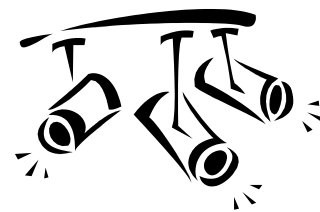




"It's all about learning!"

New England League of Middle Schools



201%201&

Spotlight School Award

Get the recognition your school deserves!

Purpose: The purpose of the Spotlight School Award is to recognize schools that have a record of powerful learning for young adolescents and consistently observe middle level best practices. A NELMS Spotlight School is recognized for developing strong effective programs that reflect concepts contained in *Turning Points 2000* and *This We Believe*.

Process: Schools submit data to NELMS by completing surveys and providing additional supporting documentation. NELMS will review these materials and make the selection of schools that will continue. Following the initial selection, one or two representatives of NELMS will visit the school. After the visit, schools worthy of Spotlight School recognition will be notified. NELMS representatives are from another state and are selected for their impartial knowledge of effective middle level practices and similar demographic experience. NELMS also recognizes schools based on its knowledge of individual middle level schools. Schools that have experienced the NELMS School Assessment process may be awarded the Spotlight School designation as a result of the assessment.

Fees: The initial application requires a \$109 fee for members or \$159 for non-members. Application fees are non-refundable.

Timeline:

- **Application MUST be received at NELMS no later than Friday, November 11, 201%**
- **Visitation:** The visitation by the NELMS representatives will take place in January, 201&
- **Recognition:** Announcement will be in April, 201&

Application: This involves the completion of an indicator survey and the submission of information.

Recognition: Recognition for this prestigious award includes a presentation of a Spotlight School banner, press releases to local and regional news outlets, announcements in NELMS publications and recognition on the NELMS Web site. Also, it is expected that visitors will want to observe and learn about effective practices through scheduled small group visitations, coordinated by NELMS.

Completing the Application Process

A completed application process involves the completion of the information sheet, the NELMS Self Assessment Survey, and the submission of additional information listed below.

Establishing the group

It is suggested that the school assemble a representative group of educators from the building. We also suggest that those involved commit themselves to be reflective, objective and honest. Time should be available to think deeply about the entire school, as well as the following specific components:

- grade levels
- school communication
- recognition & special programs
- individual teams
- extra-curricular activities
- classroom instruction
- parent & community relations
- unified arts subjects & teams

Consensus Process

In addition, we also suggest that the representative group cooperatively agree to the self-assessment indicators. To accomplish this, our suggested process is:

1. assemble the group and reflect on the entire school.
2. each person then completes the self-assessment individually.
3. the results are then combined.
4. the group discusses the results.
5. the group reaches consensus.
6. a single survey is then completed for submission.

Additional Information

Please include:

- ✓ a statement, of not more than 2 pages, that answers the question “What makes your Middle Level school a Spotlight School?” (Please include quotations from parents, students and teachers)
- ✓ copies of summary pages of state test scores over the last 3 years
- ✓ a copy or a synopsis of your current school improvement plan
- ✓ the number of **major** professional development activities that took place over the last 3 years. Please list the activities, the topics or content, and the number of staff participants
- ✓ the number of professional staff that have specific middle level endorsements or degrees in middle level education
- ✓ staff and student attendance rates for the last 3 years
- ✓ student in-school and out-of-school suspension rates over the last 3 years
- ✓ a copy of the most recent student handbook.

Spotlight School Application

School Name: _____

Principal's Name: _____

Contact Person (if different): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ NELMS Member YES _____ NO _____

Grades: _____ Total Number of Students: _____

Number of Students:	Number of Teams:	Number of students on each team:
Grade 5: _____	Grade 5: _____	Grade 5: _____
Grade 6: _____	Grade 6: _____	Grade 6: _____
Grade 7: _____	Grade 7: _____	Grade 7: _____
Grade 8: _____	Grade 8: _____	Grade 8: _____

Average Class Size: _____

Type of School: Rural Suburban Small Urban Urban

We certify that the information contained in this packet is accurate and true. These documents were completed and/or prepared by:

Name Title

Name Title

Name Title

Name Title

Form of Payment: MAKE ALL CHECKS PAYABLE TO: NELMS AMOUNT ENCLOSED \$ _____

-members

\$109.00 for NELMS Members / \$159.00 for NELMS Non
 Check VISA MasterCard Credit Card #

PO # _____ Exp. Date _____ Signature _____

Mail to: New England League of Middle Schools
120 Water Street, Suite 403, North Andover, MA 01845
(978) 557-9311 FAX: (978) 557-9312

Refunds: There are no refunds for the application fee.

Application MUST be received at the NELMS office NO Later than Friday, November 11, 2010

New England League of Middle Schools
120 Water Street, Suite 403, North Andover, MA 01845
(978) 557-9311 FAX: (978) 557-9312 | E-mail: nelms@nelms.org | www.nelms.org

Instruction

Is your school:

Utilizing a variety of instructional arrangements including but not limited to: cooperative learning, small group and large group instruction, flexible grouping practices, and differentiated instruction?

