

2017-2018 ED166 DISCIPLINARY OFFENSE DATA SUBMISSION DATA COLLECTIONS RECORD LAYOUT (Version 2.2)

M=Mandatory O=Optional R=Recommended C=Conditional D=Disallowed

	Field Name	Excel Column	Starting Position	Ending Position	Length	Requirement	Valid Values	When Mandatory
1	State Assigned Student ID (SASID)	A	1	10	10	M	Numbers only	
2	Date of Birth	B	11	18	8	M	MMDDYYYY	
3	Reporting District	C	19	21	3	M	See Table B	
4	Facility Code	D	22	28	7	M	See Table A	
5	Local Incident Number	E	29	34	6	D	Alpha-numeric	
6	Date of Incident	F	35	42	8	M	MMDDYYYY	
7	Time of Incident	G	43	48	6	C	HHMM am/pm	If entering >1 incident in a day
8	Bullying	H	49	50	2	M	See Table K	
9	Incident Type - part 1	I	51	54	4	M	See Table C	
10	Incident Type - part 2	J	55	58	4	O	See Table C	
11	Weapon	K	59	62	4	C	See Table D	If a weapon is involved
12	Substance	L	63	66	4	C	See Table E	If a substance is involved
13	Victim - Other Student	M	67	67	1	C	"Y" or "N"	If an incident in Table L is reported, or if Bullying = 2 or 3.
14	Victim - Certified Staff	N	68	68	1	C	"Y" or "N"	
15	Victim - Substitute Teacher	O	69	69	1	C	"Y" or "N"	
16	Victim - Other Staff	P	70	70	1	C	"Y" or "N"	
17	Victim - Non-School	Q	71	71	1	C	"Y" or "N"	
18	School-Based Arrest	R	72	72	1	M	"Y" or "N"	
19	Location of Incident	S	73	74	2	M	See Table I	
20	School Sponsored Activity	T	75	75	1	M	"Y" or "N"	
21	Sanction Type (part 1)	U	76	79	4	M	See Table F	
22	Education Provided (part 1)	V	80	83	4	M	See Table G	
23	# of Days Sanctioned (part 1)	W	84	90	7	M	0 to 220 in .25 increments	
24	# of Days Served (part 1)	X	91	97	7	M	0 to 220 in .25 increments	
25	# of Days to Carryover (part 1)	Y	98	104	7	M	0 to 220 in .25 increments	
26	Sanction Type (part 2)	Z	105	108	4	O	See Table F	
27	Education Provided (part 2)	AA	109	112	4	C	See Table G	If Sanction Type 2 is entered
28	# of Days Sanctioned (part 2)	AB	113	119	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
29	# of Days Served (part 2)	AC	120	126	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
30	# of Days to Carryover (part 2)	AD	127	133	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
31	Referring Party	AE	134	135	2	M	See Table J	
32	Party Taking Action	AF	136	137	2	M	See Table H	
33	Memo field	AG	138	392	255	O	Text up to 255 characters	
34	Incident Tracking Number (ITN)	AH	393	402	10	C	Numbers only	If updating record(s) via batch
35	District Student ID	AI	403	422	20	R	Characters and/or numbers	
36	Reserved Field	AJ	423	472	50	D		
37	End of Record Marker	AK	473	473	1	M	The letter "X" must be included in this position to mark the end of each record	

NOTE: The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Tab delimited files are also accepted. Please include a carriage return (cr) and line feed (lf) after each record regardless of format. All fields should be character fields.

- M = Mandatory** - If this field is not complete an error is generated.
- O = Optional** - The district has the option to report this field or leave it blank.
- R = Recommended** - We recommend that this field be reported, but the district has the option to or leave it blank.
- C = Conditional** - This field may be required depending upon your response to a related field.
- D = Disallowed** - The district may not report this field for this submission.

FIELD DESCRIPTIONS (in order of appearance in the record layout)

