



LETRS Training Resource Sheet '23-'24

LETRS Training :

- **Who Participates:**

- K-5 teachers, K-5 longterm substitute teachers, librarians, SSD teachers; K-12 ELL teachers; K-12 Gifted teachers, and K-12 Reading Specialists
- **Note:** *Administrators and Instructional Coaches should be present during training for informational purposes and support only. This group will participate in a separate LETRS for Administrators training designed specifically for leading and supporting LETRS implementation.*

- **Training Days and Times:** 8/17, 9/22, 1/12, 4/22 from 8:30am - 3:30pm

- **Locations:** Four Cohorts at:

- Meadows (Facilitator: Jessica Hall)
- Central Middle (Facilitator: Kimm O'Connor)
- Westview (Facilitator: Patti Stenger)
- RGHS (Facilitator: Stephanie Tuck)

- **Scope and Sequence:**

- The breakdown of learning for each unit of the LETRS Volume 1 training during the '23-'24 SY can be found [here](#).

- **Course Completion Pacing Guide:**

- You can find a suggested list of when to complete the self-paced modules in preparation for district PD days [here](#). It is imperative that teachers complete the modules between district training days as well as any accompanying unit assessments in the modules. Teachers are placed in a Google classroom based on their cohort which is monitored by the facilitator.
- Please dedicate weekly PLC time at least once a month to discussing the Bridge to Application Activities from the modules inclusive in the discussion should be a presentation of **student work samples**.
- Please actively check-in with teachers weekly regarding their completion of the modules and provide regular reminders regarding pacing.

- **LETRS Participant Expectations:**

- You can find more details about what is required to successfully complete the Volume 1 course this school year [here](#).
- **Completion of this course and all of it's components is a district requirement and recommended by the state department of education for all elementary classroom teachers.**

- **Cohort Assignments:**

- You can find a list of teachers rostered for this course and the locations they report to [here](#).
- **Principals and Coaches** please be sure to review this list **regularly** and communicate with myself and Vetrina Benson immediately if you have staff members that are missing from the roster or have been newly hired.



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- **Materials for Training**

- **All registered teachers** should receive two training manuals Volume 1 and Volume 2. These manuals are the property of the individual teacher, not the school or district. Training manuals must be signed for by the teacher who is responsible for them and this documentation should be on file with the professional development department. These manuals are purple.
- **New hires** will receive their materials at their work sites and will need to sign for them. This sign-out sheet must be submitted to the professional development office each time a new manual is distributed. It is very important to maintain communication with the pd office to ensure your new staff members are registered for training. Vetrina Benson will remain in regular contact with schools to actively update your school's roster during this school year.
- Each building should have received one LETRS for administrators manual as well. These manuals are green.
- All other materials will be provided at the training on the training date and via the participants' Google classroom.

- **Compensation and Time**

- Teachers will be provided with a \$500.00 stipend by the state at the completion of the course, if they have passed all of the end of the unit assessments with an 80% or higher - these assessments cannot be retaken so please take your time and use your resources when completing; it may also be helpful to tackle the test as a team or group. Teachers will also receive a \$500.00 stipend from RGSD at the completion of the course if they have attended ALL district PD days and completed ALL modules online. This means teachers can potentially earn \$1,000.00 at the end of the year to complete this course. **Principals are encouraged to provide one early release Wednesday per month to assist with completing the modules between district pd days.**

- **Kickup Registration and Attendance**

- Participants will receive a registration link prior to the training and an attendance code for Kickup. It is critical that they register for this training in Kickup AND use the Attendance Code to confirm they were present.
- If a staff member isn't registered for Kickup or is assigned to the wrong school site, please contact Tina Adams-Turnipseed to correct the issue.
- Participants will also be required to physically sign-in at their training sites. This step is also critical.



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- **Missing Training**

- This is not ideal but it is possible and will happen. Teachers who miss a Unit of training will be expected to complete the Unit during an alternative time through Education Plus. Please process this through your building PD rep to sign the teacher up for a missed unit if they were absent. **This will be audited by the professional development office in December and again in April.**