



Community Contact Hours

Direct Pay Teachers (only) are responsible for completing the Community Contact Hours form and submitting the form to your assigned ROP Coordinator. Community contact hours are based on one hour per contracted day (*example: 184 contracted days minus 4 days (1 day for preparation and 3 days for staff development) = 180 days x 1 hour = 180 community contact hours*). Hours may vary based on your contracted hours.

Of these community contact hours, thirty hours are “*pre-approved activities*” (see the Community Contact Hours form for a description of the approved activities). The balance of the remaining hours will be spent on activities detailed in your Annual Plan. The Community Contact Hours form consists of two parts: 1) the Annual Plan for the balance of required hours, and 2) the Accountability Report, a follow-up completed twice each school year.

The Annual Plan is due mid-September (see form for specific dates) to the assigned ROP Coordinator. Twice during the school year, direct pay teachers will complete a summary, detailing the outcome of their plan. The first Accountability Report is due mid-December. The final Accountability Report is due mid-May.

Steps to complete the Community Contact Hours form:

- 1) Complete Part 1: Annual Plan for the ***Balance of Required*** hours. Sign and date the form; submit to the assigned ROP Coordinator. (*See form for due date*). After the form has been approved by your Coordinator, you will be sent a signed copy.
- 2) Complete Part 2: Bi-Annual Accountability Report for ***August-December***. Submit the original form to the assigned ROP Coordinator, keeping a copy for your records. (*See form for due date*).
- 3) Complete the final Part 2: Bi-Annual Accountability Report for the ***January-May***. You will summarize these activities on your copy of the Community Contact Hours form. Submit the completed form to the assigned ROP Coordinator. (*See form for due date*).

Community Contact Hours form is located on the ROP website under For Teachers and Staff/Forms and Information/Required Teacher Paperwork

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