

MINISTÈRE DE L'ÉDUCATION, DU LOISIR ET DU SPORT

INSTRUCTIONAL MATERIALS APPROVED  
FOR  
SECONDARY LEVEL

Reference Works

2005-2006

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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.

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**The Integrated Atlas, History and Geography of Canada and the World © 1996**

File 1996-0604

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	APPROVED COMPONENT	PAGES
Mills, H. et al.	Atlas	144
Harcourt Brace & Company Canada, Ltd		
<u>Harcourt Brace Canada</u>		

Certificate emitted September 18, 1996

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	APPROVED COMPONENT	PAGES
Mills, H. et al.	Atlas	144
Harcourt Brace & Company Canada, Ltd		
<u>Harcourt Brace Canada</u>		

Certificate emitted September 18, 1996

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	APPROVED COMPONENT	PAGES
Mills, H. et al.	Atlas	144
Harcourt Brace & Company Canada, Ltd		
<u>Harcourt Brace Canada</u>		

Certificate emitted September 18, 1996

**Secondary Cycles One and Two**

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**Good News Bible with Deuterocanonicals/Apocrypha © 1992**

File 1995-0608

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APPROVED COMPONENT

PAGES

Bible

1518

Canadian Bible Society

Certificate emitted May 25, 1995

Secondary Cycles One and Two

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Good News Bible (without Deuterocanonicals/Apocrypha) © 1992

File 1995-0609

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APPROVED COMPONENT

PAGES

Bible

1266

Canadian Bible Society

Certificate emitted May 25, 1995

**REFERENCE WORKS :  
DICTIONARIES**

**ENGLISH LANGUAGE ARTS**

**Secondary Cycles One and Two**

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**Gage Canadian Dictionary © 1997**

File 1996-0644

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	APPROVED COMPONENT	PAGES
Gregg, R.J. et al. Gage Educational Publishing Company	Dictionary	1718

Certificate emitted April 17, 1997

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**Harrap's Essential English Dictionary © 1995**

File 1996-0639

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	APPROVED COMPONENT	PAGES
Chambers Harrap Publishers Ltd <u>Havas Services Canada Itée</u>	Dictionary	1167

Certificate emitted February 26, 1997

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**Nelson Canadian Dictionary of the English Language © 1997**

File 1996-0645

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	APPROVED COMPONENT	PAGES
Green, S. et al. Nelson Canada Limited <u>ITP Nelson Canada</u>	Dictionary	1694

Certificate emitted April 17, 1997

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**Oxford Advanced Learner's Dictionary of Current English - 7<sup>th</sup> Edition © 2005**

File 2005-0019

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	APPROVED COMPONENT	PAGES
En collaboration Oxford University Press <u>Les Éditions CEC inc.</u>	Dictionary	1780

Certificate emitted February 14, 2006

**REFERENCE WORKS :  
DICTIONARIES**

**ENGLISH LANGUAGE ARTS**

**Secondary Cycle Two**

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**Merriam-Webster's Collegiate Dictionary (11<sup>th</sup> Edition) © 2004**

File 2004-0602

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APPROVED COMPONENT

PAGES

Dictionary

1623

Merriam-Webster, Incorporated

Thomas Allen & Son Ltd

Certificate emitted June 22, 2004

**REFERENCE WORKS :  
DICTIONARIES**

**FRANÇAIS, LANGUE SECONDE**

**Secondary Cycles One and Two**

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**Le Robert & Collins Compact Plus, dictionnaire français-anglais, anglais-français © 2000** File 2000-0011

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	APPROVED COMPONENT	PAGES
En collaboration	Dictionary	1220
Dictionnaires Le Robert		
<u>Messageries ADP</u>		

Certificate emitted February 13, 2001

Note : Adaptation to North American standards is only partial, especially as regards the feminization of the French verb tense tables.

