

Center for Talent Development

FAMILY HANDBOOK

2026-2027



— CENTER FOR —
TALENT DEVELOPMENT

Talent can't be taught but it can be awakened

Welcome to the 2026-2027 school year at Center for Talent Development! We are thrilled to have you as members of our CTD community. Please use this Family Handbook as a reference throughout the school year.



Our Vision

To cultivate a community of caring, confident, critical thinkers who are empowered to take risks, discover their identity and unique talents, and thrive as active members of the global community.

Our Mission

Located in the heart of the city, our school develops students' diverse identities and talents, empowering them to reach their potential through universal gifted & talented practices and joyful, rigorous learning experiences.

Code of Values

For all members of the CTD community, including students, staff, and parents:

- S – Sharing Empathy: I care about how others feel.
- T – Teamwork: We work together to solve problems and help others.
- A – Always Curious: I want to learn, explore, and question how the world works.
- R – Respect: I treat others the way I want to be treated.
- S – Showing Kindness: I choose to act friendly and helpful to all.

Table of Contents

Academics	3
Talent Development Program	3
Learner Agency Habits	4
Opt Out of Instruction	4
Grading	5
Homework/Continued Learning	5
Arrival and Dismissal Procedures	5
ECE	5
Kindergarten through 5th Grade	6
Attendance	7
Please see the Attendance Information Sheet for our attendance policies.	7
Cafeteria Meals	7
Lunch	7
Delivery of Food During Lunch	7
Lunch with Parents/Guardians	7
Celebrations	8
Classroom Parties	8
Birthdays	8
Class Lists	8
Collaborative School Committee (CSC)	9
Communication	9
Communication Pathway	10
Dress Code	11
ECE Policies & Procedures	12
Extended Day	12
Family Conferences	12
Health Room	12
Health Room Care	12
Medical Information	13
Lost and Found	13
Personal Communication Device Policy	13
Pets	14
Recess	14
Restorative Practices	15
School Closures and Weather Delays	15
District Closures and Delays	15

Delayed Start Schedule	15
Inclement Weather Dismissal	16
School Device Damage and Replacement Policy	16
Snack	16
Social Media	16
Toys and Electronics From Home	17
Volunteers	17

Academics

Talent Development Program

CTD provides a rigorous, standards-based instruction model based on Gifted and Talented practices and pedagogy. At CTD, we look at multiple measures beyond the Colorado Department of Education criteria for GT for our Talent Development identification process. The different measurements that we use for the GT/D identification are listed below.

- 75th percentile on the Naglieri Nonverbal Ability Test (NNAT3)
- At or Above average performance on CMAS state testing (grades 3-5)
- At or Above average performance on Diagnostic Assessments for both math and literacy
- Teacher Recommendations
- Kingore Observation Inventory (KOI)

We have established an advisory period in which all students are exposed to learning opportunities in the areas of arts, leadership, athletics, and language in order to support all of their talents. Our staff, administration, and wellness team work collaboratively to support the social-emotional needs and identity development of all of our learners and reflect on our practices.

If your child has not yet met these requirements, we offer universal Gifted and Talented instructional practices for all students during core instruction. We also are developing a process to identify and develop students' talents in the following non academic areas.

- Arts
- Athletics
- Language
- Leadership

Learner Agency Habits

Learner Agency is the ability for students to advocate for themselves and be aware of the choices they are making about their own learning and relationships! Our framework develops learner agency through three core habits that help students take ownership of their learning. Teachers establish classroom cultures where students make strategic choices, explain their thinking, and develop self-awareness. These three core habits are: use tools strategically, connect learning, and awareness.

Opt Out of Instruction

In the state of Colorado, there is currently no required opt-out process for diversity and inclusion content. DPS cannot tailor individual lessons, content, or classrooms because a family, student, or staff member may have different values or beliefs outside of school. The Colorado Constitution states that School Boards may set the priorities and curriculum in their districts. Denver Public Schools is firmly committed to an inclusive, thorough, and historically accurate curriculum.

