Objectives:

1. To have a systematic approach to our note keeping.

Successful Contact

- Select: **Phone Log** from the drop down if it is a call or text and **Note** if it is another form of individual contact.
- Tag it: Weekly Contact
- Subject Line: Contact: Reason for Contact
 - Example: Contact: Low Progress, Contact: Not Coming to Class

Attempted Contact

- Log as a note, do not select Phone log
- No Tag
- Subject Line: Attempted Contact: Reason: LM (left message if applicable)
 - You can abbreviate Attempted Contact to AC
- Example: Attempted Contact: Low Progress: LM

When to click the box to have a Kmail also logged as a note.

- The only time this feature should be used is when it is an individual kmail correspondence that would be important to keep in a file or when directed to do so.
- Please do not overuse this feature. It should NOT be used for anything general, all of that will be saved in your kmails for reference anyway.

METRIC: Meaningful Contacts for a Full Time Gen Ed Teacher in HS

Criteria	Advanced (4)	Proficient (3)	Working	Needs
			Towards (2)	Improvement (1)
Contacting	Average of 5	Average of 3	Average of 2	Average of zero to 1
students	or more	to 4	meaningful	meaningful contacts
through	meaningful	meaningful	contacts per day	per day during a
meaningful	contacts per	contacts per	during a regular	regular 5 day work
contacts	day during a	day during a	5 day work week.	week.
	regular 5 day	regular 5 day		
	work week.	work week.		

METRIC: Meaningful Contacts for a Part Time Gen Ed Teacher in HS

Criteria	Advanced (4)	Proficient (3)	Working	Needs
			Towards (2)	Improvement (1)
Contacting students through meaningful contacts	Average of 4 or more meaningful contacts per day during a	Average of 2 to 3.9 meaningful contacts per day during a	1 to 1.9 meaningful contacts per day during a regular 5 day work week.	Zero to 0.9 meaningful contacts per day during a regular 5 day work week.
	regular 5 day work week.	regular 5 day work week.		

Example

A teacher makes the following phone calls

Monday – 3 phone calls

Tuesday – 2 phone calls

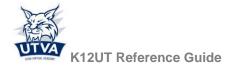
Wednesday – 4 phone calls

Thursday – 4 phone calls

Friday – 3 phone calls

Average per day for that week = 3.2 phone calls

This teacher scores Proficient according to the Rubric



Definitions and Notes

- Meaningful contacts
 - The conversation must be meaningful to the student's success at UTVA. This includes building relationships, academic conversations, attendance, and many other areas.
 - Must be logged in TotalView. If they are not logged, then they never happened see above for noting convention.
 - o Phone calls where you talk to either the student or learning coach
 - o Conversations at outings and other events with the student or learning coach
 - o Text Messages
 - Must receive a response back from the learning coach or student for a text message to count
 - o One-on-one work with a student or Learning Coach in Blackboard
 - o Kmails are not counted as meaningful contacts
- Log all Meaningful Contacts with the "Weekly Contact" tag