

PROCEDURE FOR TEXTBOOK SELECTION

To provide for consistency and continuity with the Pitt County Schools' curriculum, where feasible the same publisher's series shall be adopted in each subject area county-wide. Furthermore, the same publisher's series shall be adopted in grades K-8 where feasible, and when applicable, for high school. The procedures for textbook adoption shall be:

1. The County Textbook Coordinator shall notify the Associate Superintendent for Instruction of the textbook adoptions by the State Board of Education.
2. The Associate Superintendent for Instruction shall appoint a Textbook Committee to evaluate the recommendation submitted by the State Textbook Commission. The Committee shall include curriculum coordinators, teachers, principals, and/or parents as may be appropriate.
3. The Textbook Committee shall establish a schedule of meetings and procedures to include:
 - a. A time-line and procedures for evaluation of texts by the individual school.
 - b. An overview of each textbook presented by a publisher representative. These presentations shall be fair and equitable.
 - c. A review of each textbook to determine the text most closely correlated to the *North Carolina Standard Course of Study*.
4. The Textbook Committee shall submit a prioritized list coupled with a summary report to the Associate Superintendent for Instruction for final disposition.

Principals of each school affected by the textbook adoption shall receive copies of the texts being considered and shall provide faculty-written evaluations and recommendations to the Textbook Committee.

TEXTBOOK PILOTS

An Interpretation of the Policy

In order to assure that the textbook evaluation and adoption process is carried out and that the committee members and others involved are not unduly influenced by external factors, the Department of Public Instruction has endeavored to find answers to the many questions about pilots.

Based upon the advice of legal counsel, the sentence from the 1990 Invitation to Submit. "Sampling, initiating a pilot, or any other form of promotion of textbooks under consideration for adoption shall not occur anywhere in North Carolina after the 1990 Invitation has been issued by the North Carolina State Board of Education" is interpreted to mean the following:

- No sampling of textbooks under consideration shall be made from the date the State Board of Education approves the invitation until after the date the State Board approves the recommendations of the Textbook Commission. Only official samples for review and evaluation may be distributed as described in the invitation.
- Initiating a pilot for materials under consideration shall be defined as "implementing the program in the classroom."
- FOR 1991 TEXTBOOK CALL AND THEREAFTER: IMPLEMENTATION IN THE CLASSROOM SHALL BEGIN SO THAT THE PILOT IS COMPLETED PRIOR TO JUNE 15 OF THE YEAR THE STATE BOARD APPROVES AND ISSUES THE INVITATION.

The policy which several Textbook Commissions have followed concerning the location of pilot sites will continue to be adhered to with the following minor modification:

- Pilots may not be placed in LEAs in which textbook commission members are employed by the North Carolina Public Schools.

This interpretation of policy dealing with pilots is provided to help clarify points not specifically dealt with by the General Statutes, Administrative Code, and the Invitation to Submit..., which regulate the adoption process.