M	State Assigned Student Identifier (SASID)	Unique 10 digit numeric code assigned to student.
M	Date of Birth	Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year
M	Reporting District	Three-digit code for the district of attendance. This is your town code for: all students attending your schools; your students educated in private special education or residential facilities, including out-of-state (for purposes of this report, American School for the Deaf is considered a private facility); your students placed in municipal detention centers or day treatment facilities. For a listing of Reporting Districts, see Table H.
M	Facility Code	Seven-digit code of the school attended by the student. Due to the length of this list please visit http://www.csde.state.ct.us/public/ed166 to download.
D	Local Incident Number	This field has been retired beginning with the 2014-1015 school year.
M	Date of Incident	Indicate the date the incident occurred using the MMDDYYYY format. If you are sending a fixed width file be sure to use leading zeros for month and day (example: a Date of Incident of August 4, 2014 or 8/4/2014 would be reported as 08042014). Note: If a student receives a suspension followed by an expulsion for the same offense, use Sanction Type parts 1 and 2.
O	Time of Incident	Indicate the time the incident occurred using either standard (HHMM am/pm) or military time (HHMM). If standard time is supplied you must include either am or pm (example: 1215 pm or 0830 am). Please note this field is <u>optional</u> and meant to be used at the school district's discretion. Currently, there are no Federal or State statutes requiring the collection of this field. This field is meant to help school districts in targeting specific times where incidents are occurring or to differentiate between two incidents that occurred in one day.
M	Bullying	Repeated negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm. All Bullying Incidents must be reported. You must indicate whether a protected class was involved in the incident. See Table K.
M	Incident Type	The type of incident committed by the student. The incident types and a brief description are provided in Table C. <ul style="list-style-type: none"> There are two fields for Incident Type (part 1 and 2). If more than one type of incident occurred <u>at the same time</u> please report both (example: a student was fighting while under the influence of alcohol).
C	Weapon	A weapon is any object that is designed to, or may readily be converted to, harm an individual or individuals. A weapon offense may involve possession, use, and/or sale. If a weapon is used in combination with another offense, indicate the offense that was committed in the "Incident Type" field (example: battery), and use the "Weapon" field to report the weapon that was used in that incident. The default code for the Weapon field is "0000" indicating no weapon found on individual or involved in incident. Codes and descriptions of weapon types are provided in Table D. <u>All incidents involving weapons must be reported.</u>
C	Substance	The violation of laws or district/school policy prohibiting the distribution and/or use of tobacco products, controlled substances and/or alcohol must be reported. Report all drug/alcohol/tobacco sales, use or possession incidences if any type of action is taken by the school or district regardless of whether the incident happened on school property or not. If drugs, alcohol or tobacco were involved in combination with another offense, indicate the offense that was committed in the "Incident Type" fields (example: sexual battery) and use the "Substance" field to report the type of drugs or alcohol involvement in the incident. This category also includes the violation of laws and/or school-district policy regarding the use of prescription medications. Codes and descriptions of the types of Drug/Alcohol/Tobacco involvement are provided in Table E. Please report the code "0000" for no Drug/Alcohol/Tobacco involvement. <u>All incidents involving a substance must be reported.</u>

C	Victim	<p>There are five victim fields. Each field requires a response of “Y” for yes or “N” for no. For offenses involving more than one victim type, include all applicable types.</p> <p>Other Student – Any student enrolled in a public or private school.</p> <p>Certified Staff – A certified staff member (Teacher, Counselor, Psychologist, Administrator, etc.).</p> <p>Substitute Teacher – A substitute teacher was a victim of this offense.</p> <p>Other Staff – Other staff member (Paraprofessional, Support Staff, Cafeteria Worker, Custodial Staff, Bus Driver, etc.) .</p> <p>Non-School – A non-school person (Parent, Volunteer, Contractor, Non-student Youth, etc.).</p>
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The following Incident Types require you to indicate “yes” for at least one Victim field:

TABLE I: Incidents Requiring a Victim Type

Code	Name	Code	Name
1720	Battery/assault	1823	Foreign substance in food/drink - other (dirt, clay, crayons, etc.)
1730	Throwing an object	1824	Foreign substance onto a person
1800	Harassment (non-sexual)	1825	Intentionally endangering an individual(s)
1810	Threat/intimidation/verbal harassment	1900	Harassment (sexual)
1811	Racial slurs/hate crimes	1910	Sexual battery
1813	Hazing	1920	Sexual offense
1814	Teasing	2000	Homicide
1817	Threats of bodily harm	2100	Stabbing
1818	Physical intimidation	2200	Blackmail
1820	Foreign substance in food/drink - bodily secretions (feces, urine, etc.)	2300	Kidnapping (abduction)
1821	Foreign substance in food/drink - prescription medications	3510	Destruction of personal property
1822	Foreign substance in food/drink - illegal drugs		

If the Bullying field has a value of 02 or 03 you must indicate “yes” for at least one Victim field.

M	School-Based Arrested	Report whether a School-Based arrest occurred. PA 15-168 limited School-Based Arrests to arrests for conduct that occurred on school property or at a school-sponsored event . If you are unsure how or if to report an arrest please see Appendix A.
M	Location of Incident	Report the location of the incident. A brief description and the codes of the locations are provided in Table I. School grounds/property includes the school building and immediate grounds, school transportation (e.g., buses), stadiums/gymnasiums and other facilities. Reporting of incidents on school grounds/property is year round, not just during the standard school year. If a student is involved in an incident that occurs at a school-sponsored event off campus, it must be reported as if on school property. If a student commits an offense at another school and the event is not a school sponsored event, then the offense should be reported as off school grounds/property.
M	School Sponsored	Regardless of where the incident occurred, indicate whether the activity was a school sponsored activity offense (“Y” – Yes, “N” – No). For example, the incident could happen at another school during a sports activity, which is school sponsored or it could happen on a field trip. Incidents that took place in the school during the regular school day are considered school sponsored.
M	Education Provided	Report the type of education the student received during their sanction. A brief description and the codes of the educational options available for students during their sanction are provided in Table G.

