

Welcome to
Bansbach Academy at
Denver Children's Home



Student Handbook

BANSBACH ACADEMY

MISSION STATEMENT



The mission of the Bansbach Academy at the Denver Children's Home is to provide a supportive and safe academic experience that meets individual and group needs in a culturally diverse environment, which promotes success for all students.

We believe that school should help students to develop the motivation and problem solving skills necessary to become active learners and productive members of society.

Our education professionals employ a variety of strategies to meet the needs of each student. The curriculum is designed to focus on individual needs and learning styles with an emphasis on positive reinforcement, patience and acceptance.



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MORNING CHECK-IN PROCEDURE

Goal: To ensure the safety of all Bansbach Academy students, as well as the safety of all residents and staff at Denver Children's Home. This is achieved by using a standardized set of procedures to prevent any person from bringing or using prohibited items or materials in the building.

Clients should be checked in using the following guidelines:

- ☆ Pants pockets should be shown, one at a time, by pulling the pocket all the way out of the pants (**rabbit ears**).
- ☆ Coats should be checked and pockets patted down after being removed.
- ☆ **Socks** should be checked. This is done by having the client pull up each pant leg until the break between sock and skin is visible.
- ☆ Back pockets should be emptied, and shown to be empty by the client patting them down.
- ☆ Sleeves should be pulled up, if they have on a long-sleeved shirt, or a hoodie, to make sure there is nothing in their sleeves.
- ☆ Have the client put their arm all the way through the big pocket in their hoodie, to show that nothing is inside.
- ☆ Be sure to check any shirt or hoodie pockets worn under another shirt.
- ☆ Check the hoods on sweatshirts/jackets by either having the client put it on or by patting it down.
- ☆ Have the client show their **waist lines** if they have a XL shirt.
- ☆ **No rubber bands** should be worn on pant legs or on skin.
- ☆ If their pants are rolled have the client pat them down.

The following items are not allowed in school, and need to be locked up in the lock box down stairs with no exceptions:

- ☆ CD players, MP3 Players, any music player and CD's without approved program.
- ☆ Cell Phones, even if they do not work
- ☆ Voice recorders, laser pens
- ☆ Hats, du-rags, hair nets, handkerchiefs
- ☆ Video Games, and the systems to play them
- ☆ Personal pictures
- ☆ Make-up (lip balm/gloss is okay)
- ☆ Coats (need to be locked up or hung up. If hung they must be empty)
- ☆ Gloves (no gloves should be worn in school)
- ☆ Purses and back packs
- ☆ All meds, including over the counter drugs and cough drops
- ☆ Anything that should not be used in school or that the checking staff feels is not appropriate for school.



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CLASSROOM COPING TOOLS

- ☆ **GET HELP:** Positively and appropriately seek the help of another.
- ☆ **INVESTIGATE FIRST:** Do not assume; investigate appropriately.
- ☆ **CONFRONT SELF:** Explore intent/motivations of your behaviors.
- ☆ **ACCOUNTABILITY:** Take full responsibility for you actions; take ownership.
- ☆ **COMMUNICATE WITH OTHERS:** Use positive appropriate communication and interaction with others.
- ☆ **TALK ABOUT FEELINGS:** Appropriately express your feeling to another.
- ☆ **POSITIVE SELF-TALK:** Talk that helps maintain a positive self-image.
- ☆ **RECREATION:** Any physical activity that will benefit your treatment.
- ☆ **PLAN FOR SAFETY:** A well thought out plan in order to keep yourself and others safe from potential high-risk situations.
- ☆ **DAILY JOURNAL:** Summary of daily events, thought, feelings, fantasies, and treatment focus.
- ☆ **ONE-MINUTE VACATION:** Physically or mentally taking a break from a situation in order to gather yourself before returning to that situation.
- ☆ **ROLE PLAYING:** Acting out a situation that just took place or could potentially take place in order to exercise appropriate interactions or responses to a high-risk situation or potential high-risk situation.
- ☆ **SLOWDOWN:** Taking your time and thinking things through. Investigate your thoughts, feelings, and reality prior to reacting.
- ☆ **EMPATHY:** Putting yourself in another's place so you may see how they feel.
- ☆ **DON'T ASSUME:** Checking things out before making a judgment call.
- ☆ **OWN UP:** Taking full responsibility for your actions, owning your own behaviors.
- ☆ **CHECK BOUNDARIES:** Making sure appropriate boundaries are in place and respecting those boundaries (both physically, verbally, and mentally).
- ☆ **SUPPORT SYSTEMS:** Can be anything that offers up support in times of need (i.e., friends, family, staff peers, etc.)
- ☆ **ACCOUNTABILITY LOG:** A written assignment in which you take FULL responsibility for your actions and behaviors without blaming, making excuses, or denying.
- ☆ **THINK ABOUT CONSEQUENCES:** Thinking of consequences before you do something inappropriate or harmful to others.
- ☆ **CRT's:** Cognitive restructuring thoughts. Mentally reconstructing inappropriate thoughts to be appropriate and more real so you may better respond to a situation.
- ☆ **ASSERTIVENESS:** An appropriate non-aggressive tone of expressing oneself positively.
- ☆ **THOUGHT SHIFT:** Shifting focus of inappropriate thought(s) to appropriate thought(s).
- ☆ **SQUISH BALLS:** Energy shift to help calm and regulate
- ☆ **MUSIC:** Approved music available on MP3's in classrooms
- ☆ **SPACE AWAY:** Taking space in designated area in classroom away from others.
- ☆ **DOODLEING:** Drawing to help focus and release emotions in a positive way.



