**VTPBIS Refresher Training Checklist**

**School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: As a team, record your progress on each of the following tasks. For all tasks that are rated as “in progress” or “not started,” build action planning steps on your VTPBIS Implementation Plan.

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| --- | --- | --- | --- |
| **Tasks** | **Completed** | **In Progress** | **Not Started** |
| 1. Team Roles and Norms Matrix
 |  |  |  |
| 1. TFI Action Plan
 |  |  |  |
| 1. Team Meeting Self-Assessment
 |  |  |  |
| 1. Team Profile
 |  |  |  |
| 1. Meeting Schedule
 |  |  |  |
| 1. Working Smarter Matrix
 |  |  |  |
| 1. Statement of Purpose Revision (Optional)
 |  |  |  |
| 1. Plan for Re-Roll-Out of Statement of Purpose
 |  |  |  |
| 1. School-Wide Expectations Revision (Optional)
 |  |  |  |
| 1. Plan for Re-Roll-Out of Expectations
 |  |  |  |
| 1. Expectations Matrix Revision (Optional)
 |  |  |  |
| 1. Plan for Re-Roll-Out of Expectations Matrix
 |  |  |  |
| 1. Plan for Posting Expectations
 |  |  |  |
| 1. Lesson Plans for all Locations
 |  |  |  |
| 1. Schedule for Teaching School-Wide Expectations
 |  |  |  |
| 1. School-Wide Plan for Reinforcing School-Wide Expectations – Students and Staff
 |  |  |  |
| 1. Read article: “5 Ways to Reward Students…”
 |  |  |  |
| 1. Revise Minors + Majors List (Optional)
 |  |  |  |
| 1. Calibrate Minors
 |  |  |  |
| 1. Identify “Close Confusers” and Plan for Defining
 |  |  |  |
| 1. Plan for Further Developing Practices to Respond to Minors
 |  |  |  |
| 1. Procedural Flow Chart Revision (Optional)
 |  |  |  |
| 1. Plan for Re-Roll-Out of Flow Chart
 |  |  |  |
| 1. Office Discipline Referral (ODR) Revision (Optional)
 |  |  |  |
| 1. Explore Paperless Referrals (Optional)
 |  |  |  |
| 1. SWIS Compatibility Checklist (Optional)
 |  |  |  |
| 1. SWIS Readiness Checklist (Optional)
 |  |  |  |
| 1. TIPS Problem Solving Process
 |  |  |  |
| 1. TFI Summary Tool
 |  |  |  |
| 1. SAS Team Summary Tool
 |  |  |  |
| 1. Staff Data Presentation
 |  |  |  |
| 1. Family Engagement Checklist + Survey Review
 |  |  |  |
| 1. Staff Re-Roll-Out Plan
 |  |  |  |
| 1. Student Re-Roll-Out Plan
 |  |  |  |
| 1. Family Re-Roll-Out Plan
 |  |  |  |
| 1. Stakeholder Involvement Plan
 |  |  |  |
| 1. Staff Handbook Revision
 |  |  |  |
| 1. Determine PD for Year
 |  |  |  |
| 1. Obtain SWIS License (Optional)
 |  |  |  |
| 1. Obtain VTPBIS Coach (Optional)
 |  |  |  |
| 1. Obtain BEST/ACT 230 Funding (Optional)
 |  |  |  |
| 1. Follow VTPBIS on Facebook and Twitter (Optional)
 |  |  |  |