There are two fields for Sanction Type, Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover so districts can report all sanctions tied to a single incident. Part 1 of each filed is mandatory; part 2 conditional.																					
M/ C	Sanction Type (part 1 and 2)	Report the type of sanction/discipline the student received for the offense. Sanctions/Disciplines and a brief description are listed in Table F.																			
M/ C	Number of Days Sanctioned (part 1 and 2)	Report the total number of partial/full days the student is sanctioned for their offense. Part 2 must be completed if and only if Sanction Type – Part 2 is completed.																			
M/ C	Number of Days Served (part 1 and 2) -	Report the total number of partial/full days the student served for this offense. Part 2 must be completed if and only if Sanction Type – Part 2 is completed.																			
M/ C	Number of Days to Carryover (part 1 and 2)	If a student’s sanction will be carried over to the next year, please indicate the number of days to be served in the next year. Part 2 must be completed if and only if Sanction Type – Part 2 is completed.																			
		<table border="1"> <tr> <td colspan="3">The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>0.25</td> <td>0.00 – 0.25 of a school day</td> <td rowspan="2"><90 minutes</td> </tr> <tr> <td>0.50</td> <td>0.26 – 0.50 of a school day</td> </tr> <tr> <td>0.75</td> <td>0.51 – 0.75 of a school day</td> <td rowspan="2">>90 minutes</td> </tr> <tr> <td>1.00</td> <td>0.76 – 1.00 of a school day</td> </tr> <tr> <td colspan="3">* Removal from class over 90 minutes is considered a suspension. Sanction Type 1065 cannot be used for sanction lengths of .50 and above.</td> </tr> </table>	The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:						0.25	0.00 – 0.25 of a school day	<90 minutes	0.50	0.26 – 0.50 of a school day	0.75	0.51 – 0.75 of a school day	>90 minutes	1.00	0.76 – 1.00 of a school day	* Removal from class over 90 minutes is considered a suspension. Sanction Type 1065 cannot be used for sanction lengths of .50 and above.		
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M	Referring Party	Report the category of person referring the student to the party taking action. This is the person who is reporting a student who has committed an infraction. Codes and descriptions for the Referring Party are provided in Table H.																			
M	Party Taking Action	Report the party responsible for determining the sanction. If multiple sanctions were given by multiple parties report the party associated with the highest level of sanction. Codes and descriptions for the Party Taking Action are provided in Table H.																			
O	Memo	Include any notes you wish however this field will not be used by SDE for analysis.																			
C	Incident Tracking Number (ITN) –	This is the unique tracking number assigned to the incident by the State Department of Education. Reporting districts who wish to provide updates of existing incidents through a batch must include this number. This number will be made available to districts through the download function. Please note that if you are uploading your data via batch, ITN’s are assigned only after the batch is successful. This field is disallowed for new incidents and is mandatory when modifying existing incidents through a batch process. Please note, districts may update records using the individual edit function without importing this tracking number into their local student information system.																			
R	District Student ID	The ID generated by your local system.																			
D	Reserved Field																				
M	End of Record Marker	The letter “X” must be included in this position to mark the end of each record.																			

CODE TABLES

The following code tables are also available for download at <http://www.csde.state.ct.us/public/ed166>. Due to the length of the facility Code list (Table A) please visit the Help Site to download or view the codes.

TABLE B: Reporting Districts							
LEA	TOWN	LEA	TOWN	LEA	TOWN	LEA	TOWN
001	Andover	057	Greenwich	116	Putnam	204	Region 4
002	Ansonia	058	Griswold	117	Redding	205	Region 5
003	Ashford	059	Groton	118	Ridgefield	206	Region 6
004	Avon	060	Guilford	119	Rocky Hill	207	Region 7
005	Barkhamsted	062	Hamden	121	Salem	208	Region 8
007	Berlin	063	Hampton	122	Salisbury	209	Region 9
008	Bethany	064	Hartford	123	Scotland	210	Region 10
009	Bethel	065	Hartland	124	Seymour	211	Region 11
011	Bloomfield	067	Hebron	125	Sharon	212	Region 12
012	Bolton	068	Kent	126	Shelton	213	Region 13
013	Bozrah	069	Killingly	127	Sherman	214	Region 14
014	Branford	071	Lebanon	128	Simsbury	215	Region 15
015	Bridgeport	072	Ledyard	129	Somers	216	Region 16
017	Bristol	073	Lisbon	131	Southington	217	Region 17
018	Brookfield	074	Litchfield	132	South Windsor	218	Region 18
019	Brooklyn	076	Madison	133	Sprague	219	Region 19
021	Canaan	077	Manchester	134	Stafford	241	CREC
022	Canterbury	078	Mansfield	135	Stamford	242	Educ Connection
023	Canton	079	Marlborough	136	Sterling	243	CES
024	Chaplin	080	Meriden	137	Stonington	244	ACES
025	Cheshire	083	Middletown	138	Stratford	245	LEARN
026	Chester	084	Milford	139	Suffield	253	EASTCONN
027	Clinton	085	Monroe	140	Thomaston	261	Jumoke
028	Colchester	086	Montville	141	Thompson	263	Odyssey
029	Colebrook	088	Naugatuck	142	Tolland	264	Integrated Day
030	Columbia	089	New Britain	143	Torrington	265	ISAAC
031	Cornwall	090	New Canaan	144	Trumbull	268	Common Ground
032	Coventry	091	New Fairfield	145	Union	269	Bridge
033	Cromwell	092	New Hartford	146	Vernon	270	Side by Side
034	Danbury	093	New Haven	147	Voluntown	272	Explorations
035	Darien	094	Newington	148	Wallingford	278	Trailblazers
036	Deep River	095	New London	151	Waterbury	279	Amistad
037	Derby	096	New Milford	152	Waterford	280	New Beginnings
039	Eastford	097	Newtown	153	Watertown	282	Stamford Academy
040	East Granby	098	Norfolk	154	Westbrook	283	Park City Prep
041	East Haddam	099	North Branford	155	West Hartford	285	A.F. Bridgeport
042	East Hampton	100	North Canaan	156	West Haven	286	Highville
043	East Hartford	101	North Haven	157	Weston	288	A.F. Hartford
044	East Haven	102	North Stonington	158	Westport	289	Elm City College Prep
045	East Lyme	103	Norwalk	159	Wethersfield	290	Brass City
046	Easton	104	Norwich	160	Willington	291	Elm City Montessori
047	East Windsor	106	Old Saybrook	161	Wilton	293	Path Academy Windham
048	Ellington	107	Orange	162	Winchester	294	Great Oaks Charter
049	Enfield	108	Oxford	163	Windham	295	Booker T. Washington
050	Essex	109	Plainfield	164	Windsor	336	Unified Schl Dist 1
051	Fairfield	110	Plainville	165	Windsor Locks	337	DMHAS
052	Farmington	111	Plymouth	166	Wolcott	347	Unified Schl Dist 2
053	Franklin	112	Pomfret	167	Woodbridge	900	CTHSS
054	Glastonbury	113	Portland	169	Woodstock	901	Norwich Free Acad
056	Granby	114	Preston	201	Region 1	902	The Gilbert School
						903	Woodstock Acad

