

MINISTÈRE DE L'ÉDUCATION, DU LOISIR ET DU SPORT

INSTRUCTIONAL MATERIALS APPROVED
FOR
PRESCHOOL AND
ELEMENTARY LEVELS

Reference Works

2005-2006

Educational institutions and publishers are authorized to reproduce this document in whole or in part to meet their needs. If it is reproduced for sale, the price must not exceed the cost of reproduction.

© Gouvernement du Québec
Ministère de l'Éducation, de Loisir et du Sport, 2006

The information in this list was up to date as at February 28, 2006.

TEACHING RESOURCE EVALUATION COMMITTEE

In March 1998, then Minister of Education Pauline Marois appointed thirteen members to a teaching resource committee, the Comité d'évaluation des ressources didactiques (CERD), in accordance with section 477.8 of the *Education Act*. **The composition of CERD is specified in section 477.9 of the Act.** The mission and functions of the committee are set out in sections 477.10 to 477.12 of the Act.

Composition of CERD

- Six members exercising education functions and chosen from both French- and English-language school boards and private educational institutions
- Two school principals (elementary and secondary school)
- Two parents of students (elementary and secondary school)
- A representative from a book publishers' association
- A representative of the school boards
- A university-level educational expert

Mission and functions of CERD

477.10	The mission of the committee is to advise the Minister on any matter relating to textbooks, instructional material or classes of instructional material.
	The committee, in the pursuit of its mission, shall make recommendations to the Minister concerning
	(1) criteria for the approval of instructional resources;
	(2) the approval of instructional resources.
477.11	The committee shall advise the Minister on any matter submitted by the Minister in relation to the evaluation, approval, implementation and review of instructional resources.
477.12	The committee may
	(1) refer any matter relating to instructional resources to the Minister;
	(2) solicit and receive observations and suggestions from individuals or groups on any matter relating to instructional resources.

ALLOTMENT OF RESPONSIBILITIES

The rights and responsibilities of school boards, of private schools and of the Minister of Education with respect to instructional materials used in the schools are defined in the *Education Act*.

According to the *Education Act*, the Minister ["may draw up a list of textbooks and instructional material or classes of instructional material approved by him"] (R.S.Q., c. I-13.3, s. 462).

The school board or private school ["shall ensure that only the textbooks, instructional material or class of instructional material approved by the Minister"] are used for the teaching of any program of studies established by the Minister (R.S.Q., c. I-13.3, s. 230 and c. E.-9.1, s. 35). Since the list of approved instructional materials includes only "*basic instructional materials*," the obligation applies to this type of materials only.

"The principal is responsible for approving, on the proposal of the teachers or, in the case of matters referred to in subparagraph 5, of the members of the staff concerned and after consulting with the governing board in the case of proposals under subparagraph 3,...

(3) in accordance with this Act and in keeping with the school budget, the textbooks and instructional material required for the teaching of programs of studies." (R.S.Q., c. I-13.3, s. 96.15.)

"Students other than those enrolled in adult education have a right to the free use of textbooks and other instructional material required for the teaching of programs of studies until the last day of the school calendar of the school year in which they reach 18 years of age, or 21 years of age in the case of handicapped persons within the meaning of the Act to secure the handicapped in the exercise of their rights (c. E-20.1). Each student shall have the personal use of the textbook chosen pursuant to section 96.15 for each compulsory and elective subject in which the student receives instruction." (R.S.Q., c. I-13.3, s. 7.)

DEFINITIONS

The Education Act states that the Minister may approve works that are indispensable to preschool, elementary and secondary education, works which correspond to what is known as "basic materials" and which include instructional packages and reference works for classroom use.

INSTRUCTIONAL PACKAGES

An instructional package consists of a number of tools, including a printed textbook for students and a printed or electronic teacher's guide. It may also include other electronic elements.

