

2022-2023 ED166 DISCIPLINARY OFFENSE DATA SUBMISSION DATA COLLECTIONS RECORD LAYOUT (Version 2.2)

M=Mandatory O=Optional R=Recommended C=Conditional D=Disallowed

| | Field Name | Excel Column | Starting Position | Ending Position | Length | Requirement | Valid Values | When Mandatory |
|----|-----------------------------------|--------------|-------------------|-----------------|--------|-------------|---|--|
| 1 | State Assigned Student ID (SASID) | A | 1 | 10 | 10 | M | Numbers only | |
| 2 | Date of Birth | B | 11 | 18 | 8 | M | MMDDYYYY | |
| 3 | Reporting District | C | 19 | 21 | 3 | M | See Table B | |
| 4 | Facility Code | D | 22 | 28 | 7 | M | See Table A | |
| 5 | Local Incident Number | E | 29 | 34 | 6 | D | Alpha-numeric | |
| 6 | Date of Incident | F | 35 | 42 | 8 | M | MMDDYYYY | |
| 7 | Time of Incident | G | 43 | 48 | 6 | C | HHMM am/pm | If entering >1 incident in a day |
| 8 | Bullying | H | 49 | 50 | 2 | M | See Table K | |
| 9 | Incident Type - part 1 | I | 51 | 54 | 4 | M | See Table C | |
| 10 | Incident Type - part 2 | J | 55 | 58 | 4 | O | See Table C | |
| 11 | Weapon | K | 59 | 62 | 4 | C | See Table D | If a weapon is involved |
| 12 | Substance | L | 63 | 66 | 4 | C | See Table E | If a substance is involved |
| 13 | Victim - Other Student | M | 67 | 67 | 1 | C | "Y" or "N" | If an incident in Table L (page 3) is reported, or if Bullying = 2 or 3. |
| 14 | Victim - Certified Staff | N | 68 | 68 | 1 | C | "Y" or "N" | |
| 15 | Victim - Substitute Teacher | O | 69 | 69 | 1 | C | "Y" or "N" | |
| 16 | Victim - Other Staff | P | 70 | 70 | 1 | C | "Y" or "N" | |
| 17 | Victim - Non-School | Q | 71 | 71 | 1 | C | "Y" or "N" | |
| 18 | School-Based Arrest | R | 72 | 72 | 1 | M | "Y" or "N" | |
| 19 | Location of Incident | S | 73 | 74 | 2 | M | See Table I | |
| 20 | School Sponsored Activity | T | 75 | 75 | 1 | M | "Y" or "N" | |
| 21 | Sanction Type (part 1) | U | 76 | 79 | 4 | M | See Table F | |
| 22 | Education Provided (part 1) | V | 80 | 83 | 4 | C | See Table G | Conditional based on sanction |
| 23 | # of Days Sanctioned (part 1) | W | 84 | 90 | 7 | M | 0 to 220 in .25 increments | |
| 24 | # of Days Served (part 1) | X | 91 | 97 | 7 | M | 0 to 220 in .25 increments | |
| 25 | # of Days to Carryover (part 1) | Y | 98 | 104 | 7 | M | 0 to 220 in .25 increments | |
| 26 | Sanction Type (part 2) | Z | 105 | 108 | 4 | O | See Table F | |
| 27 | Education Provided (part 2) | AA | 109 | 112 | 4 | C | See Table G | If Sanction Type 2 is entered |
| 28 | # of Days Sanctioned (part 2) | AB | 113 | 119 | 7 | C | 0 to 220 in .25 increments | If Sanction Type 2 is entered |
| 29 | # of Days Served (part 2) | AC | 120 | 126 | 7 | C | 0 to 220 in .25 increments | If Sanction Type 2 is entered |
| 30 | # of Days to Carryover (part 2) | AD | 127 | 133 | 7 | C | 0 to 220 in .25 increments | If Sanction Type 2 is entered |
| 31 | Referring Party | AE | 134 | 135 | 2 | M | See Table J | |
| 32 | Party Taking Action | AF | 136 | 137 | 2 | M | See Table H | |
| 33 | Memo field | AG | 138 | 392 | 255 | O | Text up to 255 characters | |
| 34 | Incident Tracking Number (ITN) | AH | 393 | 402 | 10 | C | Numbers only | If updating record(s) via batch |
| 35 | District Student ID | AI | 403 | 422 | 20 | R | Characters and/or numbers | |
| 36 | Reserved Field | AJ | 423 | 472 | 50 | D | | |
| 37 | End of Record Marker | AK | 473 | 473 | 1 | M | The letter "X" must be included in this position to mark the end of each record | |

NOTE: The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Tab delimited files are also accepted. Please include a carriage return (cr) and line feed (lf) after each record regardless of format. All fields should be character fields.