TABLE C: Incident Type			
Code	Name	Description	Other*
Fighting/Battery			
1700	Fighting/altercation/physical aggression	Participation in an incident that involved a physical confrontation in which one or all participants receives at least some type of minor physical injury (such as a black eye, bloody nose or lip, bruises, etc.). This code can also be used in situations where one person strikes another (causing minor injuries) and the fight is broken up prior to the other participant retaliating.	[SERIOUS]
1720	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Example: one person physically attacks a person (provoked or not) resulting in an injury requiring any level of medical attention. This code should be used for bites that break the skin.	[SERIOUS] [VIOLENT]
1740	Serious disorderly conduct	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	
Personally Threatening Behavior			
1800	Harassment (non-sexual)	Annoying or physically attacking a student (or school personnel), creating an intimidating or hostile educational (or work) environment.	[SERIOUS] [VIOLENT]
1810	Threat/intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without displaying a weapon and without a physical attack) which results in fear of harm.	[SERIOUS] [VIOLENT]
1811	Racial slurs/hate crimes	An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability.	[SERIOUS] [VIOLENT]
*** Bullying (formerly 1812) is no longer an Incident Type. If you are reporting a bullying incident use the Bullying field. ***			
1813	Hazing	The imposition of strenuous, often humiliating, tasks as part of an initiation.	[SERIOUS] [VIOLENT]
1814	Teasing	Making fun of, or attempting to provoke a person in a playful way.	[VIOLENT]
1817	Threats of bodily harm	Similar to Incident Type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats.	[SERIOUS] [VIOLENT]
1818	Physical intimidation	Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.).	[VIOLENT]
Physical/Verbal Confrontation			
1710	Physical altercation	Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries) and the altercation is broken up prior to the other participant retaliating.	[SERIOUS]
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (i.e., shouting match, yelling etc.).	[SERIOUS]
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS]
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).	
1730	Throwing an object (serious)	Indicate the type of object thrown in either the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 3611 (listed under School Policy Violations).	[SERIOUS] [VIOLENT]
1750	Gang related behavior	Gang related behavior/issues.	
1760	Breach of peace	Any act of molesting, interrupting, hindering, agitating, or arousing from a state of repose or otherwise depriving inhabitants of the peace and quiet to which they are entitled.	
2310	Transporting students off school ground	Transporting students off school grounds without the consent of his/her custodial parent(s) or legal guardian or school authorization.	
*KEY: [SERIOUS] = Incident Must be reported regardless of Sanction [VIOLENT]=Requires a Victim to be reported			

TABLE C: Incident Type (continued)

