

**CONNECTICUT STATE DEPARTMENT OF EDUCATION - ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION
SCHOOL YEAR 2020-2021**

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days Served: (.25 increments)	_____	_____
School-Based Arrest? <input type="checkbox"/> Yes <input type="checkbox"/> No	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 Violation	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 (A SEPARATE FIELD)	3702 Knife – Less than 2 ½ inches	1033 Homework only
3671 Cell Phone Violation	3793 Lighter/Matches	9998 No education provided
3610 Disorderly Conduct	3714 Pellet Gun	9997 Other education
3628 Disruptive Behavior	3704 Pencil/Pen	TABLE H: PARTY TAKING ACTION *
3638 Dress Code Violation	TABLE E: DRUGS *	3 Dean of Students
3800 Drugs/Alcohol/Tobacco	3803 Alcohol - Use	5 Discipline Officer
3634 Failure to Attend Detention or ISS	3811 Illegal Drug - Possession	7 Impartial Hearing Officer or Board
1700 Fighting/Altercation/ Phys Aggression	3814 Illegal Drug - Distribution	2 Principal
1800 Harassment (Non-Sexual)	3812 Illegal Drug - Use	4 Vice Principal/Associate Principal
1900 Harassment (Sexual)	3837 E-Cigarette/Vape Pen - Use	TABLE I: LOCATION OF INCIDENT *
3627 Inappropriate Behavior	3821 Prescription Medication - Possession	1 Cafeteria
3601 Insubordination/ Disrespect	3830 Tobacco - Possession	5 Classroom
3648 Leaving Class Without Permission	3831 Tobacco - Use	2 Hallway
3635 Leaving Grounds	TABLE F: SANCTION TYPE *	16 Off-Campus/Off School Grounds
3624 Obscene Language/Profanity	1064 Detention – After School	19 Other Location
1710 Physical Altercation	1030 Bus - Suspension	21 Outside Building but on School Grounds
3631 Skipping Class	1000 Expulsion	11 School Bus
3632 Tardiness	1020 In-School Suspension (ISS)	22 Online
1410 Theft/Stealing	1063 Detention - Lunch	TABLE J: REFERRING PARTY *
1810 Threat/Intimidation/ Verbal Hrsmnt	1062 Detention - Office	3 Dean of Students
3611 Throwing Objects (minor)	1010 Out-of-School Suspension (OSS)	2 Principal
3500 Vandalism	1060 Detention - Saturday	20 Security
1711 Verbal Altercation	1070 Conference - Student	10 Teacher
3700 Weapons	1061 Warning Only	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.