



**CLAYTON  
VALLEY  
CHARTER  
HIGH  
SCHOOL**

# CHECKLIST FOR STRUGGLING STUDENTS TO FACILITATE GRADE IMPROVEMENT

- Has the student attended the teacher's office hours or regularly met with the teacher at brunch/lunch for help?
- Has the student attended after-school tutoring or sought additional tutoring in those subjects?
- Has the parent had a parent/teacher conference or other teacher communication regarding the concerns?
- Is there structured study time at home free from distractions?
- Does the student and parent utilize Schoology and PowerSchool to track assignments and additional teacher resources?
- Is attendance an issue? If so, the student should practice regular attendance going forward.
- What is the work completion rate? Students should submit all assignments and work with teachers if they need support with work or understanding of content.

**If all of the above has been utilized continuously over a designated time with no significant improvement in grades, the next step may be holding a Student Study Team (SST) meeting with teachers, student, parent, counselor, or other designee.**

**MAIN CAMPUS**  
1101 ALBERTA WAY  
CONCORD, CA 94521

**PHONE**  
(925) 682-7474

**FAX**  
(925) 825-7859

**EMAIL**  
INFO@CLAYTONVALLEY.ORG

**WEBSITE**  
WWW.CLAYTONVALLEY.ORG