Code	Name	Description	Other*
Property Damage			
1100	Arson	Arson (Sec. 53a-111, 112, & 113) is defined for the purpose of this report as the reckless destruction or damage to a building or other school property by intentionally starting a fire or causing an explosion. When fireworks or other incendiary devices are a contributing factor, then the weapon type used must be reported.	S
1110	Reckless burning	Reckless burning (See Sec. 53a-114.) A person is guilty of reckless burning when he intentionally starts a fire or causes an explosion, and thereby recklessly places a building in danger of destruction or damage. Lighting paper on fire, a garbage can fire, setting a person's personal property on fire etc.	
3500	Vandalism	Willful destruction or defacement of school property (destroying school computers, carving a desk, spray painting walls, damaging vehicles, etc.).	S
3510	Destruction of personal property	The destruction of personal property (clothing, backpack, etc.).	S V
School Policy Violations			
3600	Policy Violation - Arrest	An out-of-school incident occurred resulting in the student's arrest. The student has now been sanctioned due to the arrest per local school district policy. When 3600 is the Incident Type School-Based Arrest must be no.	
3601	Insubordination/disrespect	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situation in which a student is disobedient.	
3604	Cheating	Obtaining, or attempting to obtain, credit for work via dishonest or deceptive means. (cheating on a tests, homework, etc.)	
3605	Forgery	Fraudulently making or altering a document (test, report card, etc.)	
3606	Plagiarism	To steal and pass off work as one's own without properly crediting the source.	
3607	Grade tampering	Unauthorized change of grades.	
3610	Disorderly conduct	Any behavior or act that seriously disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment. For Disruptive Behavior see incident code 3628. For Breach of Peace, see code 1760.	
3611	Throwing objects	Victimless incident in which student propels an object (a rubber band, paper, etc.). If the offense was serious, use code 1730 - Physical/Verbal Confrontations.	
3612	Motor vehicle infraction	Violation of school/district motor vehicle rules.	
3620	Obscene behavior	Any behavior that is offensive to morality or decency (lewd behavior, indecent exposure, mooning, etc.).	
3621	Obscene gestures	A movement or positioning of the body that is offensive or vulgar.	
3622	Obscene written messages	Any communication that is offensive or indecent. This includes written and electronic communication (texts, Snapchat, Twitter, Facebook, etc.)	
3623	Displays of affection	A physical act of intimacy (kissing, etc.).	
3624	Obscene language/profanity	Offensive or indecent language.	
3625	Pornography	In accordance with school policy.	
3626	Spitting	Ejecting saliva forcefully from one's mouth.	
3627	Inappropriate behavior	Horseplay, play fighting, playing cards (for Gambling see code 3660).	
3628	Disruptive behavior	Disruption of class; or causing a disruption in the hallway, cafeteria or other area of the school.	
3629	Risk of injury	Behavior that potentially could result in injury; pranks may fall into this category.	
3630	Attendance policy violation	Violation of state, school or district policy related to attendance.	
3631	Skipping class	In accordance with school policy.	
3632	Tardiness	In accordance with school policy.	
3633	Truancy	In accordance with school policy.	
3634	Failure to attend detention or ISS	In accordance with school policy.	
3635	Leaving school grounds	In accordance with school policy.	
3636	Loitering	In accordance with school policy.	

TABLE C: Incident Type (continued)			
Code	Name	Description	Other*
School Policy Violations (continued)			
3638	Dress code violation	In accordance with school policy.	
3639	Trespassing	In accordance with school policy.	
3640	Poor Grades	Accumulation of zeros or other unacceptable grades.	
3641	Presence in an unauthorized area	Being in an unauthorized area.	
3642	Refusal to identify	Refusal to provide student identification/ID Badge.	
3643	Accumulation of suspensions	In accordance with school policy.	
3644	Accumulation of detentions	In accordance with school policy.	
3645	Accumulation of demerits	Accumulation of demerits.	
3646	Behavioral referrals	Behavioral referrals.	
3647	Removal from class	Removal from class.	
3648	Leaving class without permission	Leaving class without permission.	
3649	Safety code violations	Safety code violations.	
3650	False fire alarm	In accordance with school policy.	
3651	Calling 911	In accordance with school policy.	
3652	Crank or harassing phone calls	Crank or harassing phone calls.	
3653	False information/lying	False information/lying.	
3654	Selling "stuff"	Inappropriate sale of snacks, or other materials (does not include drugs, prescription drugs, stolen property or other contraband).	
3655	Littering	Littering	
3660	Gambling	Playing a game of chance for money (cards, dice, sports pools, etc.).	
3670	Unauthorized use of computers	Violation of technology policy: unauthorized use of computers.	
3671	Cell phone violation	Violation of technology policy: Possession/use of cell phone	
3672	Hand held gaming device	Violation of technology policy: Possession/use of hand held gaming device	
3673	Electronic music device	Violation of technology policy: Possession/use of electronic music device (MP3 player, iPod, etc.)	
3674	Tape recorder/recording device	Tape recorder/recording device	
3675	Camera possession/use	Violation of technology policy: Possession/use of a camera	
3680	Eating in unauthorized area	Eating in unauthorized area	
3681	Pulling chair out from beneath an individual	Pulling chair out from beneath an individual	
3682	Public urination	Public urination	
3683	Sleeping in class	Sleeping in class	
3684	Chewing gum	Chewing gum	
3685	Misuse of hall pass	Misuse of hall pass	
3686	Failure to return school documents	Progress reports, parent letters	
3687	Unprepared for class	Unprepared for class	
3688	Failure to comply with agreement/behavior plan	Failure to comply with agreement/behavior plan	
3689	Excessive talking	Excessive talking	
3690	Failure to complete assigned work	Failure to complete assigned work	

