



## Spotlight School Award 2017–18

### 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 survey and other supporting school based data. NELMS reviews the materials and identifies schools that meet criteria to continue in the process. Following 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 2018.

### 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, November 17, 2017**.

### FEE

A non-refundable fee of \$400.00 is submitted with the application.



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 \$400.00** should be mailed, faxed, or sent electronically to the NELMS office by **Friday, November 17, 2017**.



New England League  
of Middle Schools



# Spotlight School Application

School Name: \_\_\_\_\_ NELMS Member? Yes  No

Principal's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street 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 package.

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

### Form of Payment

**Total due: \$400**

Signed Purchase Order    Check Enclosed    Credit Card

Credit Card:  MasterCard    VISA    Discover

Card # \_\_\_\_\_ Billing ZIP: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

### Complete and mail or fax application packet with paymet or signed purchase order to:

New England League of Middle Schools, 50 High Street, Suite 10, North Andover, MA 01845-2648

(978) 557-9311   FAX: (978) 557-9312



# New England League of Middle Schools



## Self-Assessment Survey for Spotlight School Application

(Revised 8/22/2013)

The purpose of the NELMS' Spotlight School Award is to recognize schools that have a record of effective teaching and learning for young adolescents, consistently implement research based middle level best practices and focus on improved student achievement. A NELMS Spotlight School is recognized for developing strong effective programs that reflect concepts contained in *Turning Points 2000*, *This We Believe*, and current middle level state recommendations.

School \_\_\_\_\_ Date \_\_\_\_\_

Answer the following questions based on your perspective of the common practice, attitude or understanding in your school. Circle your response using the following scale.

1 – NOT Evident    2 – SELDOM Evident    3 – USUALLY Evident    4 – EVIDENT

\*\*\*\*\*

### Curriculum

Is your school:

Using Common Core State Standards as a basis for the design of curriculum?

1            2            3            4

Using test data and student work to design units of study, assess progress, and improve instruction?

1            2            3            4

Ensuring support for student-centered learning through a variety of approaches to instruction and assessment?"

1            2            3            4

Implementing intervention and enrichment opportunities determined by data driven evidence?

1            2            3            4

Providing a full array of unified arts experiences for every student?

1            2            3            4

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

1            2            3            4

Implementing a curriculum that integrates the different disciplines to allow students to see the interconnectedness of the skills, concepts and content they are learning and how these are applied in the world beyond school?

1 2 3 4

\*\*\*\*\*

## Instruction

**Is your school:**

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

1 2 3 4

Providing evidence of a variety of grouping arrangements within a primarily heterogeneous environment?

1 2 3 4

Analyzing and utilizing data to assess instructional strategies to insure meeting the needs of ALL students?

1 2 3 4

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

1 2 3 4

Providing staff with daily individual planning time?

1 2 3 4

Utilizing a student progress reporting system based on standards?

1 2 3 4

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

1 2 3 4

\*\*\*\*\*

## Middle Level Teachers

Is your school:

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

1            2            3            4

Committed to the belief that EVERY student can learn and be successful?

1            2            3            4

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

1            2            3            4

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

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

1            2            3            4

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

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

1            2            3            4

\*\*\*\*\*

## Teaming

Is your school:

Using guidelines for the productive use of daily team planning time, which include curriculum development, common team concerns, scheduling, grouping and conferencing?

1            2            3            4

Setting annual team goals to regularly self-assess and develop goals for self-improvement?

1 2 3 4

Using a systematic monitoring process for achieving team goals?

1 2 3 4

Using an RTI framework within the teams to meet individual learning needs?

1 2 3 4

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

1 2 3 4

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

1 2 3 4

Maintain a team notebook of minutes and agendas?

1 2 3 4

Develop and implement 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

b. middle to high school?

1 2 3 4

c. for new students entering the middle school?

1 2 3 4

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

1 2 3 4

\*\*\*\*\*

## 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

Implementing on-going data collection and analysis to continuing school improvement focused on student learning?

1            2            3            4

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

1            2            3            4

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

1            2            3            4

Receiving sustained support for student achievement from district level personnel?

1            2            3            4

\*\*\*\*\*

## School Environment

**Is your school:**

Providing a variety of age appropriate social experiences and activities that are inclusive and support participation of every student?

1            2            3            4

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

1            2            3            4



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

1            2            3            4

Embedding healthy, physical activities into each day?

1            2            3            4

Expecting students to support each other and respect individual differences?

1            2            3            4

Creating Advisory or Personalized Learning programs to ensure that every student is well known by at least one adult?

1            2            3            4

\*\*\*\*\*

## **Involving Parents and Community**

**Is your school:**

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

1            2            3            4

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

1            2            3            4

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

1            2            3            4

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

1            2            3            4

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

1            2            3            4