1 2 3 4 5 6 7 8 9

Utilizing a variety of grouping arrangements within a primarily mixed ability environment?

1 2 3 4 5 6 7 8 9

Providing daily team planning time for the purpose of dealing with curriculum development, common team concerns, scheduling, grouping and conferencing?

1 2 3 4 5 6 7 8 9

Providing staff with daily individual planning time?

1 2 3 4 5 6 7 8 9

Using ongoing instruction and assessment to design lessons?

1 2 3 4 5 6 7 8 9

Utilizing a student progress reporting system based on standards?

1 2 3 4 5 6 7 8 9

Recognizing and encouraging the interests, needs, and concerns of every student through organized curricular and co-curricular programs?

1 2 3 4 5 6 7 8 9

Middle Level Teachers

Is your school:

Encouraging professional growth within the context of a school's vision, mission and goal statements?

1 2 3 4 5 6 7 8 9

Establishing a process for continuous staff improvement that connects research to best practices including workshop attendance, conferences and coaching in the content areas?

1 2 3 4 5 6 7 8 9

Providing ongoing professional development on the physical, emotional, intellectual and social characteristics of young adolescents and the best middle level practices?

1 2 3 4 5 6 7 8 9

Ensuring teacher participation in designing and applying school improvement goals, staff development training, and other professional activities?

1 2 3 4 5 6 7 8 9

Encouraging professional growth within the context of a school's vision, mission and goal statements?

1 2 3 4 5 6 7 8 9

Ensuring that staff is proficient in using a variety of instructional and authentic assessment strategies, which provide for effective student learning?

1 2 3 4 5 6 7 8 9

Articulating curriculum across the grade levels so that skills and best practices are shared?

1 2 3 4 5 6 7 8 9

Teaming

Is your school:

Establishing guidelines for the productive use of daily team planning time?

1 2 3 4 5 6 7 8 9

Establishing ways for teams to regularly self-assess and develop goals for self-improvement?

1 2 3 4 5 6 7 8 9

Articulating successes and improvement needs within a team so that learning skills and best practices are shared and coordinated?

1 2 3 4 5 6 7 8 9

Utilizing a leadership team, which facilitates and encourages the development of teaming and an integrated approach to learning?

1 2 3 4 5 6 7 8 9

Demonstrating a school wide atmosphere of cooperation and caring through positive interpersonal relationships?

1 2 3 4 5 6 7 8 9

Maintaining a team notebook of minutes and agendas?

1 2 3 4 5 6 7 8 9

Developing and implementing an effective and cooperative orientation and transition process to serve the needs of parents and students in making the following transitions:

a. elementary to middle school?

1 2 3 4 5 6 7 8 9

b. middle to high school?

1 2 3 4 5 6 7 8 9

c. for new students entering the middle school?

1 2 3 4 5 6 7 8 9

Developing a unity of purpose and a shared sense of team spirit by both students and teachers?

1 2 3 4 5 6 7 8 9

Govern Democratically

Is your school:

Involving students, parents and community members in meaningful democratic participation focusing on matters that clearly affect them?

1 2 3 4 5 6 7 8 9

Participating annually in data collection essential to continuing school improvement focused on student learning?

1 2 3 4 5 6 7 8 9

Requiring the creation of inquiry groups created to investigate the causes and potential solutions to school based problems?

1 2 3 4 5 6 7 8 9

Developing and adopting a data-driven, comprehensive school improvement plan?

1 2 3 4 5 6 7 8 9

Receiving sustained support for student achievement from district level personnel?

1 2 3 4 5 6 7 8 9

School Environment

Is your school:

Offering a variety of age appropriate social experiences and activities?

1 2 3 4 5 6 7 8 9

Providing a safe, caring, and healthy environment that promotes student responsibility and meaningful parent involvement?

1 2 3 4 5 6 7 8 9

Providing a variety of activities that are inclusive and support participation of every student?

1 2 3 4 5 6 7 8 9

Embedding healthy, physical activities into each day?

1 2 3 4 5 6 7 8 9

Expecting students to support each other and respect individual differences?

1 2 3 4 5 6 7 8 9

Creating advisory programs to ensure that every student is well known by at least one adult?

1 2 3 4 5 6 7 8 9

Involving Parents and Community

Is your school:

Frequently assessing and evaluating the methods used to report student performance to families?

1 2 3 4 5 6 7 8 9

Keeping families aware of student progress in relationship to instructional standards through frequent communication?

1 2 3 4 5 6 7 8 9

Promoting the importance of being open and receptive to the concerns of students, families, and community?

1 2 3 4 5 6 7 8 9

Providing regular and meaningful opportunities for students to engage in community service and service learning activities?

1 2 3 4 5 6 7 8 9

Utilizing the community as an educational resource and an environment to promote relevant learning?

1 2 3 4 5 6 7 8 9