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GENERAL EXPECTATIONS

- ☆ Respect all staff, peers, guests, environment and yourself. This includes behavior, language, boundaries and property.
- ☆ Unfortunately, candy and gum are not to be brought in, unless for documented therapeutic reasons. For safety reasons, chewing on straws, paper clips, paper or tape is also not allowed.
- ☆ Come to school prepared. It is your responsibility to bring your homework folder and STAR card.
- ☆ Respect other people's boundaries and refrain from personal contact (PC).
- ☆ Come to school dressed according to the Dress Code.
- ☆ Drawing on or defacing notebooks, folders, books or destruction of any other school property/supplies does not respect our environment.
- ☆ Any unsafe or gang, racist or sexist related behavior in or outside of the building (including field and outings) will result in serious consequences.
- ☆ To respect our learning environment, whistling and other loud noises are not allowed.
- ☆ Vending machines—Students are not to purchase items during the school day unless you are on blue level. Blue level students may visit the vending machine 1time per day during their Affective Ed class with staff approval.



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TRANSITION EXPECTATIONS

When **transitioning** from one class to the next, wait in the designated area to be called for your next class in silence. All transitions are done in total silence without talking to peers or staff. Staff to student and staff to staff communication is allowed when absolutely necessary.

When in line for lunch, please face forward while silently waiting in the hallway to go into the **cafeteria**.

TRANSPORTATION EXPECTATIONS

Students choosing to ride DCH, School District, Public or Private Transportation are expected to follow the following transportation guidelines:

- ☆ I will follow the driver's directions and limits at all times.
- ☆ I will not yell or talk out the window.
- ☆ I will not spit.
- ☆ I will not make gestures to people outside the van.
- ☆ I will wear my seatbelt at all times.
- ☆ I will remain seated at all times.
- ☆ I will not verbally abuse to staff or peers.
- ☆ I will not engage in inappropriate behaviors, comments or conversations (i.e., sex-, drug-, gang-related).
- ☆ I will not provoke, tease, or threaten peers or staff.
- ☆ I will not eat or drink on the van (unless approved by staff).
- ☆ I will not reach toward the driver or touch the buttons (radio, heat, etc.) without driver's permission.
- ☆ I will not yell inside the van.
- ☆ I will follow all other DCH rules while on transport.



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CAFETERIA EXPECTATIONS

- ☆ All communications should be kept at your table. This would include verbal conversations as well as any non-verbal.
- ☆ Clients must eat one half of all items on their plates before getting dessert or snack. This includes drinking one half of your milk.
- ☆ Clients must eat their entire meal (including one veggie and one fruit) before getting seconds.
- ☆ Clients with special food considerations must go through the treatment team or the health office.
- ☆ Clients may not give away any of their food to other Clients.
- ☆ Clients may talk at their table; however, we will keep our comments positive (no negative comments) and conversations appropriate (no drug, violence, or sexual talk).
- ☆ If staff is not at your table you may not talk.
- ☆ Clients will use appropriate table manners (e.g. chewing with mouth closed, using utensils, etc.)
- ☆ Clients may get up from the table, but must ask to do so first. Only one student is allowed up at a time.
- ☆ You should only get one condiment per student per meal.
- ☆ There should be only one table up at a time to clear their trash.
- ☆ Clients should go around tables as much as possible and not cut through tables
- ☆ Extreme negative behaviors occurring in the cafeteria (e.g., fighting, removal, or restraint, etc.,) are considered a significant safety risk to the rest of the DCH community.

