

**NORTH CAROLINA STATE BOARD OF EDUCATION**  
**Policy Manual**

<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Adoption
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-000
<b>Policy Date</b>	2017-12-07
<b>Previous Policy Dates</b>	03/01/1990, 08/03/1998, 11/04/2010, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89

***Formerly GCS-H-000***

The authority for the State Board of Education to select and adopt textbooks is codified in the General Statutes of North Carolina 115C-85 through 115C-102.

- A. As outlined in G.S. 115C-85, textbook is defined as, “systematically organized material comprehensive enough to cover the primary objectives outlined in the North Carolina Standard Course of Study for a grade or course. Formats for textbooks may be print or nonprint, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.” Technology-based programs may include subscription or web-based materials.
- B. On an annual basis, the State Board of Education shall review the Board’s responsibilities to evaluate and adopt textbooks. The Board shall be informed of the legal and ethical considerations of discussions with textbook company representatives during the textbook process.
- C. During each textbook adoption cycle, the State Board of Education shall:
  - 1. approve the *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* containing the process and procedures for submission, evaluation, and adoption of textbooks developed by the Department of Public Instruction;
  - 2. review the list of recommended textbooks submitted by the Textbook Commission following its evaluations (The Textbook Commission’s responsibilities are outlined in G.S. 115C-88 and G.S. 115C-89 and in State Board Policy TEXT-002 formerly GCS-H-002.); and

3. make decisions regarding which textbooks shall be approved for adoption and use in the public schools of North Carolina.
- D. To ensure adequate time for the evaluation of textbooks presented to the SBE for adoption for use in the public schools, the Textbook Commission, the Department of Public Instruction and the State Board of Education (SBE) shall adhere to a schedule determined by the Department of Public Instruction.

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Item	Description
Policy Title	Textbook Evaluation Criteria & Invitation to Submit
Policy Category	Textbooks (TEXT)
Policy ID	TEXT-001
Policy Date	12/07/2017
Previous Policy Dates	08/03/1989, 04/02/2009, 01/08/2015
Statutory Reference	GS 115C-89
Administrative Procedures Act (APA)	16 NCAC 6D .0205

***Formerly GCS-H-002***

- A. The North Carolina Department of Public Instruction shall develop the criteria used to evaluate textbooks, as referenced in TEXT-000, presented for adoption for their conformity to the *North Carolina Standard Course of Study*.
- B. The criteria shall be included in the *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*. The *Invitation*, also developed by the Department, shall provide the required procedures for submission, evaluation, and adoption of textbooks and a schedule for the process.
- C. General Counsel to the State Board of Education shall review and approve the *Invitation* prior to its being submitted to the State Board of Education for review and adoption.
- D. The State Board-approved and adopted *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* that includes the criteria shall be sent to the publishers on the NC Publishers Registry requesting the submission of textbooks for evaluation and adoption. Only publishers on the NC Publishers Registry will be sent the invitation and can submit textbooks for evaluation and adoption.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Evaluation Advisors
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-002
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	08/03/1989, 11/04/2010, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D .0206

***Formerly GCS-H-002***

- A. The Textbook Commission shall appoint textbook evaluation advisors. To the extent possible, the advisors shall be representatives of each of the eight education regions of the state. The Textbook Commission has the right to remove any advisor with the approval of the State Superintendent.
- B. All advisors appointed by the Textbook Commission shall be qualified by training and experience to evaluate textbooks, as referenced in TEXT-000, for use in the public schools. In appointing these advisors, the Textbook Commission shall consider the textbook scheduled for adoption during that adoption period, and shall ensure the advisors have expertise in the content and grade levels for which textbooks are to be adopted.
- C. The advisors shall perform all of their prescribed duties according to the schedule developed by the Department and under the direction of the Textbook Commission. The advisors, using the criteria developed by the Department of Public Instruction, shall assist the Textbook Commission in the evaluation of textbooks presented for adoption. Before beginning to evaluate textbooks each advisor shall participate in a comprehensive orientation and training session.
- D. The State Superintendent will assign to members of the Department the responsibility of assisting the advisors in the performance of their duties.
- E. Advisors who are not under contract with a local school administrative unit for the designated period shall receive a salary of \$150 per day for not more than 10 days. Advisors who are under contract with a local school administrative unit for the designated period, or are employed by another state agency, will receive their regular salaries during a regular school/work day and will receive a salary of \$150 per day on non-school/work days when approved by their employer for dual employment. All advisors will be reimbursed for travel and subsistence expenses as allowed for state employees.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Commission
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-003
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	08/03/1989, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D.0207

***Formerly GCS-H-003***

- A. Members of the Textbook Commission are appointed according to the provisions of G.S. 115C-87. In recommending persons for appointment to the Textbook Commission, the State Superintendent of Public Instruction is requested to recommend and the Governor is requested to approve the appointment of at least one member from each of the eight educational regions of the state.
- B. The State Superintendent or designee shall hold an orientation session as soon as possible after the appointment of new members of the Commission or after changes in the statutes and regulations relating to textbook adoptions.
- C. The primary responsibility of the Textbook Commission is to evaluate textbooks, as referenced in TEXT-000, and other duties as contained in G.S. 115C-88 and 115C-89.
- D. The Textbook Commission appoints advisors to assist in the evaluation of textbooks and directs them in the performance of their duties.
- E. Before beginning to evaluate textbooks, Commission members shall participate in a comprehensive training session presented under the direction of the State Superintendent.
- F. The State Superintendent will assign to members of the Department responsibility for assisting the Textbook Commission in the performance of its duties.
- G. The Commission may meet publicly with representatives of publishers to discuss the Commission's plans and procedures for adoption of textbooks. At no time may the Commission or any of its members meet privately with any publisher's representative.
- H. Commission members shall make recommendations for each textbook presented for adoption based on the requirements and criteria in the State Board of Education-approved Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Contracts
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-004
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	08/03/1989, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D .0209