The only opt-out available in Denver Public Schools is for sex education–specific classes and lessons, which do not include general discussions of gender, family, or sexual diversity. This is outlined in DPS policy [IHAM](#).

Grading

The standards-based grading scale should not be compared to a letter grade scale. Our goal is for each student to reach their full potential. A grade of **3-Meets Expectations** means your child has met grade-level standards. It should be celebrated! A grade of **4-Exceeds Expectations** is given when students apply knowledge above and beyond grade-level expectations independently and consistently. *If your student has an IEP, please communicate directly with their teacher. Click on the [Grading Scale for Families](#) for the standards-based grading scale.

Homework/Continued Learning

CTD does not assign homework. We believe in student and family well being. We also believe different types of learning or extension of learning can happen at home. Families can decide what is the best fit for their child. On occasion or if requested, CTD staff may assign relevant, challenging, meaningful, and purposeful assignments that reinforce classroom learning objectives as an “option” to meet the differentiated needs of a student.

Arrival and Dismissal Procedures

Arrival - ECE

All ECE students will enter with their parent/guardian through the Main Entrance and go directly to the classroom.

- Due to compliance requirements, ECE students must go to the interior ECE classroom door to sign students in and out.
- ECE students will receive a hot breakfast in their classroom.
- If an ECE student is dropped off late (after 7:45 a.m.), they must be dropped off at the external ECE classroom door and not the main office. If the family has a

child in ECE **and** K-5, the child in ECE must be dropped off directly at the classroom and the K-5 student must sign in at the Main Office.

- Late arrival is not available between 10:55 a.m. - 11:20 a.m. as students will be at lunch (and therefore, not in the classroom).

Arrival - Kindergarten through 5th Grade

All K - 5 students will enter the school through the Main Entrance doors.

- If a family has a student in ECE and K-5, the parent may drop off both students at the ECE interior door between 7:25 a.m. - 7:40 a.m.
- School doors open at 7:20 am and remain open until 7:40 am.
- Students are invited to the cafeteria for breakfast until 7:40.
- Beginning at 7:30, students will walk to their classrooms for a 7:45 start time.
- Students who arrive later than 7:45 am must go directly to the Main Office to be signed in as tardy.

Dismissal - ECE

All ECE students must be signed out every day at the ECE classroom door by a verified adult.

