



# Supplemental Packet

After submitting the online portion of your application, please complete this supplemental packet and checklist below and send components via email to [office@cmstep.com](mailto:office@cmstep.com) or by mail to the CMStep office. Please submit by application deadline: January 25th, 2023.

CMStep  
PO box 17152  
Richmond, VA 23226

Your complete application and registration fee is due no later than the appropriate deadline for the Cohort and Section, but it is possible the cohort may fill before that time. Spaces are reserved with payment. Please plan ahead! It typically takes 5-7 business days to fully complete all parts of the application, and sometimes longer for payment in public districts.

- one (1) official transcript from the most recent degree-earning educational institution (must be in original sealed envelope or sent from the Institution via email directly to [office@cmstep.com](mailto:office@cmstep.com))
- two (2) current professional letters of recommendation
- current resume
- the non-refundable application fee: \$800.00
- Copy of previously earned Montessori credential (if applicable)

The CMStep Student Support team 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.



## Practicum Site & Administrator Agreement 2023

### **SECONDARY PRACTICUM SITE REQUIREMENTS:**

- The program includes:
  - multiage (at two years) and heterogeneous groupings in classes. Acceptable groupings include 7th-8th grade communities, 9th-10th grade communities, and 11th-12th grade communities OR 7th-9th and 10th-12th graders.
  - No fewer than 8 students in a start-up class
  - It is strongly recommended that a school have 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.
  - An environment conducive to implementing all best practices of Montessori secondary. See AMS recommended materials list:  
<https://amshq.org/-/media/Files/AMSHQ/Educators/Montessori-Schools/Starting-A-School/Secondary-Materials-List.ashx?la=en>
- It is strongly recommended that at least 75% of student-body has Montessori background.
- To ensure the success of a new Montessori secondary program, it is strongly recommended that administrators share plans with CMStep to establish long range planning and support for the program and for teacher training
- The program applies least restrictive environments of diverse learners. Montessori adolescent programs inherently have creative challenges and academic rigor; therefore, there will be few, if any, pull-out programs or “gifted” programs.
- The school provides adequate intervention and inclusion support for students with learning differences.
- The school plans appropriately to have full teams of teachers (at least those teaching core subjects) trained. 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).
- The school has documentation related to:
  - AMS School Membership (if applicable)
  - The school’s non-discrimination policy for students and staff
  - Evidence of meeting all applicable licensing
  - Policies and standards relative to the teacher/adult learner, including job description and formal contract

### **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.
- Work with teachers and administrators in my school with guidance from the CMStep staff to implement a school culture that is guided by the Montessori philosophy
- 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 the CMStep *Intro to Secondary Montessori* online course if unfamiliar with the best practices of secondary Montessori education, and additional CMStep courses in the coming years to expand and deepen my understanding.
- Create a support system for myself and manage my work with grace, ease, and joy.

Signed:

Administrator Printed Name	Title	Signature	Date
<b>School</b>		<b>Name(s) of Adult Learner(s) attending CMStep</b>	

Any variations to this agreement must be written and attached to this page for approval by CMStep.



## CMStep Online Learner Course Agreement 2023

*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.

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Adult Learner signature

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Date

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Print Name



## Cincinnati Montessori Secondary Teacher Education Program

PO Box 17152 • Richmond, VA 23226

804-869-2111 • [www.cmstep.com](http://www.cmstep.com)

electronic submissions or questions to Katie Keller Wood: [katie@cmstep.com](mailto: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 any photos submitted will become property of the CMStep.

I hereby irrevocably authorize 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