ADOPTION OF TEXT BOOKS FLOW CHART

A. State Board of Education Adopts Textbook List
   a. State Board of Education adopts textbooks and publishes list.
   b. List is sent to local school division.

B. Preliminary Planning by Local Division
   a. Assistant Superintendent for Instructional Services copies for secondary and elementary areas.
   b. Initiate procedures for selecting textbooks for local adoption.

C. Initial Review Committee (Optional)
   a. A committee composed of teachers and administrators reviews and screen textbooks for possible use at the local level.

D. Textbook Evaluation Procedure
   a. Textbooks selected for further evaluation are sent to the schools
   b. Evaluation procedures are distributed to all personnel.

E. Elementary Evaluation Committee
   a. Teachers at each grade level will evaluate textbooks.
   b. Each school will select at least one (1) parent on each grade level to participate in the evaluation of textbooks.
   c. Individual evaluations will be submitted on each textbook.
   d. A division elementary committee composed of principals and teachers, will recommend textbooks for adoption to the Central Committee. Elementary Committee work to be coordinated with a school administrator serving as chair person.

F. Secondary Evaluation Committee
   a. Teachers in each subject area will evaluate textbooks.
   b. Each school will select at least one (1) parent for each subject area to participate in the evaluation of textbooks.
   c. Individual evaluations will be submitted on each textbook.
   d. A division secondary committee composed of principals, teachers, and parents will consider the evaluations and recommend textbooks for adoption to the Central Committee work to be coordinated with a school administrator serving as chair person.

G. Central Committee
   a. Central Committee composed of teachers, parents, and administrators examine the recommendations of the elementary and secondary evaluation committees.

H. Assistant Superintendent for Instructional Services
   a. Assistant Superintendent for Instructional Services reviews the recommendations.

I. Superintendent
   a. Superintendent reviews the recommendations and recommends to the School Board.

J. School Board
   a. School Board acts on recommendation.

K. School Division Acquires Textbooks
   a. School division orders textbooks from School Board approved list.

CAROLINE COUNTY PUBLIC SCHOOLS