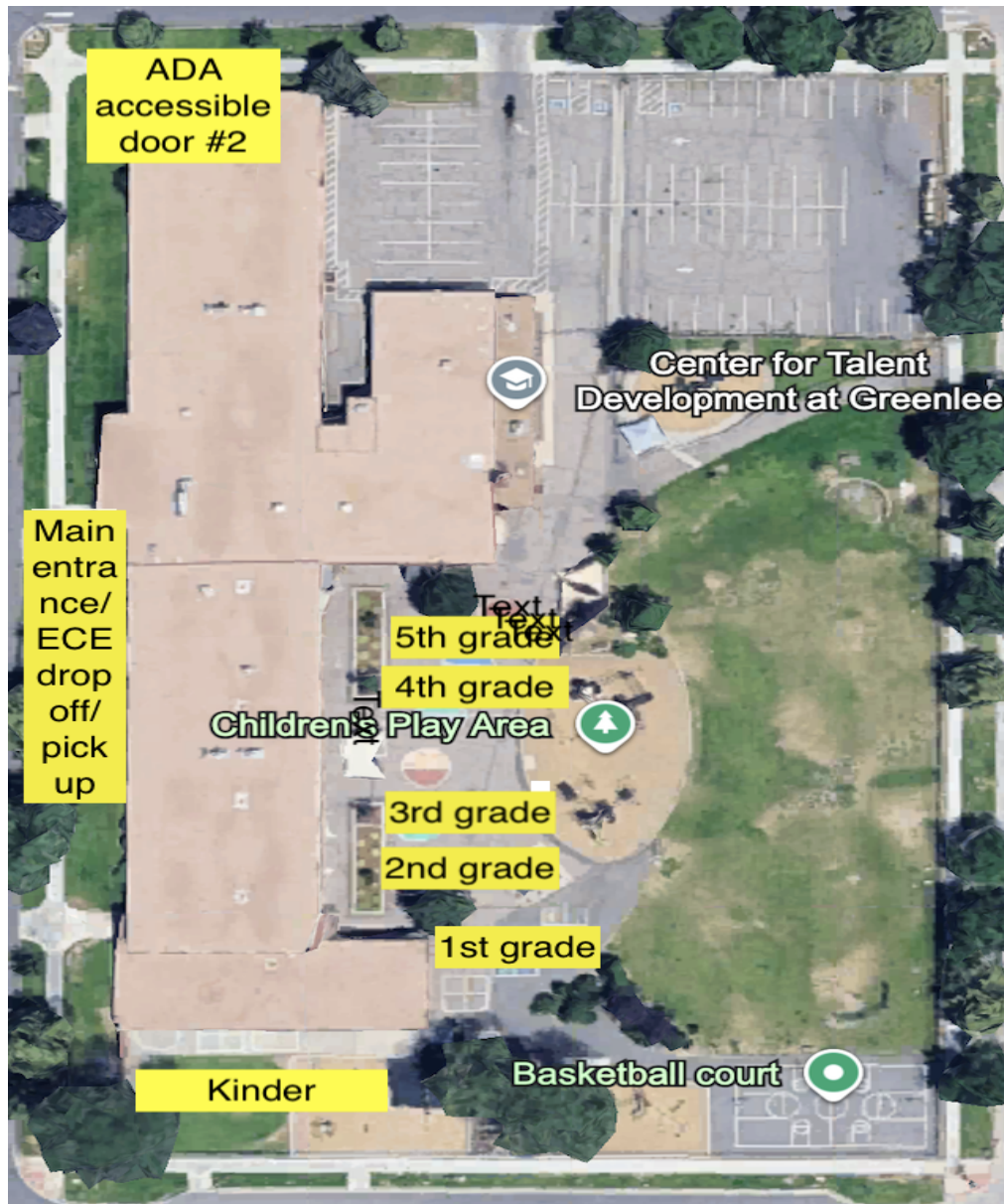
- Regular ECE dismissal is between 2:30 p.m. - 2:40 p.m.
- If a parent is picking up an ECE student AND a K-5 student early, the parent will need to pick up students from two locations (the Main Office and ECE interior classroom door).

Dismissal - Kindergarten through 5th Grade

All Kindergarten students will be dismissed on the Kindergarten playground. Students in 1st through 5th grade will be dismissed from their designated location behind the school on the blacktop.

- All K-5 students will be dismissed at 2:30 p.m. Classrooms will continue instruction through the end of the school day.

See map for student pickup locations:



Attendance

Please see the Attendance Information Sheet for our attendance policies.

Cafeteria Meals

Lunch

Denver Public Schools provides breakfast and lunch programs. Per the Healthy School Meal Act, breakfast and lunch for the 26-27 school year will be free. In addition:

- Students are welcome to bring lunch from home
- We do not have microwaves for student use
- Additional information regarding individual food purchase during lunch:
 - If a student brings their lunch from home and would like to purchase milk, the charge is \$0.75
 - If a student would like to add to their home lunch, they are welcome to the Fruit & Vegetable bar for \$1.00
 - If a student would like to purchase seconds of the main entree they may do so for \$3.00
 - On Thursday, the cafeteria will also be providing a la carte items for students to purchase that are Smart Snack approved. One item can be purchased with cash (exact change) or funds in their MSB account.

The lunch menu for each day is available on the [Nutrition Services](#) webpage.

