



Indiana Conference of Seventh-day Adventists® September 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 September 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 have <i>already</i> conducted at least one fire drill this school year. Students know exactly what to do in case of fire. (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 When students arrive at school they are properly supervised. They have something useful to do and a specific place to be. They do <i>not</i> roam around the facility with nothing to do.
		Characteristic of Effective Schools: Climate of High Expectations for Success Our teachers have an effective, systematic way of dealing with students who don't finish their work on time or who submit work that is incomplete, sloppy or below-ability-level. Our teachers have shared this information with the board and parents.
		Characteristic of Effective Schools: Instructional Leadership For math class, all students receive some direct instruction that includes teacher demonstrations and guided practice by students, <i>before</i> they begin an assignment involving a new concept.
		Characteristic of Effective Schools: Clear and Focused Mission Our teachers have already identified the community service/outreach projects our students will be involved in this year. Meaningful, age-appropriate community service is an integral part of our school year.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task To ensure there is no wasted time, our teachers always have all material ready at the start of each class or activity. Copies are made <i>before</i> the school day begins or during breaks.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers score, record and return student assignments no later than 3 school days after they were turned in.
		Characteristic of Effective Schools: Positive Home-School Relationships Our teachers have scheduled parent teacher conferences for 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 (<i>For research on how parents can get involved and how it benefits students see: http://www.michigan.gov/documents/Final_Parent_Involvement_Fact_Sheet_14732_7.pdf</i>).
		Next Month's (October) Required Goal 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 (See K-12 Product Guide). *Each full week of school

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

		1. Have you scheduled the Fall Week of Prayer?
		2. Have you submitted the 4 th Friday Insurance Report?
		3. Have you submitted registration forms for 7 th and 8 th graders attending the CLIMB event?
		4. Have you submitted all the required paperwork for background checks of volunteers, field trip drivers, and other employees?
		5. Have you inventoried the ITBS supplies you ordered and were sent to ensure you have enough of everything?

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: _____ Date: _____

School Board Chair's Signature: _____ Date: _____

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