

# Essential Services

## UPDATE



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By E-mail: One Page

### FAQs: Completing Forms, IEP Meetings and Epi-pen Training

We have received several questions this week about a number of activities that are occurring or will occur in the upcoming weeks. This update provides information about 1701 form completion; student referral forms; IEP meetings and training regarding Epi-pen use during Phase 1.

For ease of reference, we have put this bulletin in the form of Frequently Asked Questions.

**Q: The Ministry of Education has told us that our Form 1701 data must be delivered by the end of September. Are teachers going to provide the information we need as usual?**

We understand that some teachers are refusing to complete the information forms. However, BCTF has informed us that those teachers are accommodating access to the information that administrators need to fill out the forms and complete the necessary paperwork.

**Q: Can teachers refuse to complete student referral forms during the Phase 1 strike activity?**

Under the Essential Services Order in B132/2011 teachers can refuse to “complete and submit student referral forms outside of instructional time”. During instructional time teachers are not permitted to rely on the Order to refuse to perform this duty and the Order does not require School Districts to provide release time for this activity.

**Q: We sometimes hold IEP meetings early in the morning or in the late afternoon to accommodate schedules of parents and others. Can these meetings still be held outside of instructional time?**

Yes. The Essential Services Order provides that IEP meetings will be held in the usual manner (although the participation of administrators is limited). This would include holding meetings outside of instructional time.

**Q: Our public health nurse is coming to provide staff training in the use of Epi-pens for children who have life-threatening allergies? Will teachers attend that training? Also, we have some students who will be receiving immunizations in the fall. Will teachers distribute the consent forms to students to take home?**

We have been told that the Epi-pen training is usually provided to teachers who have students in their classes or activities who use Epi-pens. We understand that teachers who have such students will attend the training. We also understand that teachers will not refuse to distribute the consent forms to students for immunizations. These are both important health and safety matters so please call us if you have any concerns.

If you have any questions regarding essential services, please contact:

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