Students who need financial assistance may fill out an application for free or reduced meals at [MySchoolApps - Select District](#). A new application must be submitted yearly at the beginning of the school year.

We recommend a healthy, balanced meal for students who come to school with a home/packed lunch. In addition, caffeinated beverages (soda, etc.) and energy drinks are not permitted in school.

Delivery of Food During Lunch

Please do not deliver or drop off lunch from outside vendors, fast food, or restaurants. This inundates the front office and is a significant distraction to other students eating packed lunch or school lunch.

Lunch with Parents/Guardians

Parents/Guardians may have lunch with their child(ren) for special occasions. Parents/Guardians may sign their child out during lunch/recess for lunch and are welcome to use the picnic tables by the playground or head off site. We encourage

parents to ensure children are brought back on time to avoid missing instructional time.

Celebrations

Classroom Parties

All food brought to school must be store bought. All food must have nutritional information listed so that we can verify if items are safe for students with food allergies. We do not allow homemade gift/goodie bags to be given to students. Teachers will plan for allergies and sensitivities. Allergy information will be shared for each class to facilitate safe snacks for everyone.

The last day before an extended break (i.e. Fall Break, Winter Break), classrooms may hold parties during the last hour of the day. Facilitation of activities and inviting classroom helpers during class parties is at the discretion of the teacher.

Birthdays

To ensure celebrations are consistent and manageable for all classrooms, birthday treats must be arranged with the classroom teacher at least one week in advance. Parents and family members are welcome to join the classroom for this brief celebration when it is scheduled in advance. If arrangements have not been made beforehand, visitors will be asked to schedule a different time with the teacher.

Families are welcome to bring or send one small individual treat and drink per student. The classroom teacher can confirm the number of students in the classroom. Please do not send balloons, gifts, party favors, or other celebration items, as these will remain in the office and will not be brought to classrooms.

Class Lists

Staff spend considerable time creating recommendations for class lists. Factors that are considered are personality, group dynamics, academic needs, balanced class numbers, etc. Our Whole Child (Counselor, Psychologist, Restorative Approaches Coordinator), Intervention & SpEd teams may also review the suggestions before class lists are sent for final review by Administration.

We recognize how important it is for parents/guardians to share their thoughts about the needs of their children. Although we will NOT take requests for a specific teacher, we encourage parents to highlight what's important for their child. This information will be shared with the respective grade level ahead of creating recommendations for class lists. As a matter of best practice, twins (triplets, etc.) and family members will be placed into

different classrooms. This allows students to independently learn and supports social development.

Class lists will be finalized the week before school begins. Please keep in mind that School Choice programming allows students to withdraw and enroll throughout the summer, which affects our ability to finalize class lists until the end of summer.

Collaborative School Committee (CSC)

The Collaborative School Committee brings together families, staff, and community members to create and implement a plan to promote high achievement within a school. The committee meets on the second Tuesday of every other month at 2:45 p.m. and is an opportunity for key stakeholders to have a voice in their school. Colorado law requires all schools to have a CSC to increase the amount of accountability and family involvement in our schools. The group works with school leaders to provide feedback on important school decisions. These decisions may include ways to improve academic performance, budgets, and the school's program. To contact the CSC and/or join the CSC, please contact the Main Office @ 720-424-6800.

Communication

In order to effectively communicate with as many families as possible, we utilize the following methods of communication:

School Website

You can find our calendars, staff contact information, events and more on our website: [Center for Talent Development at Greenlee](#)

School Newsletter

Our STARS newsletter is the best place to learn what is happening school-wide each month. It will be sent out the first week of each month. It will also be posted on the website each month.

Rooms

Parents/guardians will receive important messages from CTD via the Rooms app.

Communication Pathway

If you have concerns about your child at school, do not hesitate to contact the school and make an appointment to speak with relevant staff members. It is important that parents/guardians support the school in its constant drive to raise standards and we

would much rather discuss any concern or grievance with you than it being discussed in other forums.

