

Travis Academy of Fine Arts

2912 Little Road
Arlington TX 76016
817-922-TAFA (8232)
www.tafa.org

Make His Praise Glorious! Psalm 66:2

Student & Parent Handbook

2021/2022

**Please read this handbook of rules and regulations entirely before
TAFAs Registration**

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.

Sincerely,

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 Location:

Worship Center Entrance
Located in the Worship Center Office

Office Hours:

Monday, Tuesday & Thursday – 9:00-4:30pm
(TAFAs offices are closed on Wednesday and Friday)

Address: Lake Church
2912 Little Road
Arlington, TX 76016

Phone Number:
(817) 922-TAFAs (8232)

Website:
www.tafa.org

TAFAs Email:
info@tafa.org

To subscribe to our weekly email Newsletter:

Go to 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

Worship Center Parking & West Entrance

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

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 year(s) name tags.

Keep your name tags! We do not print new tags each year, only replacements for \$1.00.

TAFE will have a **security guard** and TAFE **monitors** on campus during classes. The Security Guard and monitors are available to help you with directions and any issues that may arise related to facility rules and 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. **Unauthorized occupancy** (defined as entering the room) of rooms by TAFE students or families will result in a \$75 per (per instance) room cleaning fee.

Help us by **picking up any trash** that you may see and correcting those who are treating the furniture or facilities disrespectfully.

TAFE Designated Location Rules

For problems, please talk to the TAFE Administration or a TAFE 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 TAFE. (microwaves, crockpots, etc.)

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

No running or screaming in hallways, study halls or lunchrooms.
Keep volume at a moderate level
No playing instruments

Outside Green Belts or Grassy Areas - There are designated outside green belts that TAFE is allowed to use, please see security or Administration to find out where those are located. (Please note, there is a pre-school on campus that uses certain areas inside and outside of the church facility that we will be unable to use).

Student & Parent Rules of Conduct

- Everyone please be respectful to all TAFAs monitors!
- There is to be no running or screaming in the building.
- Students may not show public display of affection on the campus of TAFAs.
- No bullying of any kind.
- Parents & students are not to be in undesignated locations on campus or wandering halls. If found in an unauthorized room a \$75 fee will be charged to the parent or student.
- 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 without teacher permission 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 TAFAs.
- Skates are not allowed on campus.

Student & Parent Dress Code

Parents & students must obey dress code rules while on TAFAs campus or at TAFAs 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 TAFAs 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 Arlington ISD 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, you will be able to add that class to your registration.
3. Instructors paid directly by parent will still require a facility fee of \$50 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.

Registration Procedure

All registration takes place on our registration portal which may be found on our website. For a list of classes, download the class schedule and catalog at <http://www.tafa.org>

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 the teacher name, cost per year (2 semesters), financial obligation, additional supplies, class description and **pre-requisites**.

Please check the website for New and Current Family registration dates. Open registration will continue for available classes through the first day of class.

Registration Terms of Agreement

Please read this form in its entirety

Your registration with TAFE will be your consent and agreement to these terms

Registration Procedure

Registration for the school year will begin in the Spring or Summer and continue through the first day of class. A 25% down payment of the first semester is required at the time of registration.

NO REFUNDS AFTER THE FIRST DAY OF CLASS.

All classes are **offered for two-semester**. Each semester includes 15 weeks. The classes start fall semester (August) and continues through the spring semester (May).

The TAFE catalog (see website at tafa.org) lists all classes as either a one-semester class commitment or two-semester class commitment.

One semester class commitment means that you have the opportunity to drop that class (if you choose not to remain in that class for the second semester) in December during **Drop Week** without a financial penalty or to prevent an automatic re-enrollment in the Spring Semester.

Two-semester class commitment means you are committed for two semesters with a **two-semester financial obligation**. There will be no reimbursements.

Payment Plans & Fees

The listed cost of a class includes two semesters. We provide three payment options.

1. You may pay in **full for the year**
2. Pay **by semester** (2 payments)
3. Pay by **the Installment Plan** – There is a **\$20 fee per student per year** for this plan. Your total will be broken down into 8 equal payments. The payments will be withdrawn from your account on designated dates, see your online account for those installment dates.

Registration Fees:

Facility Fee – **12%** added to your registration. This fee covers a portion of the contractual obligation for the facilities we use. This fee is required for all classes and lessons by zoom or in-person.

Registration Fee - \$30 per student – This fee covers a portion of administrative costs such as online registration platform, processing fees, insurance, administrative equipment, salaries, accounting software, audits, etc.

Drop Fee Schedule

A non-refundable **25% semester deposit** is required at the time of enrollment

All refunds have an additional **non-refundable 3% card processing fee.**

Classes or lessons **dropped after Fall Orientation** will have a **50% non-refundable fee.**

Classes or lessons dropped **after the first day of class** will not be refunded.

Future installment payments will be charged at the time of the dropped classes.

Classes with a **two-semester financial obligation** must be paid even if class is dropped in the fall.

Drop Week for Spring Semester

Classes with a **one semester obligation** must be dropped on December 7th or 8th to avoid automatic re-enrollment and fees for the Spring Semester.

Classes with a **two-semester financial obligation** must be paid even if the class is dropped in the fall.

Room Usage Rules

Unauthorized occupancy (defined as entering the room) of rooms by TAFE Students or Families will result in a \$75 per (per instance) room cleaning fee.

TAFE Student/Parent Handbook Rules

Parents and students (age 12-18) must read and agree to follow the Student/Parent Handbook rules found on the TAFE website at tafa.org

Parental Agreement & Consent

Your registration with TAFE gives your consent and agreement to the above financial obligations and the TAFE Student/Parent Handbook rules.

I, as a parent/guardian of the registered student(s) release Travis Academy of Fine Arts, its agents, and employees from any claims or causes of action arising from or connected with transportation to and from, and attendance at Travis Academy of Fine Arts for 2021/2022 school year. I further agree that TAFE, its agents, or employees are authorized to provide such medical treatment as may be necessary, in their judgement, during such transportation or encampment. I give my permission and consent to TAFE for any photograph, videotapes, and interviews to be taken during any TAFE class or TAFE activity to be published and used to illustrate the programs at TAFE.

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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