

Parents should email the teacher for any absences or present a written excuse if so desired by the teacher.

Excused Absences will include

- Illness
- *Prior Commitments
- Major Contest with another organization (prior notice required on first class day)
- Academic (ex. PSAT)
- Major Family Situations

*Any prior commitments, such as a family vacation or senior trips, must be communicated to teachers on the first day of class. When in question whether or not an absence is excused, parents should speak to the teacher.

TAFA Performance Auditions

Before participating in the audition process for any solo, speaking part, solo/ensemble contests, All-Region, All-State, or any musical/drama production at Travis Academy of Fine Arts, each student must be in good standing in all of their TAFA classes.

“Good Standing” is defined as the following:

- The student does not miss class for unexcused reasons as defined by the handbook or teacher.
- The student turns in ALL homework and assignment sheets in a timely fashion.
- The student fully participates in classes.
- The student’s behavior is above reproach.
- The student follows TAFA rules, classroom rules and procedures.
- The student has not missed any required rehearsals or performances for unexcused reasons as defined by the teacher.
- The student’s attitude is pleasing to God and respects teachers and peers.

Finally, if a student commits to participate in a contest, performance, or any musical/drama production at Travis Academy of Fine Arts but receives an unexcused absence from a required rehearsal or the event itself, they will not be allowed to participate in any Travis Academy of Fine Arts classes or events for one full year.

Disciplinary Procedure

When a student violates a rule of conduct or dress code:

1. The instructor or monitor witnessing the incident will write up a disciplinary form and send the student to the administration desk.
2. The administrator will confirm the situation and the student will need to take the form home to be signed by a parent and returned by the next week.
3. If student receives a second disciplinary form (in the same semester) for any reason, the student will be removed from the program without tuition reimbursement, and parent will be contacted to be made aware of the situation.
4. Student may return the following semester but will be on probation, wherefore if student receives a single disciplinary form the following semester, he will be removed from the program permanently.

Disciplinary Appeals

Students may submit a written appeal, signed by both student and parent, to be reviewed by the administrator. At that time the administrator will decide if the decision still stands or you may receive a warning.

Parents may REQUEST a meeting with the administrator and teachers involved. If a meeting is granted, the student may not attend class while waiting for the meeting to take place.

- Parents, please understand that there is not another avenue of appeals beyond that of the Head of School of the Academy. Appealing to other staff or employees of the church who are not directly involved with Travis Academy of Fine Arts is inappropriate and appeals will not be addressed.

Faculty and Academy Issues

Parents, if you have issues with TAFE or problems with TAFE faculty, you are welcome to request a meeting with the administration. If you have any problems with faculty we ask that you first address the issue with the faculty member in accordance with scripture. If the problem is not resolved we will then arrange a meeting with both parties if we determine it is needed.

- Parents, please understand that there is not another avenue of appeals beyond that of the Head of School of the Academy. Appealing to other staff or employees of the church who are not directly involved with Travis Academy of Fine Arts is inappropriate and appeals will not be addressed.

Bad Weather Policy

In the event of inclement weather, TAFE will notify parents via remind.com texting service, Facebook, and email. In general, TAFE follows FWISD weather decisions.

In the event that a day cannot be made up, there will be no refunds for classes missed. Private lessons will be made-up by the instructor. If a make-up lesson is not possible, TAFE will credit the lesson back to the parents account.

Private Lesson Studio Policy

To Enroll in Private Lessons

1. Contact the instructor by email (which is found on our website catalog page 4) who you would like to take lessons from to receive a time slot.
2. After a lesson time is determined, fill out a registration form and turn it in to the TAFE office with a minimum of 25% deposit (cash or check).

Academy fees and fee schedule also apply to private instruction.

- Lesson times are scheduled with the instructors based on the best time for both the student and instructor. All payments and registration must go through the TAFE Academy office.

Make-Up Policy

- The instructor will attempt to offer one make-up lesson for an excused missed lesson date in the fall and spring semester (none in the summer session) but this is not guaranteed. Some instances will prevent an instructor from being able to offer a make-up lesson. For a missed lesson to be excused, the instructor must be contacted 24 hours in advance. All subsequent missed lessons by the student for any reason will not be made up.
- Any missed lessons canceled by the instructor will be made up by arrangement with the student. The instructor will make every effort to give advance notice to the student when having to cancel a lesson. Students are given fifteen lessons in the fall and spring semesters and eight lessons in the summer.
- In the event of inclement weather, the TAFE instructor will make-up the missed lesson or the parents account will be given credit for the missed lesson.

For students enrolling late in the fall or spring semester, the amount of lessons will be pro-rated to no less than eight lessons. For the summer session, a minimum of six lessons is required.

Final Words

We are glad you have chosen to be a part of Travis Academy of Fine Arts. I hope the experiences you encounter while attending classes, performing at Showcases and competitions, or just socializing with fellow classmates and parents will be beneficial for the rest of your life.

I pray that God will use this time to grow and mature you both in your gifts and talents that He has given you, but more importantly, that you will see what a joy it is to serve the Lord with what he has given you and that you will take what you learn and use it to glorify Him.

In Christ,
Erik Williams
TAFE Head of School