



New England  
League of  
Middle Schools



# Spotlight School Recognition

## 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 sent within two weeks following the site visit.

## 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.

## FEE

A non-refundable fee of \$500.00 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. Schools **must be** a member of NELMS to apply.



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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 the link to the self-assessment survey. Please share this link with your staff so that they can complete the survey. NELMS will tabulate the results.

- ✿ Data Report

Please submit a report on your school data including but not limited to: student and staff attendance, student discipline, state testing achievement and growth, formative student learning data, and any other measures you feel are important to understanding your school.

- ✿ Teaching and Learning Plan

Please submit a report and/or documents that tell us the story of your school's teaching and learning plan. This should include but is not limited to school improvement documents, curricular documents, professional development plan, equity focus work, and any other important components of your teacher and learning experience.

- ✿ Spotlight Essay

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 \$500.00\*** sent electronically to the NELMS office.  
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\*The school is responsible for paying 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: \_\_\_\_\_

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: \$500**

Signed Purchase Order Attached  Check Enclosed

**Please check form of Payment**

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](mailto:nelms@nelms.org)

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