



Indiana Conference of Seventh-day Adventists®

November 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 November 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 held parent-teacher conferences in October. Extra effort was put forth to accommodate parents' schedules and involve as many of them as possible. (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 Students transition from one activity to another in an orderly manner. They line up, wait for the teacher to dismiss them and walk quietly. There is no pushing and shoving, running or yelling.
		Characteristic of Effective Schools: Climate of High Expectations for Success Board members regularly visit classrooms to admire student work and encourage students to "do their best."
		Characteristic of Effective Schools: Instructional Leadership Our students enjoy a physical education class at least twice a week that involves actual instruction and structured activities. It is not just another recess. The board has found a way to provide the teachers with the resources they need to do this.
		Characteristic of Effective Schools: Clear and Focused Mission This year our board has already reviewed, discussed and taken action based on the recommendations made in the Philosophical Foundations section of our most recent school evaluation
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Our teachers either post assignments on the board or give students daily or weekly assignment lists. These lists, coupled with established classroom protocol on "what to do when you're done with your work" result in students always having something productive to do.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers promptly let parents know if they suspect a child may have a learning difficulty and, if possible, make use of special education services and testing provided by the public school. Our teachers are aggressive advocates for special needs students.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships Our school will present a Christmas program that will bring joy to those who attend and make them proud of their school.
		Next Month's (December) Required Goal 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).

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

		1. All parents know the process by which we announce school is closing for inclement weather.
		2. Knowing that he loves hearing children tell the story of Jesus' birth, I have invited Dr. Haynal to attend our Christmas program.
		3. Are this school's teacher(s) participating in as many of the weekly professional development webinars as possible?
		4. Have you <i>this month</i> shared with the congregation good things happening at the school?

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 November 20