The instructional package is designed specifically for teaching and learning, and is considered a support, mediation and reference tool. It should also aim to expand students' cultural horizons and promote social values.

It should form a coherent package based on the broad areas of learning and present suggestions for developing cross-curricular competencies. The textbook and the teacher's guide should cover the entire program for a subject, or several subjects in the case of cross-curricular learning.

REFERENCE WORKS FOR CLASSROOM USE

The following reference works, which are used on a regular basis in the classroom, are also considered basic materials: dictionaries, grammars, atlases and bibles.

OTHER CLASSES OF INSTRUCTIONAL MATERIALS

Works that are not considered basic instructional materials for classroom use may be used without the specific approval of the Minister. Thus, complementary material (which covers only certain objectives of a program), as well as most reference works, literary works, songbooks or musical repertoires are not subject to approval by the Minister. Each school board must put into place its own means of evaluating and selecting these materials.

Despite the fact that exercise books may be used daily in the classroom, henceforth they will not be considered basic materials and thus are not subject to approval by the Minister. Consequently, they are neither endorsed nor prohibited by him. As with all complementary materials, each school board is responsible for analyzing them as necessary and for making the decision as to whether or not these materials are relevant to its students. "Instructional packages" approved by the Minister are complete in themselves and include sufficient exercises to eliminate the need for separate exercise books. In public school teaching, students have the right to free instructional materials, but this right "does not extend to materials in which student write, draw or cut things out." (R.S.Q., c. I-13.3, s. 7.)

1 EVALUATION CRITERIA

1.1 Pedagogical aspects

The instructional materials should be consistent with the requirements of the Québec Education Program. Six criteria are used to evaluate instructional materials from a pedagogical standpoint:

CRITERION 1

Consistency of the conception of learning and the proposed pedagogical approaches with the requirements of the competency-based approach, as presented in the Québec Education Program

This criterion is met when the materials satisfy the requirements of a competency-based approach. The conception of learning and the proposed pedagogical approaches should be defined in simple, accessible language.

CRITERION 2

Consistency of the treatment of the content with the orientations and prescribed elements of the Québec Education Program

This criterion is met when the treatment of the content is consistent with the orientations and prescribed elements of the Québec Education Program.

CRITERION 3

Consistency of the evaluation of learning with the competency-based approach

This criterion is met when the activities involved in the evaluation of learning contribute to competency development.

CRITERION 4

Contribution to expanding cultural horizons and improving the quality of language

This criterion is met when the materials include cultural references of high quality and ways to help students use proper language.

CRITERION 5

Accuracy of the content of the instructional materials

This criterion is met when the content is accurate, objective and current. Objectivity involves providing documented explanations or interpretations of any given phenomenon, fact or observation, or indicating reservations where appropriate.

CRITERION 6

Quality of pedagogical methods

This criterion is met when the materials include elements that foster and facilitate teaching and learning.

1.2 Sociocultural Aspects

The materials should adequately represent the diversity of Québec society and be free of any form of discrimination.

Criterion

Democratic and pluralistic representation of society

This criterion is met when:

- minority groups are fairly represented (25 per cent)
- relations between males and females are egalitarian
- individual and social traits are represented in a varied, nonstereotypical manner
- people belonging to minority groups are shown in interaction with others in everyday situations
- the text is written in an inclusive, nonsexist way

1.3 Material Aspects

In terms of their material quality, the instructional materials should meet a number of requirements established from the user's standpoint. These requirements are grouped under the following criterion:

Criterion

Quality of the materials

This criterion is met when:

- the cover and binding of the students' textbook are durable
- the complementary materials are durable
- the presentation of the materials is suitable
- information can be found easily
- the text is legible and the illustrations are clear

1.4. Advertising Aspects

The instructional materials should be free of any form of advertising.

Criterion

Total absence of product placement

This criterion is met when:

- the materials are free of any form of promotion encouraging the purchase of certain products
- the materials are free of any form of promotion by the publisher

1.5. Confessional Aspects

The instructional materials should respect moral and religious values.

