

# Memo



**To:** Dr. Karla Guseman  
**CC:** Board of Education  
**From:** Kevin Fitzgerald, Steve Millsaps, John Randich Jr., & Gabrielle Garrett  
**Date:** April 28, 2026  
**Re:** JTHS Concussion Protocol

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## **Purpose**

The purpose of this memo is to present for Board review and acknowledgment the revised Joliet Township High School Concussion Management Protocol, along with updated concussion-related forms that will be implemented beginning with the 2026–2027 school year.

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## **Background and Committee Process**

During the 2025–2026 school year, a district committee convened to review Joliet Township High School’s current concussion procedures to ensure they remain aligned with current best practices, state law, and the operational realities of both campuses. The committee included:

- Athletic Directors from Joliet West High School and Joliet Central High School
- Physical and Pupil Services (PPS) Coordinators from each campus
- ATI Certified Athletic Trainers from both buildings
- Building Nurses, who provided additional feedback and implementation guidance

The committee conducted a comprehensive review of existing procedures, examined return-to-learn and return-to-play workflows, and focused on clarifying staff roles, communication expectations, and documentation requirements.

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## **Overview of the Revised Concussion Management Protocol**

The revised **Joliet Township High School Concussion Management Protocol & Procedures** establishes a clear, consistent, districtwide process for managing suspected concussions for *all students*, including student-athletes and non-athlete students. Key features of the updated protocol include:

- Alignment with Illinois State Law, IHSA guidance, CDC recommendations, and current medical consensus on concussion management
- A unified process supporting both **Return to Learn (RTL)** and **Return to Play (RTP)**, with academic recovery prioritized before full athletic participation
- Clearly defined roles and responsibilities for Athletic Trainers, Building Nurses, Administrators, Counselors, Teachers, and Coaches
- Step-by-step procedures for concussions sustained during the school day, during interscholastic athletic participation, and outside of school-sponsored activities
- Emphasis on consistent communication and documentation to support student safety and protect staff

The protocol reinforces the principle of “*When in doubt, sit them out,*” and clearly states that no student may return to physical activity or athletic participation without appropriate medical clearance and completion of required district protocols.

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### **Updated Concussion Forms**

As part of this revision, the committee updated and standardized the concussion-related forms that will be used during the school year. These forms improve clarity for families and staff and ensure consistent documentation across both campuses. The updated forms include:

- Concussion Protocol Parent/Guardian Information Form
- Head Injury Parent/Guardian Notification Form
- Concussion Parent/Guardian Notification Form
- Return to Full Athletic Participation Consent Form
- Return to Play Progression Form
- Student & Parent/Guardian Agreement to Participate (including Concussion Information Sheet)

These forms are embedded within the new protocol and will be maintained by Building Nurses and Athletic Trainers as part of the student's medical and athletic records.

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### **Implementation**

The revised protocol and forms will be implemented for the upcoming school year at both Joliet Township high school campuses. Training and communication will be provided to administrators, teachers, coaches, and support staff to ensure consistent understanding and application of the procedures.

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### **Recommendation**

The committee respectfully requests that the Board of Education acknowledge the revised Joliet Township High School Concussion Management Protocol and associated forms as the district's official concussion procedures moving forward.

Please let us know if additional information or clarification is needed.