TABLE C: Incident Type (continued)			
Code	Name	Description	Other*
Theft/Theft Related Behaviors			
1400	Burglary/breaking and entering	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	S
1410	Theft/stealing	The unlawful taking of property belonging to another person without threat of bodily harm or violence. For example, electronic theft or taking a pocket organizer from another student's open locker. Consider coding theft of low value items (pencil, notebook) as 3600-Violation of School Rules. Note: The difference between theft and burglary is that theft does not involve breaking and entering and no victim is present.	S
1411	Suspicion of stealing	Suspicion of stealing	
1420	Robbery	The taking or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances using force, fear or the threat of violence. For example, threatening to beat up a student if he does not give up his lunch money. Note: The difference between robbery and theft is that in a robbery, the victim is present and there is either the threat of or actual physical harm.	S
1430	Possession of stolen property	Possession of stolen property.	
1431	Sale or intent to sell stolen property	Sale or intent to sell stolen property.	
2800	Counterfeiting	Possession of counterfeit currency with the intent to distribute/use. The police/security personnel must be involved.	
2801	Possession of counterfeit currency	Possessing counterfeit bills. The police/security personnel must be involved.	
Sexually Related Behavior			
1900	Harassment (sexual)	Inappropriate and unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. For example, leering, pinching, grabbing, suggestive comments, gestures, or jokes; or pressure to engage in sexual activity.	S V
1910	Sexual battery	Oral, anal, or vaginal penetration forcibly or against the will of a person or where the victim is incapable of giving consent. Sexual contact forcibly and/or against the will of a person or where the victim is incapable of giving consents because of his/her youth and/or mental incapacity. For example, rape, fondling, indecent liberties, child molestation, sodomy, or statutory rape.	S V
1920	Sexual offense	Sexual intercourse, sexual contact, or other behavior intended to result in mutual sexual gratification. There is no force or the threat of force. Fondling or oral sexual contact are examples.	S V
Violent Crimes Against Persons			
1820	Foreign substance in food/drink - bodily secretions (feces, urine, etc.)	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V
1821	Foreign substance in food/drink - prescription medications	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V
1822	Foreign substance in food/drink - illegal drugs	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V
1823	Foreign substance in food/drink - other (dirt, clay, crayons, etc.)	Intentionally placing foreign substance in a person's food or drink that could harm the individual.	V

TABLE C: Incident Type (continued)			
Code	Name	Description	Other*
Violent Crimes Against Persons (continued)			
1824	Foreign substance onto a person	Spraying or otherwise placing a foreign substance on a person with the intent of causing harm or making a person uncomfortable (e.g., itching powder; spraying mouthwash into persons face; placing gum or other substance into hair)	V
1825	Intentionally endangering an individual(s)	The intentional cause of immediate danger to persons or person such as placing them in contact with a caustic substance (latex gloves, peanuts, etc.).	V
2000	Homicide	Murder or manslaughter. Killing of a human being.	S V
2050	Attempted suicide	Requiring psychiatric evaluation; sanction must be consistent with incident.	
2060	Self-injurious behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
2100	Stabbing	The intentional puncturing of the skin using some type of sharp instrument. The type of weapon used (e.g., knife, pencil/pen) must be indicated.	S V
2200	Blackmail	The extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior. Law enforcement must be notified.	S V
2300	Kidnapping (abduction)	To seize, transport, and/or detain a person or a minor against their will either by force or fraud (taking a hostage, leaving school grounds without permission with a minor).	S V
2700	School threat/bomb threat	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building, property or harm to students and/or staff (e.g., bomb threat, chemical/biological threat, terrorist threat). The police/security personnel must be involved.	S
Weapons			
3700	Weapon only	Weapon only	S
Drugs			
3800	Drugs/alcohol/tobacco only	Drugs/alcohol/tobacco only	S

TABLE D: Weapon Involvement		
Code	Weapon Type	Additional Information
0000	None	No weapon involved.
3701	Knife 2 ½ Inches or Greater	Steak knife, hunting knife, etc.
3702	Knife Smaller than 2 ½ Inches	Pen knife, boy or girl scout pocket knife
3703	Box Cutter	A small tool that is made for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of its case.
3704	Pencil/Pen	When used in a stabbing incident
3705	Razor Blade	A thin sharp-edged piece of steel that can be fitted into a razor
3708	Sword/machete/long knife	
3710	Shank	Homemade weapon/knife
3711	Handgun*	Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol.
3712	Rifle/Shotgun*	A gun that has a long barrel and that is held against your shoulder when you shoot it.
3713	Toy Gun/Water Gun/Cap Gun	
*Requires an expulsion hearing		