1.6. Conventional Aspects

The instructional materials should be consistent with:

- standard language usage
- the rules and conventions related to place names
- health and safety rules
- the rules and conventions related to the International System of Units and other such standards

PERIOD OF APPROVAL

Instructional Packages

The approval of instructional packages remains valid as long as the program is in effect. The period of approval may be limited, however, when it is desirable to update the information contained in the material.

Reference Works for Classroom Use

As a rule, reference works for classroom use such as dictionaries are approved for a period of 10 years.

COPYRIGHT

The works listed on the Exclusion List published by the Société québécoise de gestion collective des droits de reproduction (COPIBEC) are protected under the *Copyright Act*, which prohibits reproduction in any form, adaptation or modification, in whole or in part, unless prior authorization has been obtained from the person holding the copyright, usually the publisher.

However, this does not apply in cases where notices appearing in the works authorize teachers to reproduce certain parts or certain pages of specific materials, some of which can be removed.

Moreover, an agreement drawn up between COPIBEC and the Ministère de l'Éducation du Québec allows teachers to reproduce certain works within certain limitations and under certain conditions.

Before reproducing any work, it is thus important to:

1. make sure it does not appear on COPIBEC's Exclusion List
2. respect the conditions set out in the reproduction agreement

For all specific authorization requests concerning the reproduction of a literary work or for further information regarding the agreement with COPIBEC, please contact Francine Perreault of COPIBEC's Service des droits at (514) 288-1664 or 1 800 717-2022 (toll free).

For further information on copyrights, please visit the Web site of the Direction des ressources didactiques at www.mels.gouv.qc.ca/drd (available in French only).

*Bureau d'approbation du matériel didactique
Direction des ressources didactiques
Ministère de l'Éducation, du Loisir et du Sport
1060, rue Louis-Alexandre-Taschereau, Aile Saint-Amable, 3^e étage
Québec (Québec) G1R 5E6*

Telephone: (418) 643-3534

Fax: (418) 643-4546

E-mail address: bamd@mels.gouv.qc.ca

**REFERENCE WORKS :
DICTIONARIES**

ENGLISH LANGUAGE ARTS

Elementary Cycles Two and Three

Gage Canadian Dictionary Intermediate © 1998

File 1991-0687

	APPROVED COMPONENT	PAGES
Avis, W.S. et al. Gage Educational Publishing Company	Dictionary	1414

Certificate emitted May 4, 1998

Young Canada Dictionary (3rd Edition) © 1996

File 1996-0635

	APPROVED COMPONENT	PAGES
Liebman, D. et al. Nelson Canada Limited	Dictionary	336

Certificate emitted December 20, 1996

APPENDIX 1

TITLES INDEX

G

Gage Canadian Dictionary Intermediate

1

Y

Young Canada Dictionary (3rd Edition)

1

APPENDIX 2

LIST OF PUBLISHERS AND DISTRIBUTORS

LIST OF PUBLISHERS AND DISTRIBUTORS

Gage Educational Publishing Company 164 Commander Blvd.	SCARBOROUGH (Ontario)	M1S 3C7	(416) 293-8141 Fax : (416) 293-9009
--	-----------------------	---------	--

Nelson Canada Limited 1120 Birchmount Road	SCARBOROUGH (Ontario)	M1K 5G4	(416) 752-9100 Fax : (416) 752-9646
---	-----------------------	---------	--

TABLE OF CONTENTS

INTRODUCTION	iii
--------------	-----

INSTRUCTIONAL MATERIALS APPROVED

ELEMENTARY

Dictionaries: ENGLISH LANGUAGE ARTS	1
-------------------------------------	---

APPENDIX 1: TITLES INDEX	2
--------------------------	---

APPENDIX 2: LIST OF PUBLISHERS AND DISTRIBUTORS	4
---	---