

# Travis Academy of Fine Arts

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

**Make His Praise Glorious! Psalm 66:2**

## Student & Parent Handbook

2020/2021

**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 TAFA. 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. TAFA 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.

Sincerely,



Erik Williams  
TAFA 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** – 1st Floor Children's Building

**All other days** – 2nd floor West building, room West-212

## Office Hours:

Monday, Tuesday & Thursday - 8:30-4:30

(TAFAs offices are closed on Wednesday and Friday)

## Address:

800 W. Berry Street  
Fort Worth, TX 76110

## Phone Number:

(817) 922-TAFA (8232)

## Website:

[www.tafa.org](http://www.tafa.org)

## TAFAs Email:

[info@tafa.org](mailto:info@tafa.org)

## To subscribe to our weekly email Newsletter:

Go to [tafa.org](http://tafa.org) and submit your information

## TAFAs Text Messages:

To receive important TAFAs messages via text, text the word **tafa** to the number **84576**

You may opt-out of texts messages at any time by replying, "**stop**".

## Entrances and parking for TAFAs

**Mondays** - West side of the Children's Building

**Tuesdays** - Entrance through the C-Building with code.

**Thursday** - Entrance through the C-Building with code.

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

## Homeschool Classes:

Year-long classes - Two 15-week semesters

Classes meet one day a week either on Monday, Tuesday, or Thursday

## Private Lessons:

Two 15-week semesters – 30 minutes in length

Summer session includes eight, 30-minute lessons

## Security and Facility Issues

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 for \$1.00.

TAFE 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.

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

## Entrances and parking for TAFE

**Mondays** - West side of the Children's Building

**Tuesdays** - Enter through the C-Building with code.

**Thursday** - Enter through the C-Building with code.

**Non-TAFE Days** – Enter through the Welcome Center (behind the church)

*This includes all performances and events that take place outside of school hours.*

## TAFE Designated Locations

### **Mondays**

**Fellowship Area** - 2nd Floor Children's Building CMC 200/Foyer

**Playground** – 2<sup>nd</sup> floor Children's Building Playground

**Quiet Study Hall** - WC-201/204

**Study Hall** - C-360

### **Tuesdays**

**Fellowship Area** - 2nd Floor Children's Ministry Center CMC 200 & Foyer

**Study Hall** - C-360

### **Thursdays**

**Fellowship Area** - 2nd floor CMC Foyer

**Study Hall** - C-360

# TAFA Designated Location Rules

*For problems, please talk to the TAFA Administration or a TAFA Monitor*  
Lunch is allowed at all designated locations but MUST be picked up when finished.  
Do not leave drinks and food on tables unattended.

**Heating elements are NOT to be used at TAFA. (microwaves, crockpots, etc.)**

## **Fellowship Area**

Side rooms MUST have parent supervision in room.  
If using electronic devices with noise, please use headphones  
No running or screaming. Keep volume at a moderate level  
No playing instruments

## **Playground**

No food inside playground  
Parent Supervision at ALL Times  
Parents help us keep volume at a tolerable level

## **Quiet Study Hall**

Volume level at “library” volume at all times except for during lunch hours

## **Study Hall**

Volume should remain at a moderate level. Great place for group work.

# Playground Area Rules

## ***Indoor Preschool Playground (No food allowed)***

Parents must be supervising at all times, with a maximum of 15 preschoolers at a time.  
Strollers, buggies, or outside toys are not allowed in the indoor playground area.

## **2<sup>nd</sup> Floor Children’s Building Playground (No food or drink allowed in playground)**

Parents Must be actively supervising at all times.  
No Shoes Allowed  
Do not climb up or stand on slides. Do climb up outside of playground.  
No screaming, rough play, or running.

The **yellow slide** is open (Mondays only) for all TAFA families if a parent is monitoring the top of the slide and another parent is monitoring the bottom of the slide.

Do not go up the slides in reverse.

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

**Outdoor Playgrounds – (Not available for TAFA use)**

## Registration Procedure

Most TAFAs classes are year-long classes and have a two-semester financial obligation.

