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| **Essential Feature**  **Topic**  **Due Date** | **Next Steps For Your Team** | **Activities to do with staff** | **What needs to be done by follow-up date?** | **What needs to be done by your team?** | **Who is doing it?** | **By when?** |
| **Session 1.1 -TFI Overview** | * Discuss with your BSS your Strengths, Weaknesses, Inconsistencies | TFI Post – It Activity |  |  |  |  |
| **Session 1.2 – Teaming** | * Turn in Roster   <http://wvpbis.org/virtual-academy/session-1-2/> | Team Vision Statement | * Monthly Meetings with Agendas (Minimum) |  |  |  |
| **Session 1.3 – Expectations** | * Watch Videos * Turn in Matrix or Action Plan for completing Matrix   <http://wvpbis.org/virtual-academy/session-1-3/> | Ideal Student | * Develop Expectations * Get Feedback on Expectations from Stakeholders * Develop Matrix * Get Feedback from Stakeholders * Developing Lesson Plans or Strategy to Teach Expectations * Teach the Expectations and Matrix to Students |  |  |  |

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| **Session 2.1 – Feedback and Acknowledgment Systems** | * Watch Videos * Complete Feedback and Acknowledgement System Worksheet * Complete Reward Systems Worksheet Completed by Team   <http://wvpbis.org/virtual-academy/session-2-1/> |  | * Gather Feedback from your staff on Feedback and Acknowledgement System and Reward Systems Pre-Planning that was done by the Team * Schedule and Finalize Plans * Train Staff * Implement System |  |  |  |
| **Session 2.2 – Discipline Systems** | * Watch Discipline Systems Videos * Discipline Systems Worksheet – 10 Prep Questions   <http://wvpbis.org/virtual-academy/session-2-2/> |  | * Watch Videos * Build your Office Discipline Referral Sheet * Build your Discipline Flow Chart * Teach your staff |  |  |  |
| **Session 2.3 –**  **Data Systems – 11/13/2020** | * Data Systems Worksheet -Part 1 and Part 2   <http://wvpbis.org/virtual-academy/session-2-3/> |  | * Implementing your Data Systems Action Plan * Begin using your data to guide your meetings |  |  |  |

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| **Essential Feature**  **Topic**  **Due Date** | **Next Steps For Your Team** | **Activities to do with staff** | **What needs to be done by follow-up date?** | **What needs to be done by your team?** | **Who is doing it?** | **By when?** |
| **Session 3.1**  **Classroom Systems and SEL** | Action Plan -TFI, Professional Development, and Family  <http://wvpbis.org/virtual-academy/session-3-2/> | Classroom Practices Professional Development as scheduled in your Action Plan | * Continued development and progression through your Action Plan |  |  |  |
| **Session 3.2**  **Buy-In and Professional Development** | Professional Development throughout the school year as scheduled in your Action Plan | * Continued development and progression through your Action Plan |  |  |  |
| **Session 3.3**  **Family, Fidelity, and Figuring it Out** | Family and Student Activities as scheduled in your Action Plan | * Continued development and progression through your Action Plan |  |  |  |