



**Cabot Public Schools**  
**Professional Development: Personal Planning Sheet**  
**2019-2020**

**RISE PreK-4 Teacher in Summer Cadre**

Name: \_\_\_\_\_ Building: \_\_\_\_\_

**190 day Contract**

- 178 Student Contact Days
- 6 Contract Days (36 hours) 6 Professional Development Days (36 hrs)

**All student days, contract days and professional development days must be completed to fulfill a 2019-2020 certified teacher's 190 day contract.**

Summer PD (18)

(REQUIRED) \_\_\_\_\_ 18 hour summer workshop containing RISE content  
 Shoebox Registration/Electronic Credit

Shoebox # \_\_\_\_\_ Date: \_\_\_\_\_

**New Laptop: Teachers scheduled to receive a new laptop (bar code begins with "M") will be notified by email. Teachers are required to attend a 3 hour training session during the summer in order to receive their laptop. You must bring your old laptop to the training for the exchange. This session is by invitation ONLY! Registration is in Shoebox.** Shoebox # \_\_\_\_\_ Date: \_\_\_\_\_

Back to School PD Days (18) Building provides electronic documentation for PD and Contract hours.  
Back to School Contract Days (12) Teachers will register in Shoebox during their summer RISE session.

___ 6 hrs	<b>Monday, August 5, 2019</b>	Building Agenda <b>CONTRACT DAY</b>
___ 3 hrs AM	<b>Tuesday, August 6, 2019</b>	District Meeting <b>PD DAY</b>
___ 3 hrs PM	<b>Tuesday, August 6, 2019</b>	Building PD with District Policies
___ 6 hrs	<b>Wednesday, August 7, 2019</b>	Building PD to include data/PLC meetings <b>PD DAY</b>
___ 6 hrs	<b>Thursday, August 8, 2019</b>	Building Agenda <b>CONTRACT DAY</b>
<b>OFF</b>	<b>Friday, August 9, 2019</b>	<b>OFF</b>
___ 3 hrs AM	<b>Monday, August 12, 2019</b>	District Speaker: Teen Suicide (Required) <b>PD DAY</b>
___ 3 hrs PM	<b>Monday, August 12, 2019</b>	Independent Curriculum Preparation

4 Contract Days: Professional Collaboration, Open House, Parent Conferences and Last Day of Contract:

\_\_\_ 3 hrs: Open House (Aug) \_\_\_ 12 hrs: Parent Conferences (2 fall / 2 spring evenings)  
 \_\_\_ 3 hrs: Professional Collaboration (Throughout the year) \_\_\_ 6 hrs: Last day of contract (May)