

Concussion Return to Learn Protocol for Students and Parent/Legal Guardians

1. Once a concussion is diagnosed or suspected, parent or legal guardian will notify Ms. Thornbury in the school office, by phone (925) 685-1109, or email jthornbury@ctkschool.org. Parent or guardian will immediately submit medical documentation to the school office, to the attention of Ms. Thornbury.
2. Upon receipt of medical documentation, appropriate faculty and staff will be notified, including Ms. Blatt, Learning Support Coordinator. An SST Accommodation Plan will be written as soon as the medical documentation has been reviewed. Teacher(s) will be informed immediately of the SST Accommodation Plan.
3. The accommodations in the SST Plan will be determined based upon the physician's recommendations. All physician orders need to be followed. If specific accommodations have not been requested by the physician, the teacher can make the adjustments that he/she thinks are necessary based on discussions with the student. Ms. Blatt may be consulted to assist in this process.
4. Ms. Blatt will monitor student's progress toward recovery as it relates to academics, by consulting with student's classroom teacher(s).
5. Any significant changes made by the doctor throughout the course of treatment needs to be communicated to Ms. Thornbury and Ms. Blatt, and documentation submitted to support such changes.
6. Upon being cleared by the physician, the parent or guardian must provide medical documentation stating so.

Please contact Ms. Thornbury or Ms. Blatt if you have any questions.

Ms. Julie Thornbury
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Ms. Cathleen Blatt
Learning Support Coordinator
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