CONNECTICUT STATE DEPARTMENT OF EDUCATION - ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION
SCHOOL YEAR 2019-2020

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 - Use
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 10/2019