**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) |  |  |  |