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**Merriam-Webster's - Dictionnaire français-anglais, anglais-français © 2000** File 2000-0021

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	APPROVED COMPONENT	PAGES
En collaboration	Dictionary	833
Merriam-Webster, Incorporated		
<u>Thomas Allen &amp; Son Ltd</u>		

Certificate emitted February 21, 2001

**Secondary Cycle Two**

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**Harrap's compact - Dictionnaire anglais-français, français-anglais © 1997** File 2000-0019

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	APPROVED COMPONENT	PAGES
White, P. et autres	Dictionary	1092
Chambers Harrap Publishers Ltd		
<u>Havas Services Canada Ltée</u>		

Certificate emitted February 21, 2001

Notes : The verb tense tables do not use gender-neutral language.

This material is not in complete conformity with the SI.

**REFERENCE WORKS :  
DICTIONARIES**

**FRANÇAIS, LANGUE SECONDE**

**Secondary Cycle Two**

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**Harrap's Shorter - Dictionnaire anglais-français, français-anglais © 2000**

File 2000-0020

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	APPROVED COMPONENT	PAGES
En collaboration	Dictionary	2119
Chambers Harrap Publishers Ltd		
<u>Havas Services Canada Itée</u>		

Certificate emitted February 21, 2001

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**Larousse - Petit dictionnaire français-anglais, anglais-français © 1999**

File 2000-0015

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	APPROVED COMPONENT	PAGES
En collaboration	Dictionary	750
Larousse		
Bordas		
<u>Havas Services Canada Itée</u>		

Certificate emitted February 21, 2001

Note : This material is not in conformity with the SI.

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**Robert & Collins senior, dictionnaire français-anglais, anglais-français (5e édition) © 1998**

File 1999-0024

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	APPROVED COMPONENT	PAGES
Atkins, B.T. et autres	Dictionary	2081
Dictionnaires Le Robert		
<u>Messageries ADP</u>		

Certificate emitted September 23, 1999

Note : Adaptation to North American standards is only partial, especially as regards the feminization of the French verb tense tables and units of measurement.

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**TITLES INDEX**

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Bordas

See Havas Services Canada Itée

Canadian Bible Society

10 Carnforth Road

TORONTO (Ontario)

M4A 2S4

(416) 757-4171

Fax : (416) 757-3376

Chambers Harrap Publishers Ltd

See Havas Services Canada Itée

Dictionnaires Le Robert

See Messageries ADP

Gage Educational Publishing Company

164 Commander Blvd.

SCARBOROUGH (Ontario)

M1S 3C7

(416) 293-8141

Fax : (416) 293-9009

Harcourt Brace & Company Canada, Ltd

See Harcourt Brace Canada

Harcourt Brace Canada

55 Horner Avenue

TORONTO (Ontario)

M8Z 4X6

(416) 255-4491

Fax : (416) 255-4046

Havas Services Canada Itée

1050, boul. René-Lévesque Est, bureau 100

Montréal (Québec)

H2L 2L6

(514) 281-1050

Fax : (514) 281-8413

ITP Nelson Canada

1120 Birchmount Road

SCARBOROUGH (Ontario)

M1K 5G4

(416) 752-9100

Fax : (416) 752-9646

Larousse

See Havas Services Canada Itée

Les Éditions CEC inc.

8101, boulevard Métropolitain Est

ANJOU (Québec)

H1J 1J9

(514) 351-6010

Fax : (514) 351-3534

Merriam-Webster, Incorporated

See Thomas Allen & Son Ltd

Messageries ADP

2315, rue de la Province

Longueuil (Québec)

J4G 1G4

(450) 640-1234

Fax : (450) 640-1251

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Nelson Canada Limited  
See ITP Nelson Canada

Oxford University Press  
See Les Éditions CEC inc.

Thomas Allen & Son Ltd  
390 Steelcase Road East

Markham (Ontario)

L3R 1G2

(905) 475-9126  
Fax : (905) 475-4255

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