Teacher

For academic, social emotional concerns and general concerns, we encourage parents/guardians contact their child's teacher first. It is important that the child, parent, and teacher have an opportunity to openly discuss any concerns before pursuing other avenues of resolution.

School Counselor/School Psychologist

For significant social emotional concerns, parents/guardians can reach out to the homeroom teacher and the School Counselor or the School Psychologist

Discipline

For disciplinary questions or concerns, please contact the homeroom teacher and the restorative approaches coordinator. Please be aware that we use restorative practices. As a SEL (social emotional learning) school, we strive to help students learn from mistakes. We follow the DPS Board Policy and discipline matrix as needed.

Principal

For all of the above communication, staff will collaborate with other team members, including the Principal as needed. Feel free to make an appointment with the Principal if you do not feel that your concern has been resolved after contacting the respective staff member(s).

Dress Code

Per Denver Public Schools policy:

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
- Sunglasses worn inside the building.
- Inappropriately sheer, tight or low-cut clothing.
- Any clothing that contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature

- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which are associated with drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous

Students must wear safe, secure footwear at school. **Shoes with wheels and slippers are not permitted. Please note all students have PE bi-weekly and daily recess.**

We value students' ability to express themselves through what they wear. We ask that students dress appropriately (positive expression, etc.) for school. Administration will notify parents/guardians if there is an issue with dress. **Hoodies and hats are permitted as long as they do not become disruptive to instruction.**

Students should dress for weather – weather in Colorado changes quickly so please ensure students have layers. Please label all outer garments and your child's backpack with their full name. Children should be able to get themselves into and out of their clothing without assistance, including buttons, zippers, snaps, and ties.

Please be sure that your child has a full change of clothing, appropriate for the weather, in his or her backpack at all times. Even for children that are fully potty trained, accidents happen. In addition, sometimes children get wet on the playground, get sick, spill food or drink on their clothing etc. If they do not have a change of clothing, someone will need to bring a change of clothes, and in the case of bathroom accidents*, they will not be allowed to return to class until they have changed their clothing.

*Protocol for Bathroom Accidents

For K-5 students, staff will talk students through cleaning themselves up. Staff are not permitted to physically assist students. If a student cannot clean themselves up with verbal assistance, a parent/guardian will be called.

ECE Policies & Procedures

ECE classrooms will have additional policies and procedures. Teachers will share a welcome packet with families and discuss specifics during Back to School Night.

Extended Day

Extended Day offers before/after school care for Kindergarten-5th grade. Please contact the Extended Day director in room 102. Extended Day will also provide care during

professional development days.

Family Conferences

Two formal Family Conferences are scheduled during the school year. Family Conferences provide an opportunity for families to meet with the classroom teacher to discuss their child's progress. At the Parent/Teacher Conference, specific student data and observations about daily work habits will be shared with the parents/guardians. If parents/guardians wish to have additional conferences to discuss student progress, feel free to make an appointment with the teacher. If necessary, other staff such as the psychologist, social worker, counselor, SpEd teacher, AP, or principal may be present.

Health Room

Health Room Care

Our Health Room provides first aid for illnesses and injuries that occur during the school day, administers medication with the required medical authorization forms, supports students with chronic health conditions, and conducts required health screenings. Parents/guardians will be contacted if a student has a significant injury, a fever of 100.4°F or higher, symptoms of a contagious illness (such as vomiting or diarrhea), or if additional medical care or follow-up is needed. Students who are too ill to participate in learning will be sent home to recover.

Students may be sent to the Health Room for the "8 B's":

- * Bleeding
- * Blood sugar concerns
- * Bumps or bruises to the head
- * Bee stings or allergic reactions
- * Break-outs (rashes or skin irritation)
- * Breathing difficulties
- * Barfing or diarrhea
- * Broken bones

Minor cuts, scrapes, bumps, mild headaches, upset stomachs, and other routine health concerns are typically treated at school and do not usually require parent notification unless symptoms worsen.

