Spotlight School Recognition
2022-2023

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 to the school where 2-3 evaluators, known for their knowledge and expertise in middle level education, will observe the school and its programs in practice, in person or virtually. A written report which will include a determination of Spotlight School designation will be made by April 2023.

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.

TIMELINE
Application materials must be received by the last Friday in October 2022.

FEE
A non-refundable fee of $450.00 is submitted with the application. The school is responsible to pay 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
- Self-Assessment Survey
  
  Upon receipt of the application and payment, NELMS will send the school a copy of the self-assessment survey. Schools are encouraged to select a representative group of educators to complete the survey. Individual results should be tabulated, and a consensus average should be assigned to each question. A single survey indicating the consensus average is submitted.

- School Improvement Plan
- Relevant curriculum documents
- Summary of Professional Development activities for the last 3 years
- Summary pages of state test scores for the last 3 years
- Student and staff attendance rates for the last 3 years
- Discipline profile
- Student handbook
- 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.

Application packet and non-refundable fee of $450.00* should be mailed or sent electronically to the NELMS office by the last Friday in October 2022.

*The school is responsible to pay travel (mileage at the current IRS rate and tolls), and housing costs (if needed) for the visiting team.
Spotlight School Application Information Sheet

School Name: ____________________________  NELMS Member: YES ☐ NO ☐

Principal’s Name: ______________________  E-mail: ______________________

Contact Person: ______________________  E-mail: ______________________

Address: _______________________________________________________________

City: __________________________________ State: __________ Zip: __________

Phone: __________________________  Fax: __________________________

School Website URL: _______________________________________________________

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Number of Teams</th>
<th>Number of students on each team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 5: _________</td>
<td>Grade 5: _________</td>
<td>Grade 5: _________</td>
</tr>
<tr>
<td>Grade 6: _________</td>
<td>Grade 6: _________</td>
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<td>Grade 7: _________</td>
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<tr>
<td>Grade 8: _________</td>
<td>Grade 8: _________</td>
<td>Grade 8: _________</td>
</tr>
</tbody>
</table>

These documents were completed and/or prepared by:

________________________________________________________
Name
________________________________________________________
Name
________________________________________________________
Name

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

_________________________________  ___________________________________
Principal (REQUIRED)  Date  Superintendent (REQUIRED)  Date

Total Due: $450  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 887, Georgetown, MA 01833-0887
PHONE: (877) 402-7627  EMAIL: nelms@nelms.org

Please note: Application Fee is Non-Refundable.
Application must be received by NELMS no later than the last Friday in October 2022.