



Indiana Conference of Seventh-day Adventists® December 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 December 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. 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). (½% rebate)

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

Yes	No	Description of the Goal
		Characteristic of Effective Schools: Safe and Orderly Environment Our teachers teach the students how to effectively help and serve each other. Older students are taught to show concern for the younger students and graciously offer them help. This is clearly one of our school's strengths!
		Characteristic of Effective Schools: Climate of High Expectations for Success The board is satisfied that the teachers are not "dumbing down" the curriculum. For example, students are required to write using complete sentences, correct spelling and punctuation. They have to show their work in math class. Simple fill-in-the-blank activities are kept to a minimum. Students do work which requires them to think, reason, summarize and explain.
		Characteristic of Effective Schools: Instructional Leadership Our teachers are following a structured art program. Art activities are a regular part of the weekly schedule. They have in place plans to help their students master the Adventist Key Learnings in Art. (See: Art Key Learnings)
		Characteristic of Effective Schools: Clear and Focused Mission Our teachers require students to memorize scripture. Memory verses are assigned regularly, tests are given and must be passed. They are systematically preparing students to be able to cite memorized scripture to defend their core beliefs.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Teachers have in place procedures and routines to ensure students transition efficiently and with no wasted time, from class time to recess, lunch and other activities. <i>(Wasting 5 minutes a day adds up to 2 full days of lost instruction time over the course a school year.)</i>
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers give spelling tests just about every week. These tests are graded promptly. The teacher has procedures students follow to prepare for the test and to correct/practice words they miss on the test.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships People the students admire are regularly invited to give a worship talk or share their expertise with the students.
		Next Month's (January) Required Goal Our teachers make sure appropriate and up-to-date information is in each student's cumulative folder, including ITBS stickers and graphs.

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

		1. I have submitted the "My Intentions for Next School Year" form.
		2. Parents have been reminded which date school will be closed for your regional inservice.
		3. Are the teachers at this school keeping their webinar attendance log up-to-date?
		4. Have you submitted your order for Music Festival music?

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: _____ Board Chair's Signature: _____ Date: _____

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