



Indiana Conference of Seventh-day Adventists® August Request for Rebate and Quality Assurance Checklist

Directions: You may claim up to a 2% rebate on your monthly teacher billing payment to the conference by meeting the criteria set forth in this form. To help us accurately calculate your rebate please complete this form, have the head teacher and board chair sign it, and submit it to the conference along with your payment. (This rebate does *not* apply to courtesy payroll amounts.)

Section I: Goals to Reach for the August Rebate *(These goals must be met to qualify for this month's rebates.)*

Yes	No	Description of the Goal
		1. Our payment in full for the most recent billing will reach the conference office by the 20 th of the current month. Included with that payment is our school's most recent financial statement. (½% rebate)
		2. We have corrected any Level 1 Health and Safety violations for which we were cited. (½% rebate)
		3. Our teacher(s) spend(s) a little time at least four out of every five school days systematically talking with students about the Conference's value, fundamental belief <i>and</i> manners of the week. (½% rebate)
		4. We carefully screen all new students we admit to our school by interviewing the parents and speaking with the child's previous teacher(s). We do not admit students we cannot adequately serve or who will have a significant negative influence on our school. When appropriate we have completed the new Special Services Understanding form. (½% rebate)

Section II: Important Ongoing Goals *(While these goals are very important, they do not affect this month's rebate.)*

Yes	No	Description of the Goal
		Characteristic of Effective Schools: Safe and Orderly Environment During the registration process we gather all of the health, allergy, and emergency contact information needed. We also make sure we have a signed Consent to Treat form for every student.
		Characteristic of Effective Schools: Climate of High Expectations for Success Before our students go on any field trip our teachers carefully review rules and procedures and challenge students to make all who view their behavior think, "How well-behaved the students from the Adventist school were." When preparing for field trips, teachers follow the K-12 Board's guidelines. (See: K-12 Board Process 4.1)
		Characteristic of Effective Schools: Instructional Leadership The board will spend a little time at each board meeting this year reviewing the progress that has been made toward acting on the recommendations made in the Curriculum section of our school's most recent evaluation report.
		Characteristic of Effective Schools: Clear and Focused Mission The board has clearly and specifically identified what it is we want our school to be known for. We review this "list" regularly. This "list" guides the plans we make and actions we take.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Our teachers structure the school day so that students always have something meaningful to do. If students finish their daily assignments they have projects that deeply interest them that they can work on.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers systematically keep parents informed regarding student behavior and academic progress on at least a weekly basis.
		Characteristic of Effective Schools: Positive Home-School Relationships Our teachers will hold an open house (or similar activity) early in the school year to let parents know what's happening this year and how they can support their child's learning and success.
		Next Month's (September) Required Goal Our teachers have <i>already</i> conducted at least one fire drill this school year. Students know exactly what to do in case of fire.

Part III: Other Reminders and Paperwork Due at the Conference Office in August

	1. Have you already had a fire drill?
	2. Have you submitted your Opening Report, Asbestos Update, and ITBS forms order?
	3. Have you scheduled times when your students will present programs at church?
	4. Do you have complete emergency contact and health information for every student?
	5. Have sent to the conference office the background check paperwork for all new volunteers and employees?
	6. Have you generated an official ID number for each student and entered that information in Small School Minder?

Part IV: Authorizing Signatures

We confirm that the information provided on this form is, to the best of our knowledge, accurate.

Head Teacher's Signature: _____ Date: _____

School Board Chair's Signature: _____ Date: _____

Please mail/fax this form to the Conference Office of Education by August 20