



# Indiana Conference of Seventh-day Adventists®

## October 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 October 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 <sup>th</sup> 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. All parents receive communication on a weekly* basis from their child's teacher. This communication provides information about upcoming events, helpful personal comments about the child's progress, a summary of assignments completed or not completed and when appropriate, student work samples. *Each full week of school.

**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
		<b>Characteristic of Effective Schools: Safe and Orderly Environment</b> Our school is a safe place, emotionally, for students. Name calling and put downs are not allowed. Our teachers and students treat each other with courtesy and respect. Our teachers are outstanding role models of the Bible's advice to "encourage one another and build each other up" <i>1 Thessalonians 5:11</i> .
		<b>Characteristic of Effective Schools: Climate of High Expectations for Success</b> Students are regularly required to set personal and group goals, determine what is needed to reach those goals and encouraged to work hard and delay gratification to achieve success.
		<b>Characteristic of Effective Schools: Instructional Leadership</b> Our science classes have at least one hands-on activity per full week of instruction. The board provides teachers and students the resources necessary to conduct experiments, build models and give demonstrations.
		<b>Characteristic of Effective Schools: Clear and Focused Mission</b> When appropriate, parents who home-school and children of the church who are home-schooled are made to feel welcome at school activities, field trips and other events.
		<b>Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task</b> Our board effectively deals with parents who chronically bring their children to school late. When students arrive at school late they enter the classroom in a manner that does not reduce the other students' time on task.
		<b>Characteristic of Effective Schools: Frequent Monitoring of Student Progress</b> Our teachers use a variety of formal and informal assessment strategies to monitor student progress, including, when appropriate, closed-book tests and exams for the older students.
		<b>Characteristic of Effective Schools: Positive Home-Church-School Relationships</b> The pastor regularly gives worship at the school and often says positive things about the school and teachers in private conversations and public settings.
		<b>Next Month's (November) Required Goal</b> Our teachers are holding parent teacher conferences in October. Parents are offered both day and evening time slots. The board chair has written a letter to all parents strongly encouraging them to attend their conference.

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

		1. Will you have report cards ready to distribute to parents at Parent Teacher Conferences?
		2. Have you begun planning the 8 <sup>th</sup> grade class trip using the online planning forms?
		3. Have you returned all ITBS forms and booklets to the conference office?

**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 October 20*