



New England League  
of Middle Schools



# Spotlight School Award 2019-2020

## PURPOSE

The Spotlight School Award recognizes 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 *Turning Points 2000* and *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. A final determination of Spotlight School designation will be made by April 2019.

## RECOGNITION

Once identified, a Spotlight School receives a Spotlight School banner, recognition 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 **Friday, October 18, 2019**.

## 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.



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The Spotlight School application includes the components outlined below:

- ✿ Application information sheet

- ✿ Self-Assessment Survey

Please 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, faxed or sent electronically to the NELMS office by **Friday, October 18, 2019**.

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

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	Date	Superintendent	Date

**Total Due: \$450\*** **Please check form of Payment**  
 Signed Purchase Order Attached  Check Enclosed    Credit Card:  MasterCard  Visa  Discover  
 Card # \_\_\_\_\_ Billing ZIP: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

**Complete and mail or fax application form with payment or signed purchase order to:**  
 New England League of Middle Schools, 50 High Street, Suite #10, North Andover, MA 01845-2648  
 PHONE: (978) 557-9311    FAX: (978) 557-9312

**Please note: Application Fee is Non-Refundable.**

**\*Travel (mileage at the current IRS rate and tolls), and housing costs (if needed) for the visiting team is the responsibility of the school.**

**Application must be received by NELMS no later than Friday, October 18, 2019.**