Please help keep our school community healthy by following DPS and Colorado Department of Public Health guidelines and keeping your child home when they are sick.

Medical Information

If your child has a life threatening allergy or health condition, please let the school nurse know. If the child requires an EpiPen or any other medications that might need to be administered at school, you will need to have the medical form completed by your child's doctor.

We can accept your child's medicine once we have received the completed forms **that include a doctor's signature and parent/guardian's signature**. All medicines must have a clear expiration date. All prescription medication must be in the original box/container with prescription label that includes your child's name. Over the counter medications should be unopened and in the original container. If your child might need an inhaler, please include a spacer.

Lost and Found

The lost and found is located just next to the main office. Please label items likely to be lost (lunch boxes, backpacks, coats, sweaters, etc.) with your child's first and last name, and we will try to return them to your child's classroom. Items not retrieved from the lost and found will be donated **each month** on the professional development days.

Personal Communication Device Policy

In alignment with Denver Public Schools Personal Communication Device Policy, and to promote focused learning and minimize distractions, students may not use personal communication devices (including cell phones, smart watches, earbuds, tablets, or other personal electronic devices) during the instructional school day.

Upon arriving at school each morning, students will turn their cell phones into a designated classroom storage bin, where they will be securely stored until dismissal. Devices must be powered off before being placed in the bin. Students will receive their devices back at the end of the school day. Students who fail to turn in a device or use a personal communication device during the school day will be subject to the District's progressive discipline procedure.

First Violation: Verbal reminder, directed to turn in their phone, and documentation of the incident

Second Violation: Device is confiscated and stored in the office until the end of the school day. A parent/guardian is notified.

Third Violation: Device is confiscated and stored in the office, and a

parent/guardian conference is required before the device is returned. The school may also require the student to check in through the office each day for a designated period of time.

Repeated Violations: The student will be referred to school administration for additional interventions and disciplinary action consistent with District policy.

Students who refuse to surrender a device when directed by a staff member may be subject to additional disciplinary action under the Student Code of Conduct.

Families needing to contact a student during the school day should do so through the school office. Likewise, students who need to contact a parent or guardian may do so through the school office when necessary.

*These expectations and procedures are implemented in accordance with Denver Public Schools Policy JICJ: Student Use of Personal Communication Devices.

Pets

For safety and health reasons, animals are NOT to be brought onto school grounds. This includes pets on a leash. Denver City Ordinances prohibit having dogs or other animals on the playground or school grounds. Please respect this ordinance even after school hours and on weekends. Only service animals are exempt from the above policy.

Recess

We believe that recess is a critical part of your child's day for optimal development. Students will go outside for 25 minutes per day, regardless of academic or behavior performance. Please note that if students need to complete work or re-focus because of a behavior this may be done during a "brain break". If this is the case, the parent and/or guardian will be informed.

On occasion, if the precipitation makes outdoor play potentially unsafe or the "feels like" temperature is approximately 25 degrees or below, children will have indoor recess in the gym or classrooms. The final decision regarding indoor recess is made by the front office, with safety in mind.

Restorative Practices

Positive school discipline supports students that make mistakes by teaching them how to make better choices. CTD practices Restorative Justice techniques that help all members of our community maintain a safe and supportive environment focused on

harm reduction. When someone harms another, the goal is to “make it right,” instead of just punishing them. These practices keep students in class and learning while helping everyone feel like an important member of the CTD community.

