Spotlight School Recognition

PURPOSE

This program identifies schools that have a record of powerful and research-based learning for young adolescents and consistently observe middle level best practices. A NELMS Spotlight School is a center of learning and strong effective programs that reflect concepts contained in ***The Successful Middle School: This We Believe***.

PROCESS

Schools submit an application, self-assessment surveys and other supporting school-based data. NELMS reviews the material and identifies schools that meet criteria to continue in the process. Following the initial selection, NELMS will schedule a site visit of 2-3 evaluators with knowledge and expertise in middle level education. They will observe the school and its programs in person. A written report which will include highlights, areas for improvement, and a determination of Spotlight School designation will be submitted to the school once the process is complete.

RECOGNITION

Once identified, a Spotlight School receives a Spotlight School banner, acknowledgement in the NELMS *Midlines* publication and website, and press releases to local and regional media outlets. Spotlight Schools will have the opportunity to host visits to showcase their best practices. NELMS makes all arrangements for such visits.

FEE

A non-refundable fee of $600.00 is submitted with the application. The school is responsible for paying travel (mileage at the current IRS rate and tolls), and housing costs (if needed) for the visiting team.

The Spotlight School application includes the components outlined below:

- Application information sheet (feel free to type this information on your own template)
- Self-Assessment Survey

  Upon receipt of the application and payment, NELMS will send the school a digital copy of the *Self-Assessment Survey*. Schools are encouraged to select a representative group of educators to complete the survey. Schools must submit to NELMS a detailed description of who was on the survey team plus EITHER the direct results of the survey OR a report summarizing the survey results.
- The School Improvement Plan (or any similar document outlining the latest plans for school improvement).
- A summary of each of the following:

  The curriculum programs used by the school, formative testing programs, and any intervention/enrichment programming.
- A summary of Professional Development focus and activities for the last 2-3 years
- A summary report of state test scores for the last 2-3 years. This should include student growth percentages and subgroup data as well.
- Student and staff attendance rates for the last 2-3 years
- A copy of the student handbook
- A summary of diversity, equity, inclusion, and belonging work being done at the school.
- A statement of **no more than 2 pages** that answers the question, *"What Makes (NAME) a Spotlight School?"* It is acceptable to include examples and quotes from students, staff, parents, and community members. What makes your school fantastic? This is your chance to brag!

Application packet and **non-refundable fee of $600.00*** should be mailed or sent electronically to the NELMS office. The process of evaluation begins once payment has been received.

*****The school is responsible for paying travel (mileage at the current IRS rate and tolls), and housing costs (if needed) for the visiting team.

Spotlight School Application Information Sheet

Page One of Two

School Name: _____ NELMS Member: YES □ NO □

Principal's Name: _____ E-mail: _____

Contact Person: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

School Website URL: _____

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: _____

These documents were completed and/or prepared by:

_____ _____

Name Title

_____ _____

Name Title

_____ _____

Name Title

I am aware of the information that is being submitted in this packet.

_____ _____

Signature of Principal **(REQUIRED)** Date Signature of Superintendent **(REQUIRED)** Date

11/03/2026

Spotlight School Application Information Sheet

Page Two of Two

Total Due: $600.00

Please check form of Payment

□ Signed Purchase Order Attached □ Check Enclosed

Credit Card: □ MasterCard □ Visa □ Discover Card

#_____ Expiration Date (MMYY): _____

Security Code (from back of card): _____ Billing Telephone Number: _____

Billing Address: (street/city/state/zip): _____

Print Cardholder Name: _____

Cardholder Signature _____

Complete and mail or email application form with payment or signed purchase order to:

New England League of Middle Schools, PO Box 13, Rumford, ME 04276-0013

PHONE: (877) 402-7627 ● EMAIL: nelms@nelms.org

Please note: Application Fee is <u>Non-Refundable</u>.