

Online Incident Reporting (OIR) can be accessed by going to:  
[www.publicboard.ca](http://www.publicboard.ca) → Staff → Connect → Online Incident Reporting (about halfway down the page)

### 1) Injury:

- near misses
- First Aid
- Medical Injuries
- Lost Time Injuries
- Critical Injuries
- Occupational Illnesses

### 2) Workplace Violence:

There are three cases that fall under this category:

- 1) The **exercise of physical force by a person** (Worker, Student or Non-Board Employee) **against a Worker in** a workplace that causes or could cause physical injury to the Worker;
  
- 2) **An attempt** to exercise the above;
  
- 3) A **statement or behaviour** that is reasonable for a Worker to **interpret as a threat** to exercise physical force against a Worker in a workplace that causes or could cause physical injury to the Worker.

### 3) Safe Schools:

**\*\*\*fill this one out when students or the school climate feels unsafe\*\*\***

This report is specific to student activities for which **Suspension** or **Expulsion** must be considered, according to the Education Act.

**Activities leading to possible suspension:**

306. (1) A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

**Activities leading to suspension:**

310. (1) A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, **conduct an investigation to determine whether to recommend to the board that the pupil be expelled.**

**Early Years and Primary Students – from the Ministry of Education -**

**Junior Kindergarten to Grade 3 Students**

Following the July 2020 announcement of [Ontario's Action Plan to Address Systemic Racism in Schools](#), the ministry has created new regulations that change how student behaviour is addressed in junior kindergarten to Grade 3.

The new [regulations](#) remove the discretion of the principal to suspend students in junior kindergarten to Grade 3 for activities listed in [subsection 306\(1\)](#) of the *Education Act*, beginning in the 2020-2021 school year. These behaviours should be addressed with

the appropriate positive behaviour supports in the school setting. Activities listed in [subsection 310\(1\)](#) will still be subject to mandatory suspensions, pending the results of an investigation.

**There are two very important exceptions to the above:**

- 1. EY and P kids can still be suspended for any activities that are listed in section 310.(1) above;**
- 2. ANY student can be “excluded” by administration until there is a safe plan (either a revised existing plan or a newly developed one) to allow them to return to school safely.**