Classes requiring only a 1 semester financial commitment must be dropped (if you choose not to remain in that class for the second semester) during drop week (mid-November) to prevent automatic re-enrollment in the Spring semester.

For a list of classes, download the class schedule and catalog at <http://www.tafa.org>

*Please make note of all class pre-requisites.*

The **Class Schedule** will give a list of all classes and general information such as time & day.

The **Class Catalog** will list all classes and give detailed information pertaining to each class such as cost, financial obligation, additional supplies, class description and pre-requisites.

A **registration form** for the upcoming school year (or semester) will be available on the website as registration approaches. Fill-out online and then print the registration form for each student that will be taking a class or private lesson.

A 25% semester deposit is required at the time of registration paid by check, cash or card.

A **class load list** 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 and Current Student/Family registration dates.

Registration takes place at the TAFAs campus.

Open registration will continue for available classes through the first day of class.

## Academy Fees

- Tuition – See the TAFAs Catalog for yearly costs of classes
- 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 total tuition;
- **Installment Plan Fee** – If a family is on the Installment Plan it will be \$20.00 a year per enrolled student.
- **Late Payment fee** - A \$10 late fee will be incurred if payment is not received by the 15<sup>th</sup> of the month following the due date.

### TAFAs Enrollment & Fee Schedule Information

(See Catalog for up-to date Fee schedule and Dates)

## **Student & Parent Rules of Conduct**

- Everyone please be respectful to all TAFE monitors!
- There is to be no running or screaming in the building.
- Students may not show public display of affection on the campus of TAFE.
- No bullying of any kind.
- Parents & students are not to be in undesignated locations on campus or wandering halls.
- Excessive talking or 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 tuition.
- Church instruments are off limits without instructor's permission.
- No drugs, alcohol, or tobacco including e-cigarettes are allowed on campus.
- Cell phones are not to be used in class and must be turned to silent while in class.
- Students must be in class, study hall, or with a parent
- Foul language is not allowed at TAFE.
- Skates are not allowed on campus.

## **Student & Parent Dress Code**

**Parents & students must obey dress code rules while on TAFE campus or at TAFE events.**

Clothing should be appropriately sized and modest. Parents should assist students in determining what is "appropriately sized" and acceptable.

Our goal is to be modestly dressed so we may focus on classes and not clothing.

- No sagging pants
- Clothing must be no shorter than three inches above the knee with no holes revealing skin or undergarments.
- If leggings are worn, the top must be long enough to cover the entire rear-end.
- No strapless tops, tops with large armholes, low cut tops or tops revealing the middle section of the body.
- 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 contradictions to the TAFE statement of faith, are not permitted.
- Items of apparel, jewelry, or grooming that are considered an extreme in dress or that advertise illegal substances or alcohol or that could be associated with gang related activities will not be worn.

**The administration has the final decision with regard to dress code of students and parents.**

## **Attendance Policy**

Parents should **communicate with the teacher related to any absences.**

Excused Absences will include illness, \*prior commitments, major contest with another organization (prior notice required on first class day), academic (ex. PSAT), and major family situations.

\*Prior commitments (family vacations, etc.) must be communicated to teachers on first class day.

If a student commits to participate in a contest, performance, or any musical/drama production at TAFE, but receives an unexcused absence from the event itself, it will be at the sole discretion of the teacher and administration whether or not the student can take classes the following 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.

## **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 our 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, but 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 parent's account.

## Private Lesson Studio Policy

### To Enroll in Private Lessons

1. Contact the instructor by email ([see catalog](#)) to receive a time slot information.
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% semester deposit (cash, check or card).
3. Instructors paid directly by parent will still require a facility fee of \$38 paid to TAFE.

*Academy fees and fee schedule also apply to private instruction. ([see catalog for fee schedule](#))*

- Lesson times are scheduled with the instructors based on the best time for both the student and instructor. Registration must go through the TAFE Academy office. Payments will be paid to TAFE or directly to the instructor.

### 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 cancelled 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 parent 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.

Sincerely,  
Erik Williams  
TAFE Head of School