

Practicum Site & Administrator Agreement 2020

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)
- 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)
- 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)
- 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
<hr/>			
School	Name(s) of Adult Learner(s) attending CMStep		



CMStep Online Course Adult Learner Agreement 2020

In service to the adolescents of humanity, I understand that I am entering an agreement to complete coursework that holds the possibility for growth and transformation. Consequently, I promise to do the following things:

- Self-reflect honestly and sincerely.
- Complete my assignments thoroughly.
- Plan my time so that I am able to make continual progress on the online courses, and submit all assignments by the deadlines.
- Communicate with my instructors if life events prevent me from making continual progress so that they may support me in my learning journey.
- Communicate and make agreements with the other people in my life to create space and time to complete my online coursework.
- Do what is necessary to nurture myself, even with the addition of this coursework in my life, so that I might continually renew my relationship to my profession and create the possibility that the integrity of my work might be an inspiration to others.
- Practice Grace and Courtesy in my digital interactions just as in my other interactions. This includes:
 - Assuming good intent of my fellow learners and instructors
 - Asking permission before citing, recording, taking screenshots, or otherwise capturing or reproducing the work or words of others, including CMStep instructors and my fellow learners in this course.
 - Remaining curious about ideas with which I disagree, and actively looking for the opportunities that may provide new growth and learning.
- Respect my instructors and mentors and take their directives seriously.
- Be an open-minded, supportive, and collaborative teammate to my colleagues and fellow learners.
- Never disparage other training programs or methods of teaching.
- Continue my learning journey beyond this course- by attending workshops, seeking supervision, reading, studying, and continually deepening my understanding of Cosmic Education so that my role as a Montessori teacher or leader expands and matures over time.

Adult Learner signature

Date

Print Name



Cincinnati Montessori Secondary Teacher Education Program

PO Box 17152 • Richmond, VA 23226

804-869-2111 • www.cmstep.com

electronic submissions or questions to Katie Keller Wood: katie@cmstep.com

ASSUMPTION OF RISK, RELEASE, AND WAIVER OF LIABILITY

In consideration of the services of the CMStep, LLC, a Virginia limited liability company, also known as Cincinnati Montessori Secondary Teacher Education Program (“CMStep”), its managers, agents, employees, and members, and all other persons or entities associated with those businesses (hereinafter collectively referred to as CMStep), I agree as follows:

Although CMStep has taken reasonable steps to provide me with appropriate equipment and skilled guides so I can enjoy an activity for which I may not be skilled, CMStep has informed me that these activities are not without risk. Certain risks are inherent in each activity, and these inherent risks can be the cause of loss or damage to my equipment, or accidental injury, illness or in extreme cases, permanent trauma or death. The following describes some, but not all, of those activities:

CMStep training is an experiential learning experience, with course aspects designed to simulate essential elements of adolescent Montessori education. This means that adult learners in courses will engage in activities similar to what is typical in Montessori adolescent classrooms. Such activities may include, but are not limited to:

- Camping (including, but not limited to, fire building)
- Hiking
- Canoeing
- Swimming
- Farming (including, but not limited to, animal care)
- Handcrafts (including, but not limited to, woodworking and needle crafts)
- Cooking
- Rock climbing
- Ropes Courses
- Service work, with locations such as homeless shelters, food pantries, or home visits possible

Adult learners will also be encouraged, though not required, to carpool with others. (Adult learners are always welcome to make their own ride arrangements.)

Some of the potential risks of these activities include, but are not limited to: Injury from equipment, personal property, or first aid not provided by CMStep; Limitations in a participant’s physical condition; Encounters with wildlife; Negligence of CMStep or its agents, managers, employees, or members; Hazards, such as surface and subsurface ground conditions, adverse weather, and terrain; and the negligence and/or intentional conduct of other participants.

I agree to assume and accept full responsibility for the inherent risks identified herein and those inherent risks not specifically identified. My participation in these activities is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the inherent risks.

I have carefully read, do clearly understand, and do hereby accept the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon myself, my heirs, assigns, personal representatives. I further agree as follows: 1. To waive my rights to sue the CMStep, its managers, members, employees, agents, successors, and assigns; and 2. To assume the risks set forth in this release, in addition to all other risks of the aforementioned activities; and 3. To indemnify and hold harmless CMStep, its managers, members, employees, agents, successors, and assigns, from any loss, claim, suit, or judgment, including, but not limited to, the costs of defending any such claims, including, attorneys fees, resulting from any injury, death, loss, or damage sustained or claimed by me or my personal representative.

This Agreement shall be governed by the laws of the Commonwealth of Virginia.

In the event any portion of this ASSUMPTION OF RISK, RELEASE, AND WAIVER OF LIABILITY shall be declared invalid, unenforceable or void by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Print Name

Signature

Date



CMStep PHOTO RELEASE FORM

I hereby grant the CMStep permission to use my likeness in a photograph, video, or other digital media (“photo”) in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of the CMStep and will not be returned.

I hereby irrevocably authorize the CMStep to make necessary edits, alterations, copies, exhibits, publications, or to distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the CMStep all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:

Print Name

Signature

Date

To complete the remaining portions of your application, send this Supplemental packet and the following documents to CMStep by May 1, 2020.

PO box 17152

Richmond, VA 23226

- the non-refundable application fee: \$800.00
- one (1) official transcript from the most recent educational institution from which you earned a degree (if necessary sent to katie@cmstep.com)
- two (2) current professional letters of recommendation
- current resume
- Copy of previously earned Montessori credential (if applicable)

The CMStep office manager will confirm receipt of each component of the application as it arrives.

After your application is complete we will review and contact you with your acceptance status. If accepted to the program **you will need to secure housing for the summer**. The housing options can be found on the CMStep website under the 'Accommodations' link.