TABLE D: Weapon Involvement (continued)		
Code	Weapon Type	Additional Information
3714	Pellet/BB Gun/Air Gun	Includes homemade blow guns/pea shooters
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects
3716	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.
3717	Stun Gun	A battery-powered, hand-held weapon that fires an electric charge when held against a person and activated by a trigger or button, used particularly by police, to immobilize a person briefly and without injury.
3718	Paint gun	An air gun for firing paint capsules.
3719	Facsimile of Gun	Facsimile of gun.
3720	Explosive Devices*	Pipe bomb; chemical bomb or other types of explosive devices meant to kill or harm.
3721	Stink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke on exploding.
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework.
3723	Facsimile of Bomb	Facsimile of a bomb.
3724	Flame Thrower	Homemade flame thrower for example using aerosol can and fire.
3730	Defensive Device	Gas repellent, mace, chemical/pepper spray.
3731	Any projectile (high risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally <u>can</u> cause an injury.
3732	Any projectile (low risk)	Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally <u>cannot</u> cause injury.
3733	Office School Supplies (Sharp)	Thumb tacks/paper clips
3734	Office School Supplies (Blunt)	Stapler, books
3735	Furniture	Desk, chair, table, door, window etc.
3736	Belt/Rope	Any materials that can be used to tie-up, strike, or otherwise harm an individual.
3737	Pen shocker/zapper	Pen shocker/zapper
3738	Chain, wire rope, etc.	Chain, wire rope, etc.
3740	Martial Arts Device	e.g., Chinese star
3741	Brass Knuckles	A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist.
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.
3743	Blunt Tools	Multi-tool pliers, wrench, hammer, dye tap, etc.
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.
3745	Grooming tools	Tweezers, nail clippers, nail file, comb etc.
3746	Sharp tools	Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, cork screw
3750	School supplies	Compass, calipers, scissors, etc.
3751	Flare gun	Flare gun
3755	Hatchet/Axe	Hatchet/axe
3760	Sport equipment/sticks	Baseball bat, hockey sticks, sticks, umbrella
3771	Medical Equipment	Crutches, cane
3773	Pocketbook	Book bag, gym bag, backpack
3780	Butter knife/Table knife	Not a steak knife
3781	Plastic knife	Plastic knife
3782	Switch Blade	A knife that has a blade inside the handle which springs out when a button is pressed.
3791	Facsimile of Other Weapon	Include additional information in the Memo field.

*=Requires an expulsion hearing

TABLE D: Weapon Involvement (continued)		
Code	Weapon Type	Additional Information
3792	Laser Pointer	A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals.
3793	Lighter/matches	Lighter/matches
3794	Suspicion of weapon possession	Suspicion of weapon possession
3795	Inappropriate clothing considered dangerous/possibly a weapon	Inappropriate clothing considered dangerous/possibly a weapon for example: studded necklace, belts etc.
3798	Possession of a dangerous Instrument	Treated as "other" danger weapon in presently dangerous school analysis.
*Requires an expulsion hearing		

TABLE E: Substance Involvement		
Code	Substance	Description of Drug/Alcohol/Tobacco
0000	None	None
3801	Alcohol Sale/Intent to Sell/Distribution	Alcohol sale/intent to sell/distribution
3802	Suspicion of Alcohol Sale	Suspicion of alcohol sale
3803	Alcohol Use	Alcohol use
3804	Suspicion of Alcohol Use	Suspicion of alcohol use
3805	Alcohol Possession	Alcohol possession
3806	Alcohol sale/ Distribution to minor	Police must be called
3811	Drug Possession	Drug possession
3812	Drug Use	Drug use
3813	Suspicion of Drug Use	Either prescription or illegal
3814	Drug Sale/Intent to Sell/ Distribution	Drug sale/intent to sell/distribution. Requires an expulsion hearing.
3815	Suspicion of Drug Sale	Suspicion of drug sale
3816	Facsimile of Drug	Substance represented as an illegal drug (e.g., oregano)
3817	Drug Paraphernalia	Rolling papers, pipes, clips, etc.
3818	Drug Solicitation	Drug solicitation
3819	Inappropriate talk/discussion about the use, sale or possession of drugs	Inappropriate discussion about the use, sale or possession of drugs
3820	Sale of Prescription Medication Distribution/ Intent to Sell	Sale of prescription medication distribution/ intent to sell
3821	Possession of Prescription Medication	Possession of prescription medication
3822	Use of Prescription Medication	Use of prescription medication
3823	Possession of over the counter drugs	Possession of any over the counter drugs such as Motrin, Tylenol.
3824	Use of over the counter drugs	Use of any over the counter drugs such as Motrin, Tylenol.
3825	Sale of over the counter drugs Distribution/ Intent to Sell	Sale of any over the counter drugs distribution/intent to sell, such as Motrin, Tylenol.
3829	In the company of persons in possession of illegal drugs	In the company of persons in possession of illegal drugs
3830	Tobacco Possession	Having tobacco on one's person, in a bag, locker, car
3831	Tobacco Use	Smoking, chewing, etc.
3832	Suspicion of Tobacco Use	Suspicion of tobacco Use
3833	Tobacco sale/Intent to Sell/Distribution	Sale of tobacco products (cigarettes, chewing tobacco)
3834	Suspicion of Tobacco sale	Suspicion of Tobacco sale
3835	Tobacco Paraphernalia	Lighter, matches
3836	Facsimile of cigarette/cigar	Facsimile of cigarette/cigar
3837	E-Cigarette/Vape Pen	Use or possession of an electronic cigarette/ "vaping"
3840	Inhaling harmful substance	e.g. glue, gasoline, marks, etc.
3898	Under the influence of an unknown substance	This category should be used when the person present cannot positively identify the substance but there is clear evidence of substance abuse
3897	Knowledge that an individual or individuals are in possession of Alcohol/Drugs/Tobacco and failure to inform proper authorities	Knowledge that an individual or individuals are in possession of alcohol/drugs/tobacco and failure to inform proper authorities

