

**CONNECTICUT STATE DEPARTMENT OF EDUCATION - ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION
SCHOOL YEAR 2022-2023**

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)

<p>TABLE C: INCIDENT TYPE *</p> <p>3630 Attendance Policy Violation</p> <p>1720 Battery/Assault</p> <p>** Bullying (A SEPARATE FIELD)</p> <p>3671 Cell Phone Violation</p> <p>3610 Disorderly Conduct</p> <p>3628 Disruptive Behavior</p> <p>3638 Dress Code Violation</p> <p>3800 Drugs/Alcohol/Tobacco</p> <p>3634 Failure to Attend Detention or ISS</p> <p>1700 Fighting/Altercation/ Phys Aggression</p> <p>1800 Harassment (Non-Sexual)</p> <p>1900 Harassment (Sexual)</p> <p>3627 Inappropriate Behavior</p> <p>3601 Insubordination/ Disrespect</p> <p>3648 Leaving Class Without Permission</p> <p>3635 Leaving Grounds</p> <p>3624 Obscene Language/Profanity</p> <p>1710 Physical Altercation</p> <p>3631 Skipping Class</p> <p>3632 Tardiness</p> <p>1410 Theft/Stealing</p> <p>1810 Threat/Intimidation/ Verbal Hrrsmnt</p> <p>3611 Throwing Objects (minor)</p> <p>3500 Vandalism</p> <p>1711 Verbal Altercation</p> <p>3700 Weapons</p>	<p>TABLE D: WEAPONS *</p> <p>3703 Box Cutter</p> <p>3701 Knife - 2 ½ inches or greater</p> <p>3702 Knife – Less than 2 ½ inches</p> <p>3793 Lighter/Matches</p> <p>3714 Pellet Gun</p> <p>3704 Pencil/Pen</p> <p>TABLE E: DRUGS * (There are new marijuana codes)</p> <p>3803 Alcohol - Use</p> <p>3811 Illegal Drug - Possession</p> <p>3814 Illegal Drug - Distribution</p> <p>3812 Illegal Drug - Use</p> <p>3837 E-Cigarette/Vape Pen - Use</p> <p>3821 Prescription Medication - Possession</p> <p>3830 Tobacco - Possession</p> <p>3831 Tobacco - Use</p> <p>TABLE F: SANCTION TYPE *</p> <p>1064 Detention – After School</p> <p>1030 Bus - Suspension</p> <p>1000 Expulsion</p> <p>1020 In-School Suspension (ISS)</p> <p>1063 Detention - Lunch</p> <p>1062 Detention - Office</p> <p>1010 Out-of-School Suspension (OSS)</p> <p>1060 Detention - Saturday</p> <p>1070 Conference - Student</p> <p>1061 Warning Only</p>	<p>TABLE G: EDUCATION PROVIDED *</p> <p>1030 Assignments sent to ISS room</p> <p>1000 Education not required to be reported</p> <p>1033 Homework only</p> <p>9998 No education provided</p> <p>9997 Other education</p> <p>TABLE H: PARTY TAKING ACTION *</p> <p>3 Dean of Students</p> <p>5 Discipline Officer</p> <p>7 Impartial Hearing Officer or Board</p> <p>2 Principal</p> <p>4 Vice Principal/Associate Principal</p> <p>TABLE I: LOCATION OF INCIDENT *</p> <p>1 Cafeteria</p> <p>5 Classroom</p> <p>2 Hallway</p> <p>16 Off-Campus/Off School Grounds</p> <p>19 Other Location</p> <p>21 Outside Building but on School Grounds</p> <p>11 School Bus</p> <p>22 Online</p> <p>TABLE J: REFERRING PARTY *</p> <p>3 Dean of Students</p> <p>2 Principal</p> <p>20 Security</p> <p>10 Teacher</p> <p>4 Vice Principal/Associate Principal</p>
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* 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.