School Closures and Weather Delays

District Closures and Delays

If schools are to be closed or there is a delayed start time due to weather conditions, the district is committed to making a decision as early as possible. The decision to close schools or delay the start time is made by the Superintendent based on information provided by representatives from transportation agencies, the weather bureau, city and county law enforcement and DPS Transportation. If school is canceled or there is a weather delay, information will be communicated in the following ways:

- The Communications Office will immediately notify local television and radio stations, which will broadcast regular announcements of school closures or delayed start.
- Emergency school closures and delayed starts are posted on dpsk12.org immediately.
- Announcements to close or delay school will also be posted to the district’s Facebook and Twitter pages.
- You will also receive a communication from the school via email or Rooms with a confirmation.

Delayed Start Schedule

If there is a delayed start, we will begin the school day at 9:40am. Students will miss their regularly scheduled class/content from 7:40 a.m. - 9:40 a.m.

- Buses will also be on a 2 hour delay.
- Carline drop off and entry into the building begins at 9:25 a.m.
- School begins at 9:40 a.m.
- Late entry begins at 9:45 a.m. All students must check in at the main office.
- All students report directly to their classroom teacher for attendance.
- Dismissal will be at the regularly scheduled time of 2:30 p.m.
- Afternoon bus routes will run in the same order as normally followed in the afternoon.
- After-school activities (athletic events, enrichment programs, etc.) may be modified or canceled as a result of the weather conditions. Please keep an eye out for email and Rooms communications.

Inclement Weather Dismissal

At times there may be inclement weather related events during dismissal. Please check weather reports to ensure your child dresses appropriately and is prepared with items such as snow boots, jackets, umbrella, etc. You will be notified via Rooms for any alternative dismissal procedures. Please see below for various scenarios:

- Lightning
 - Students will be dismissed once the lightning has passed.
- Torrential Downpours
 - ECE students will be dismissed as usual.
 - K-5 parents will come into the school and pick up students directly from the auditorium. All parents/guardians will need to enter through the main doors.
- Tornado Warning
 - Students will remain inside until the warning has passed.

School Device Damage and Replacement Policy

Damage fees are only charged for intentional or preventable damage. It is important that students maintain and respect school devices. Chromebooks should not go home at any time. Normal wear and tear or accidental damage will be handled according to district guidelines. To ensure that students have continuous access to a working school device, our school must process device repairs and replacements as quickly as possible.

Snack

A small snack is provided for all students Kindergarten - 5th Grade Tuesday through Thursday. ECE students are provided with snack Monday, Tuesday, Wednesday, and Friday. On the day(s) that your child does not receive a snack from the school, please send a small snack for your child to eat. Teachers welcome donations of healthy snacks for students who forget their snack. Teachers will plan for allergies and sensitivities. Allergy information will be shared for each class to facilitate safe snacks for everyone. CTD is an allergy aware school.

Social Media

Please refrain from posting pictures of students other than your own on social media without permission from the other child's parent/guardian. Please be mindful of what you are posting on social media.

Toys and Electronics From Home

To prevent distractions from learning, toys (including stuffed animals, 3D printed items, games, card games, fidgets, etc.) and electronics/devices are not permitted in school. In special cases, the teacher may designate a stuffed animal party as a class reward or inform you of a learning purpose for bringing a personal belonging from home. **This will be communicated to families by the teacher.** Please be aware that each teacher has fidgets in their classroom that are school approved for students to use.

Fidgets should not come to school from home. We reserve the right to confiscate toys and devices if it becomes a distraction to the student and/or the learning environment. If so, a parent may be notified and asked to pick up the item.

Exceptions

- ECE students are encouraged to bring a stuffed animal for naptime.
- Students with IEPs or special needs may have permission to use a specific fidget, etc.

Volunteers

Parents, family, and community members who have a desire to volunteer in their child's classroom or in the school on a regular basis, must complete a background check. This DPS policy ensures a measure of safety for children as they interact on a regular basis with an adult in a position of trust in the school setting. Anyone that will be volunteering with children beyond his/her student needs to complete a volunteer application. Teens 17 and younger do not need background checks, nor do occasional volunteers who will not be working directly with children (individuals speaking to the class, one time story readers, etc.).

- Complete the [application](#) for a background check