



Indiana Conference of Seventh-day Adventists® January 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 January 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. Our teachers make sure appropriate and up-to-date information is in each student's cumulative folder, including ITBS stickers and graphs. (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 school is a safe place for boys. Our teachers understand that boys think, learn, and play differently than girls. They are intentional about making sure school appeals to both boys and girls. When appropriate, positive male adult role models are invited to give talks, present demonstrations, and participate in school activities.
		Characteristic of Effective Schools: Climate of High Expectations for Success Throughout the school year at school programs and, when appropriate at Sabbath services, students' success and achievement is described and celebrated in systematic and meaningful ways.
		Characteristic of Effective Schools: Instructional Leadership Our teachers are systematically following a structured music curriculum. Music activities are a regular part of the weekly schedule. They will cover the Adventist Key Learnings in Music (See: Music Key Learnings).
		Characteristic of Effective Schools: Clear and Focused Mission Our class/field trips are in harmony with the school's mission and purpose. The primary purposes of these activities are: wholesome fellowship, experiential learning, understanding creation better, exercise, fitness and/or community service.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Through effective scheduling and use of aides and volunteers, our teachers are able to give adequate instruction to all students in each subject area. Every subject is effectively taught every week. The board makes sure the teachers have the resources necessary to do this.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers know which students have adequately memorized their math facts and which still need more practice or remediation. They employ a variety of effective strategies to ensure students know math facts.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships We have an active Home and School Association. Some of its programming focuses on acquainting parents with ways they can help their child thrive in school.
		Next Month's (February) Required Goal Our teachers have taught students what to do in case there is a tornado warning. They have conducted one tornado drill.

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

		1. I have started rehearsing students for music festival.
		2. I have scheduled the Parent Teacher Conferences at which I will share ITBS results.
		3. I am frequently encouraging all of my students to enter a song in this year's Scripture Song Contest.
		4. Is your Asbestos Binder up-to-date and ready for the upcoming inspection?

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 January 20