TABLE F: Sanction Type		
Code	Sanction/Discipline	Description
1000	Expelled	The student was expelled from his or her regular school setting. Any services provided must be indicated in the education/services provided field.
1001	Suspended Out-of-School Pending Expulsion Hearing	Must be updated upon expulsion determination
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1010	Out-of-School Suspension	The student is removed from his or her regular classroom/classes and barred from school grounds for a specific length of time. Education/services provided must be indicated.
1011	Psychiatric Review	An IMP/POT must be created – check for student disposition
1020	In-School Suspension	The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program.
1030	Bus Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1035	Bus Sanction	Assigned seating
1036	Change of Bus	According to district/school policy
1040	Community Service	The student is assigned to perform community service (e.g., cleanup work, volunteering).
1050	Counseling Mandated	Mandated
1051	Drug Rehabilitation	Mandated
1052	Substance Abuse Counseling	Mandated
1053	Conflict Resolution/Anger Mgt	Mandated
1054	Behavior Intervention	Includes all time out if exclusion from class is part of the time out
1055	Mediation	Mandated
1056	Stop Smoking Program	Requires reporting the number of days in the program
1060	Saturday School/Detention	According to district/school policy
1061	Warning Only	According to district/school policy
1062	Office Detention	According to district/school policy
1063	Lunch Detention	According to district/school policy
1064	After School Detention	According to district/school policy
Code	Sanction/Discipline	Description
1065	Removal from Class	Less than 90 minutes, if longer than 90 minutes must be reported as In-school suspension
1066	Loss of Privileges	Recess; field trips; etc. according to district/school policy
1067	Grade Point Penalty	According to district/school policy
1068	Writing assignment	Includes written apology
1069	Clean-up	Assigned to some type of in-house clean up (café, work area)
1070	Student Conference	According to district/school policy
1071	Student and Parent/Guardian Conference	This can be either a written warning or an in person conference
1072	Teacher Conference	According to district/school policy
1073	Probation	No days out of school
1074	Written agreement/contract	Between student, administrator and or teachers and or parents
1075	Office Referral	According to district/school policy
1076	Parent Contacted	According to district/school policy
1077	Restitution Required	According to district/school policy
1078	Restorative Justice	Collaborated with those who have a legitimate stake in the incident, including the victim(s), offender(s), community members to right the wrong based on accountability, community safety and competency development.
1080	Outplaced	According to State guidelines/mandated by State
1090	No Sanction Provided	No sanction provided

TABLE G: Education Provided

Code	Type of education provided
1000	Education not required to be reported
1010	Structured alternative school program
1020	Interim alternative educational setting
1030	Assignments sent to ISS room
1031	Before school classes
1032	After school classes
1033	Homework only
1034	Tutoring
1040	Out placed in district
1041	Out placed out of district
1042	Out placed out of state
9997	Other education
9998	No education provided

TABLE H: Party Taking Action

Code	Person / Party	Additional Information
01	Superintendent	This party is classified as a school administrator.*
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	Specially appointed by BOE
09	Manifestation Hearing	Per IDEA regulations
10	Teacher	
11	Behavior Manager	
12	Housemaster	
13	Athletic Director/Coach	

*Note: A school administrator cannot expel a student.

TABLE I: Location of Incident

Code	Location
ON CAMPUS	
01	Cafeteria
02	Hallway
03	Stairwell
04	Gym
05	Classroom
06	Athletic fields
07	Lavatory/Restroom
08	Parking lot
09	Auditorium
14	Playground
15	Library
17	Office
18	Locker Room
21	Outside the building, but on school grounds
23	In-School: Staff Location

OFF CAMPUS	
10	Bus stop
11	On School bus
12	Another school within the district
13	Another district
16	Off-Campus/Off School Grounds
24	Field Trip Location
OTHER	
22	Online - The incident took place online and it is believed that the online activity did not occur on school grounds.

TABLE J: Referring Party		
Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education (BOE)
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	
09	Manifestation Hearing	Per IDEA regulations
10	Teacher	
11	Behavior Manager	
12	Bus Driver	
13	Cafeteria Worker	
14	Custodian	
15	Guidance Counselor	
16	Intern	
17	Nurse	
18	Office Worker	
19	Paraprofessional	
20	Security	
21	Substitute Teacher	
22	Student	
23	School Psychologist	
24	Social Worker	
25	Parent or Guardian	
26	Police Officer	
27	Athletic Director/Coach	
28	Anonymous Tip	

TABLE K: Bullying		
Code	Response	Description
01	No	This is not a bullying incident
02	Yes – Protected Class	This is a bullying incident based on one of the following protected classes: Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics
03	Yes – Non-Protected Class	This is a bullying incident no based on one of the protected classes listed above.
NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.		

APPENDIX A – REPORTING ARRESTS

REPORTING ARRESTS

Example: A student is arrested for Drug Possession. How should you report the incident in the ED166?

NOTE: The same logic should be used for any arrest.

