**VTPBIS Universal 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 Universal Implementation Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks** | **Completed** | **In Progress** | **Not Started** |
| 1. Team Roles and Norms Matrix
 |  |  |  |
| 1. Working Smarter Matrix
 |  |  |  |
| 1. Team Profile
 |  |  |  |
| 1. Meeting Dates
 |  |  |  |
| 1. Statement of Purpose
 |  |  |  |
| 1. Plan for Roll-Out of Statement of Purpose
 |  |  |  |
| 1. School-Wide Expectations
 |  |  |  |
| 1. Plan for Roll-Out of Expectations
 |  |  |  |
| 1. School-Wide Expectations Matrix
 |  |  |  |
| 1. Plan for Roll-Out of Expectations Matrix
 |  |  |  |
| 1. Lesson Plans for all Locations
 |  |  |  |
| 1. Schedule for Teaching School-Wide Expectations
 |  |  |  |
| 1. Review SAS and SET Results
 |  |  |  |
| 1. Family Engagement Checklist
 |  |  |  |
| 1. School-Wide Plan for Reinforcing School-Wide Expectations – Students and Staff
 |  |  |  |
| 1. Define Minors + Majors List
 |  |  |  |
| 1. Identify “Close Confusers” and Plan for Defining
 |  |  |  |
| 1. Plan for Developing Practices to Respond to Minors
 |  |  |  |
| 1. Procedural Flow Chart
 |  |  |  |
| 1. Plan for Roll-Out of Flow Chart
 |  |  |  |
| 1. Crisis Plan
 |  |  |  |
| 1. Determine How to Teach All Staff Function-Based Thinking
 |  |  |  |
| 1. Office Discipline Referral (ODR) form
 |  |  |  |
| 1. SWIS Compatibility Checklist (optional)
 |  |  |  |
| 1. SWIS Readiness Checklist (optional)
 |  |  |  |
| 1. Staff Roll-Out Plan
 |  |  |  |
| 1. Student Roll-Out Plan
 |  |  |  |
| 1. Family Roll-Out Plan
 |  |  |  |
| 1. Stakeholder Involvement Plan
 |  |  |  |
| 1. Staff Handbook
 |  |  |  |
| 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)
 |  |  |  |