ED166 20 U.S.C. 1418(a) 20 U.S.C. 7117 20 U.S.C. 8921	CONNECTICUT STATE DEPARTMENT OF EDUCATION DISCIPLINARY OFFENSE RECORD SCHOOL YEAR 2017-2018 Report **all** incidents involving weapons, alcohol, or drugs; all serious offenses; and any 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: www.csde.state.ct.us/public/ed166. **All incidents must be reported electronically**.

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) ☐ School Sponsored Activity?

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)	_____	_____
	Days Served: (.25 increments)	_____	_____
☐ School Based Arrest *(only check if incident occurred on school property or at a school-sponsored event)*	Days Served Next Year: (.25 increments)	_____	_____
	Ed Provided: (see TABLE G)	_____	_____

Memo:

FREQUENTLY USED CODES (alphabetical order)

TABLE C: INCIDENT TYPE *		TABLE D: WEAPONS *		TABLE G: EDUCATION PROVIDED *	
3630	Attendance Policy	3703	Box Cutter	1030	Assignments sent to ISS room
1720	Battery/Assault	3701	Knife 2 ½ inches or greater	1000	Education not required to be reported
**	Bullying (NOW A SEPARATE FIELD)	3702	Knife smaller than 2 ½ inches	1033	Homework only
3671	Cell phone	3793	Lighter/Matches	9998	No education provided
3610	Disorderly Conduct	3714	Pellet/BB/Air Gun	9997	Other education
3628	Disruption/Disruptive Behavior	3704	Pencil/Pen	**TABLE H: PARTY TAKING ACTION ***	
3638	Dress Code Violation	3750	School Supplies	03	Dean of Students
3800	Drugs/Alcohol/Tobacco	**TABLE E: DRUGS ***		05	Discipline Officer
3634	failure to Attend Detention or ISS	3803	Alcohol Use	07	Impartial Hearing Officer or Board
1700	Fighting/Altercation/ Phys Aggression	3811	Drug Possession	02	Principal
1800	Harassment (Non-Sexual)	3814	Drug Sale/Intent to Sell/Distribution	04	Vice Principal/Associate Principal
1900	Harassment-Sexual	3812	Drug Use	**TABLE I: LOCATION OF INCIDENT ***	
3627	Inappropriate behavior	3821	Possession of Prescription Medication	01	Cafeteria
3601	Insubordination/ Disrespect	3830	Tobacco Possession	05	Classroom
3648	Leaving class without permission	3831	Tobacco Use	02	Hallway
3635	Leaving Grounds	**TABLE F: SANCTION TYPE ***		16	Off-Campus/Off School Grounds
3624	Obscene Language/Profanity	1064	After School Detention	22	Online
1710	Physical Altercation	1030	Bus Suspension	21	Outside Building but on School Grounds
3631	Skipping Class	1000	Expulsion	08	Parking Lot
3632	Tardiness	1020	In-School Suspension	11	School Bus
1410	Theft/Stealing	1063	Lunch Detention	**TABLE J: REFERRING PARTY ***	
1810	Threat/Intimidation/ Verbal Hrssmnt	1062	Office Detention	03	Dean of Students
3611	Throwing objects	1010	Out-of-School Suspension	02	Principal
3500	Vandalism	1060	Saturday School/Detention	20	Security
1711	Verbal Altercation	1070	Student Conference	10	Teacher
3700	Weapons	1061	Warning Only	04	Vice Principal/Associate Principal

*** Please note that this is a partial code list. For a complete list please visit www.csde.state.ct.us/public/ed166**

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

Updated 12/2017