



Indiana Conference of Seventh-day Adventists®

March 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 March 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 carefully prepared students for Music Festival and regularly encouraged students to participate in the Healthy Lifestyles Contest. (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 emotionally. Cooperative learning and play is modeled and encouraged. Competitions are kept friendly. Students are taught how to both win and lose graciously.
		Characteristic of Effective Schools: Climate of High Expectations for Success The teachers and board are proactive and effective in dealing with students who disrupt the learning environment or undermine the standards and goals of the school. Due process is followed. When appropriate, students are expelled.
		Characteristic of Effective Schools: Instructional Leadership The teachers regularly invite professionals to speak to students about why math, science, reading and writing skills are important in their work. The teachers regularly help students make connections between the curriculum and the real world.
		Characteristic of Effective Schools: Clear and Focused Mission Our teachers and the pastor regularly, specifically and explicitly invite students to give their heart to Jesus, to make Him their Lord and Master. They tell students what this entails using clear, age-appropriate language and illustrations. Baptismal classes are offered each year.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task The board continues to deal effectively with the parents of students who are chronically tardy or absent.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers do not wait until the last month of school to talk to parents about retaining a child. They are already conferencing with parents of any at-risk student.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships Our school hosts a variety of programs that involve the church family and/or community: Grandparents Day, Fall Festival, Family Game Nights, etc.
		Next Month's (April) Required Goal Our teachers have in place a systematic program to promote the school. This may include any or all of the following: having students regularly do things for the church service, putting announcements in the church bulletin, talking to the congregation about school activities, advertising the school, holding open houses and other appealing public programs.

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

		1. If we plan to accelerate or retain a student, I have submitted the appropriate paperwork to the superintendent.
		2. I have let parents know all about Music Festival and have submitted our registration forms.
		3. I have checked the depth of the soft material in our play areas; it is deep enough in all critical areas.
		4. The teachers at this school have submitted to the LUC their request to take summer classes.

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 March 20