CONNECTICUT STATE DEPARTMENT OF EDUCATION - ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION
SCHOOL YEAR 2018-2019

Report ① all incidents involving weapons, alcohol, or drugs, ② all serious offenses, ③ all bullying offenses, and ④ all offenses that result in a bus suspension, in-side school suspension, out-of-school suspension or expulsion. A list of serious offenses can be found on the ED166 help site (link at the bottom of this form). **All incidents must be reported electronically via the ED166 Student Disciplinary Offense application.**

STUDENT INFORMATION:

Name: _____ District Student ID: _____ SASID: ☐☐☐☐☐☐☐☐☐☐

The following information will be pulled from the students PSIS Active Roster record: DOB, Gender, Grade, Ethnicity, and Race.

OFFENSE INFORMATION:

Local Incident Number: _____ Offense Date: _____ Offense Time: _____

Bullying: ☐ No ☐ Yes – Protected Class ☐ Yes – Non-Protected Class (see TABLE K)

Incident Type 1: _____ (see TABLE C) Incident Type 2: _____ (see TABLE C)

☐ Weapons involved: _____ (see TABLE D)

☐ Substance involved: _____ (see TABLE E)

Location of Incident: _____ (see TABLE I)

Victim(s): ☐ Student ☐ Certified Staff ☐ Substitute Teacher ☐ Other Staff ☐ Non School

SANCTION INFORMATION:

		Primary	Secondary
Referring Party: _____ (see TABLE J)	Sanction Type: (see TABLE F)	_____	_____
Party Taking Action: _____ (see TABLE H)	Days Sanctioned: (.25 increments)	_____	_____
School Sponsored Activity? ☐ Yes ☐ No	Days Served: (.25 increments)	_____	_____
School-Based Arrest? ☐ Yes ☐ No	Days Served Next Year: (.25 increments)	_____	_____
	Ed. Provided: (see TABLE G)	_____	_____

Memo:

FREQUENTLY USED CODES (alphabetical order)

TABLE C: INCIDENT TYPE *	
3630	Attendance Policy Violation
1720	Battery/Assault
**	Bullying (A SEPARATE FIELD)
3671	Cell Phone Violation
3610	Disorderly Conduct
3628	Disruptive Behavior
3638	Dress Code Violation
3800	Drugs/Alcohol/Tobacco
3634	Failure to Attend Detention or ISS
1700	Fighting/Altercation/ Phys Aggression
1800	Harassment (Non-Sexual)
1900	Harassment (Sexual)
3627	Inappropriate Behavior
3601	Insubordination/ Disrespect
3648	Leaving Class Without Permission
3635	Leaving Grounds
3624	Obscene Language/Profanity
1710	Physical Altercation
3631	Skipping Class
3632	Tardiness
1410	Theft/Stealing
1810	Threat/Intimidation/ Verbal Hrssmnt
3611	Throwing Objects (minor)
3500	Vandalism
1711	Verbal Altercation
3700	Weapons

TABLE D: WEAPONS *	
3703	Box Cutter
3701	Knife - 2 ½ inches or greater
3702	Knife – Less than 2 ½ inches
3793	Lighter/Matches
3714	Pellet Gun
3704	Pencil/Pen

TABLE E: DRUGS *	
3803	Alcohol - Use
3811	Illegal Drug - Possession
3814	Illegal Drug - Distribution
3812	Illegal Drug - Use
3837	E-Cigarette/Vape Pen
3821	Prescription Medication - Possession
3830	Tobacco - Possession
3831	Tobacco - Use

TABLE F: SANCTION TYPE *	
1064	Detention – After School
1030	Bus - Suspension
1000	Expulsion
1020	In-School Suspension (ISS)
1063	Detention - Lunch
1062	Detention - Office
1010	Out-of-School Suspension (OSS)
1060	Detention - Saturday
1070	Conference - Student
1061	Warning Only

TABLE G: EDUCATION PROVIDED *	
1030	Assignments sent to ISS room
1000	Education not required to be reported
1033	Homework only
9998	No education provided
9997	Other education

TABLE H: PARTY TAKING ACTION *	
3	Dean of Students
5	Discipline Officer
7	Impartial Hearing Officer or Board
2	Principal
4	Vice Principal/Associate Principal

TABLE I: LOCATION OF INCIDENT *	
1	Cafeteria
5	Classroom
2	Hallway
16	Off-Campus/Off School Grounds
19	Other Location
21	Outside Building but on School Grounds
11	School Bus
22	Online

TABLE J: REFERRING PARTY *	
3	Dean of Students
2	Principal
20	Security
10	Teacher
4	Vice Principal/Associate Principal

*** Please note that this is a partial code list. For a complete list please visit https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site**

**** Bullying is a separate field. Please see Table K of the Record Layout for more information.**

Updated 11/2018