

### SECONDARY PRACTICUM SITE REQUIREMENTS:

- To ensure the success of a new Montessori secondary program, (private) board or (public) administrators share plans with CMStep to establish long range planning and support for the program and for teacher training.
- The School requires a signed agreement from the student and their parent/guardian before a student is accepted into the program. This is not intended to be a selective process, but rather an agreement that allows both the student and the school a greater chance for success.
- The program includes:
  - multiage (two year) and heterogeneous groupings in classes.
  - No fewer than 7 students in a start-up class, no more than 15 students assigned to one teacher in a start-up class, no more than 50 students on a team of two core teachers (language arts/social studies and math/science), and no more than 90 on a team of four core teachers.
- At least 75% of student-body has Montessori background.
- The school grows one consecutive grade level at a time, rather than several grades at once.
- The program applies least restrictive environments. Montessori adolescent programs inherently have creative challenges and academic rigor; therefore, there will be few, if any, pull-out programs, and no "gifted" programs.
- The school provides adequate intervention/inclusion support for students with learning differences.
- Full teams of teachers are trained. The Montessori program cannot be implemented and teachers cannot receive credentials for training without trained teams of lead teachers. Schools working towards trained teams should outline and submit their plans to CMStep with this agreement.
- The program schedule allows for 1.5 hour uninterrupted blocks of time (minimum).
- Has documentation related to:
  - AMS School Membership (if applicable)
  - The school's non-discrimination policy for students and staff
  - Policies relative to the teacher/adult learner, including job description

### ADMINISTRATOR AGREEMENT:

- Communicate to potential families and students the unique method of education. A Montessori school can be quickly undermined when students and families do not accept the unique aspects of the program. (See a sample agreement at [www.cmstep.com/downloads](http://www.cmstep.com/downloads))
- Work with teachers, administrators in my school with guidance from the CMStep staff to implement a school culture that is guided by the Montessori philosophy and the principles of *Love and Logic*. ([www.loveandlogic.com](http://www.loveandlogic.com) )
- Support the teachers on my staff to complete all required elements of training and to implement all of the items on the "Observing in the Montessori Secondary Classroom" sheet and the "Chart of Essential Montessori Secondary Practices" checklist before the end of their practicum. [www.cmstep.com/downloads](http://www.cmstep.com/downloads) )
- Anticipate and request support from CMStep staff regarding staff development, collaborative conversations, establishing a school vision and mission, and parent education.
- Respect the instructors and mentors in the CMStep training program, and take their directives seriously by implementing the recommendations to the best of my ability.
- Be an open-minded, supportive, and collaborative teammate to my colleagues and teaching staff.
- Never disparage other training programs or methods of teaching.
- Attend workshops, seek guidance, read, study, and continually deepen my understanding of Cosmic Education so that my role as a Montessori administrator expands and matures over time.
- Consider completing CMStep online Overview, Philosophy, Intro to Curriculum, and Erdkinder courses in the coming years to expand and deepen my understanding of Montessori secondary education.
- Create a support system for myself and manage my work with grace, ease, and joy during the period of the courses and practicum, and for the future.

Signed:

Administrator Printed Name	Title	Signature	Date
School	Name(s) of Adult Learner(s) attending CMStep		