



Spotlight School Award 2018-2019

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 19, 2018**.

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
 - 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 19, 2018**.

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



New England League of Middle Schools



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 19, 2018.