

Appendix E: Alignment Procedural Agreements

These agreements arose from discussions at the April 14th, May 12th, and June 4th meetings of the middle school alignment leadership team and were closely followed in all alignment meetings.

1. Two persons will align each module.
2. Work on a given module will be done at the same time by both team members.
3. All work is to be evidence-based.
4. Leaders are to facilitate only.
5. Align to Content Standards first and then the Performance Expectation. If the Content Standard is fully aligned in the materials it is to be judged aligned.
6. Align the “low-hanging fruit” (the most obvious and clearly covered standards) first and then return to more detailed alignment pieces.
7. Disputes are to be negotiated through evidence-based discussions among pairs and teams.
8. The facilitator has the final decision-making responsibility for all disputes.
9. Alignments will be done on core materials only:
 - a. FOSS: Student Resource Book, Teacher Guide, the Resource Book, the Lab Notebook, and the CD-Rom.
 - b. SEPUP: Student Book, Teacher Guide, CD-Rom and SEPUP website.
 - c. STC: Student Guide, Teacher Guide, Readings.
10. Alignments are evidence-based upon materials found and documented in the core materials as designed by developer.