



CALGARY BOARD OF EDUCATION

Administrative Regulation 3016 - Schedules for Administration, Guidance Counselling, and Library Service

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Released time **1** The Board approves the granting of released time for the purposes of supervision, administration, guidance and counseling, and school library services.

Administration time **2(1)** Each administrator assigned to a school is entitled to administration time during the school day.

(2) The following criteria should be considered in allocating time to individuals

- (a) the enrolment of the school,
- (b) the nature of the student population, and
- (c) the assigned duties and responsibilities and the priorities of the staff.

Teacher-librarians **3(1)** Each teacher-librarian assigned to a school is entitled to library time during the school day.

(2) The following criteria should be considered in allocating time to librarians

- (a) the enrolment of the school,
- (b) the requirements of a school library program supporting quality learning,

- (c) the nature of the student population,
 - (d) the priorities of the staff, and
 - (e) the assigned duties and responsibilities of the teacher-librarian.
- (3) It is expected that principals will attempt to meet the following standards
- (a) one full-time teacher-librarian for 400 students in elementary, junior and senior high schools, and
 - (b) a second teacher-librarian when the enrolment exceeds 1,500 students.

- Counselors**
- 4(1)** Each junior and senior high school shall have counselors who are entitled to counseling and guidance time during the school day.
- (2) The following criteria should be considered in allocating time to counselors
- (a) the enrolment of the school,
 - (b) the nature of the student population
 - (c) the priorities of the staff,
 - (d) the requirements of a counseling and guidance program, and
 - (e) the duties and responsibilities assigned to counselors.
- (3) It is expected that principals will attempt to meet the standard of one full-time counselor for every 350 students.

- Time allocation**
- 5(1)** The pupil/teacher ratio allocation includes the regular teachers, the time for exceptional workload compensation, counselors for secondary schools, teacher-librarians and administrators.
- (2) The time allocated to each administrator, teacher-librarian and counselor is the responsibility of the principal.

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