



New England
League of
Middle Schools



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.

06/15/2022

PO Box 887, Georgetown, MA 01833-0887
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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.



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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: _____

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.

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.