

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

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

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

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.
 - Phone calls where you talk to either the student or learning coach
 - Conversations at outings and other events with the student or learning coach
 - Text Messages
 - Must receive a response back from the learning coach or student for a text message to count
 - One-on-one work with a student or Learning Coach in Blackboard
 - Kmails are not counted as meaningful contacts
- Log all Meaningful Contacts with the “Weekly Contact” tag