***Formerly GCS-H-004***

- A. Upon approval by the State Board of Education, the Department of Public Instruction will send the Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina, together with a sample contract, to all publishers listed in the NC Publishers Registry, requesting the submission of textbooks, as referenced in TEXT-000, that conform to the requirements specified in the Invitation and the sample contract.
- B. The State Board of Education will adopt textbooks and award contracts based on the following criteria:
1. recommendations of the Textbook Commission;
  2. conformity with the request for the textbooks and the proposed contract;
  3. conformity with the North Carolina Standard Course of Study;
  4. price; and
  5. the needs of the public schools.
- C. Each publisher that is awarded a contract must file a performance bond. The State Superintendent of Public Instruction shall determine the amount of the bond based on the costs of the textbooks, the publisher's past performances, and such other factors as the State Superintendent determines to be relevant.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Disposition of Old Textbooks
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-005
<b>Policy Date</b>	01/08/2015
<b>Previous Policy Dates</b>	02/06/1992, 05/07/1998, 05/06/1999
<b>Statutory Reference</b>	
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D .0210

***Formerly GCS-H-005***

LEAs may dispose of textbooks that are no longer on the state-adopted textbook list by sale, gift, or exchange. LEAs shall remit the proceeds of a sale of textbooks to the Department of Public Instruction. The Department shall credit these proceeds to the LEA's textbook account.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Textbook Publishers Registry
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-006
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	06/03/1989, 01/08/2015
<b>Statutory Reference</b>	GS 115C-89
<b>Administrative Procedures Act (APA)</b>	16 NCAC 6D .0208

***Formerly GCS-H-006***

- A. In accordance with G.S. 115C-94, the State Superintendent of Public Instruction or designee shall maintain a register of all publishers who submit textbooks, as referenced in TEXT-000, for adoption by the SBE. The State Superintendent shall prescribe the information required for registration.
- B. Publishers shall be registered on the NC Publishers Registry in order to receive the State Board of Education-approved *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* which shall provide the required procedures for submission, evaluation, and adoption of textbooks. Publishers are required to follow the procedures set forth in the invitation. Failure to comply with all procedures, including stated deadlines, may result in disqualification. Only publishers on the NC Publishers Registry will be sent the invitation and can submit textbooks for evaluation and adoption.
- C. Each publishing company piloting textbook materials being submitted for consideration in the current adoption year shall notify the Textbook Commission, in writing, which materials are being piloted and in which local education agencies materials are being piloted. The Textbook Commission shall notify all local superintendents involved in piloting textbook materials prior to the end of the textbook selection process that the materials they are piloting may or may not be accepted by the Commission.
- D. Contact with the State Board of Education, the Textbook Commission, advisors, and the Department must be limited.
  - 1. The Commission may meet publicly with representatives of publishers to discuss the Commission's plans and procedures for adoption of textbooks.
  - 2. At no time during the adoption process (from the time the State Board approves the invitation until the State Board adopts the list of textbooks) may the publishers or any of their representatives meet privately with members of the Textbook Commission, the



State Board of Education, evaluation advisors, or the Department staff involved in submission, evaluation, or adoption process.

3. A period of time shall be set aside for the Textbook Commission to meet and deliberate before a list of textbook recommendations is taken to the State Board of Education for adoption. Publishers will have time to present additional information to the Commission if their title(s) have been excluded from the list of recommendations. The procedure for reconsideration shall be described in the *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*.

E. Publishers may not exercise undue pressure.

1. For purposes of restrictions, “undue pressure” means personal contact, whether in person, by telephone, or in written form, that attempts to advocate for the selection of a particular book or series of books. “Undue pressure” does not include social contact or presentations to the Textbook Commission as a whole, and does not include written communication with Textbook Commission members or agency officials following acceptance or rejection of a submission in an effort to seek clarification or reconsideration.
2. The State Superintendent shall remove from the NC Publishers Registry any publisher whose representatives attempt to exercise undue pressure of any kind to adopt its books upon a member of the Textbook Commission, the advisors, or the Department.
3. The State Board of Education shall direct the State Superintendent of Public Instruction to remove from the NC Publishers Registry any publisher whose representatives attempt to exercise undue pressure of any form upon a member of the State Board of Education to adopt its books.

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<b>Item</b>	<b>Description</b>
<b>Policy Title</b>	Selection of American History Textbooks
<b>Policy Category</b>	Textbooks (TEXT)
<b>Policy ID</b>	TEXT-008
<b>Policy Date</b>	12/07/2017
<b>Previous Policy Dates</b>	11/06/1997, 01/08/2015
<b>Statutory Reference</b>	
<b>Administrative Procedures Act (APA)</b>	

***Formerly GCS-H-008***

The content of American history textbooks, as referenced in TEXT-000, in public schools shall not be censored based on religious content. Specific criteria for selection of American history textbooks, grades 8-12, shall include the following: "Religious references shall be uncensored and included in American history textbooks."