



Department: Education
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Revised:

Referral Process

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Brightside Academy promotes children's developmental growth and social and emotional well-being through a systematic set of strategies that address promotion, prevention and intervention. Promotion and prevention strategies include the Brightside Academy Steps to Success curricular framework as well as our screening and on-going assessment processes. In addition, each academy is responsible for developing a positive behavior support system (PBSS) that identifies clear expectations and appropriate guidance procedures, first for the academy then for each classroom.

Should a child exhibit a developmental challenge, behavioral concern or if a parent or fellow professional suggests potential impediments to a child's overall growth and progression, Brightside Academy has established a comprehensive response to intervention (RTI) process that methodically addresses any developmental and/or behavioral concerns through a tiered intervention model. Classroom-based accommodations and individual intervention strategies are first recommended via a RTI action plan. Should concerns escalate and/or periodic classroom observations suggest that planned strategies are ineffective; the RTI process then promotes community partnership and the possibility of referral to appropriate professional organizations.

Before referral occurs, teachers must conference with families and obtain consent. RTI action plans as well as all RTI documentation (e.g. observations, behavior logs) must be shared with families before referral is sought. A parent-teacher conference must take place to discuss the option of referral; this cannot indirectly occur.

Before any referral is made, families must sign a [Release of Information Form](#) as well as agree to the agency/professional who will be contacted. Upon completion of the parent-teacher conference, teachers have a maximum of 90 days to contact the agreed upon referral agency/professional to schedule the appropriate services. Referral timelines as well as succinct intervention plans (via the RTI action plan) are developed during the parent-teacher conference. After a specified intervention timeline, a follow-up meeting is convened to assess progress.

The academy is open to all appropriate community partnerships that represent similar goals and values for working with young children and families.

Brightside Academy offers inclusive programming for all children. We believe in and celebrate the complexity of how children learn and develop. It is recognized that the only way to be successful within an early education context is to vary instruction and experiences in accordance with the diverse nature of development occurring among the children in our care. We work to ensure that all needed supports are provided in order to increase the probability of developmental progression and learning mastery among children, family comfort and trust, and the provision of high-quality early education for all involved. Thus, this philosophy does not just include the diversity children and families bring into the classroom, it also highlights the culture, expertise and interests of our teaching staff and other professionals welcomed into our building. We encourage and openly welcome community partnership and strive towards collaborative planning and teaching.