QUIET TIME – The last 5 minutes of lunch, before we transition to our afternoon classes. This is a time to settle down, take a “Team Breath” and get ready for the last part of the day. If you are having trouble managing, feel free to put your head down and relax.

PLEASE MAKE SURE THE **FLOOR IS CLEAN,**
TABLES ARE WIPED DOWN
AND **CHAIRS PUSHED IN.**



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DRESS CODE EXPECTATIONS

Denver Children's Home (DCH) and the Bansbach Academy are responsible for providing a **safe environment** in which all students can work on educational and treatment goals. The Dress Code Philosophy is based on **respect** of others, as well as creating a physically and emotionally safe, non-sexualized environment. DCH and the Bansbach Academy are supportive of cultural diversity and are sensitive to religious values. Students should wear/use all clothing items as they were intended and should not swap or trade clothing items with other students and should demonstrate reasonable cleanliness.

You MAY wear clothing that is:

Comfortable • Fun • Self-Expressive • Unique • Colorful • Fashionable

The following are items NOT acceptable to wear:

1. Any clothing or possession that threatens the safety or welfare of any person, or which disrupts the Denver Children's Home environment.
2. Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments, that are associated with or denote membership in or affiliation with any gang, including but not limited to all solid colors; sports insignia; product emblems, lettering styles or numbers affiliated with gang membership; sagging; belt ends hanging loose; one pant leg rolled up; bandanas; chains; trench coats; hairstyles that include shaved emblems or initials, shaved eyebrows.
3. Clothing that promotes products or activities illegal for youth, including but not limited to alcohol, tobacco, drugs, violence.
4. Clothing that is overly revealing or sexualized, including but not limited to short dresses/skirts (must 2 inches from knee); crop tops or tops that expose cleavage or stomach when hands are raised; spandex or overly tight clothing; muscle shirts or tank tops; shirts with sexualized messages.
5. If clients are wearing leggings, they need to wear a shirt that covers their bottoms. They may not pull their shirt down and then call it "covered." (Larger t-shirts will be available for them to wear if they are not wearing something that meets dress code expectations)
6. Clients can only wear tank tops where the straps measure three fingers in width (anything questionable will be a NO).
7. Clients may not wear heels of any kind.
8. Undergarments are not to be visible at any time. Will provide large shirt to cover bottoms if necessary.
9. Pajamas, lounge wear or slippers (only exception is moccasin type slippers/shoes that have hard bottoms and a back).
10. Hats, headgear or sunglasses of any kind.

This list is **subject to change at staff discretion**. This list is not meant to be all-inclusive. Staff reserves the right to use their best judgment in identifying attire that may disrupt the school day or any other function of DCH and/or the Bansbach Academy. A treatment supervisor on duty may make the final determination.

Students, if you are unable to meet these guidelines one of the following may occur:



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You will be asked to change/remove the item not allowed. Clothing may be provided from the Boutique or, if possible, the offending item will be covered up.

CLASSROOM EXPECTATIONS

1. You may use a computer for educational purposes after signing an Acceptable Use Policy (done upon intake) and receiving permission from the staff. All internet usage is supervised and changing any settings or adding/deleting anything from the hard drive may result in a red level. Visiting web sites determined to be inappropriate or chatting/emailing, or listening to music can result in computer restriction.
2. Please raise your hand and wait to be called on to speak, this ensures respect for your peers and staff.
3. Sitting or standing on the windowsills or communicating out of the window or door is disruptive to the classroom environment and therefore not allowed.
4. Self-responsibility includes completing assignments and homework.
5. Touching or going near a teacher's desk without permission is breaking boundaries and is not allowed.
6. Responsibility includes actively participating in activities throughout the school day. At times a student may become frustrated or upset. The goal is to support students so that they can maximize their learning opportunities. Options to support should be offered in the following way:
 - ☆ Students can utilize approved coping tools at their desk
 - ☆ Students can take space in a designated area in the classroom away from peers.
 - ☆ Students can fill out a request to have a walk or sensory break with a TS if they are needing a break away from the classroom.