M = Mandatory - If this field is not complete an error is generated.

O = Optional - The district has the option to report this field or leave it blank.

R = Recommended - We recommend that this field be reported, but the district has the option to or leave it blank.

C = Conditional - This field may be required depending upon your response to a related field.

D = Disallowed - The district may not report this field for this submission.

FIELD DESCRIPTIONS (in order of appearance in the record layout)

| | | |
|----------|--|--|
| M | State Assigned Student Identifier (SASID) | The unique ten-digit numeric code assigned to student in PSIS (Public School Information System) Registration. |
| M | Date of Birth | Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year. Note that this date must match PSIS Registration. |
| M | Reporting District | Three-digit code for the district the student is registered to in PSIS. This is your town code for: all students attending your schools; your students educated in private special education or residential facilities, including out-of-state and your students placed in municipal detention centers or day treatment facilities. For the purposes of this report, the American School for the Deaf is considered a private facility. For a list of Reporting District Codes, see Table B. |
| M | Facility Code | Seven-digit code of the school attended by the student <u>where the incident took place</u> . If the student attends two facilities and the incident did not occur in Facility 1 input 9990199. See the Facility Code section of this document for further instructions. For a list of Facility Codes visit https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site/Documentation to download. |
| D | Local Incident Number | This field was retired beginning with the 2014-2015 school year. A blank column should still be included in this position. |
| M | Date of Incident | The date the incident occurred using format MMDDYYYY. Be sure to use leading zeros for fixed-width files when coding the month (example: the Date of Incident of August 4, 2018 or 8/4/2018 would be reported as 08042018). |
| O | Time of Incident | Indicate the time the incident occurred using either standard (HHMM am/pm) or military time (HHMM). If standard time is supplied, you must include either am or pm (example: 1215 pm or 0830 am). Be sure to include the time if more than one incident is reported for a student in the same day. |
| M | Bullying | Repeated negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm (code 1810). All Bullying Incidents must be reported regardless of Sanction. Your LEA must indicate if a protected class was involved in the incident. For a list of Bullying Codes see Table K. |
| M | Incident Type | The type of incident committed by the student. The incident types and a brief description are provided in Table C. <ul style="list-style-type: none"> There are two fields for Incident Type (part 1 and 2). If more than one type of incident occurred <u>the same time</u>, please report both (example: a student was fighting while under the influence alcohol). |
| C | Weapon | A weapon is any object that is designed, converted, or used to cause harm an individual or individuals. A weapon offense may involve possession, use, and/or sale of an item. If a weapon is used in combination with another offense, indicate the offense that was committed in one of the "Incident Type" fields (example: battery), and use the "Weapon" field to report the weapon that was used in that incident. All Weapons Incidents must be reported regardless of Sanction. For a list of Weapon Codes see Table D. |
| C | Substance | A substance offense is possession, use or distribution of tobacco products, illegal drugs, over the counter medication, prescription medication, and/or alcohol. If a substance was involved in combination with another offense, indicate the offense that was committed in the "Incident Type" fields (example: sexual battery) and use the "Substance" field to report the type of drugs or alcohol involvement in the incident. All incidents involving a Substance must be reported regardless of Sanction. For a list of Substance Codes see Table E. |

| | | |
|----------|---------------|---|
| C | Victim | <p>There are five victim fields. Each field requires a response of “Y” for yes or “N” for no. For offenses involving more than one victim type, include all applicable types.</p> <p>Other Student – Any student enrolled in a public or private school.</p> <p>Certified Staff – A certified staff member such as a Teacher, Counselor, Psychologist, Administrator, etc.</p> <p>Substitute Teacher – A short- or long-term substitute teacher.</p> <p>Other Staff – Any other staff member including Paraprofessionals, Support Staff, Cafeteria Workers, Custodial Staff, Bus Driver, etc.</p> <p>Non-School – An individual not employed by or attending the school, such as a Parent, Volunteer, Contractor, Non-Student Youth, etc.</p> |
|----------|---------------|---|

The following Incident Types require “Y” for at least one Victim field:

TABLE L: Incidents Requiring a Victim Type

| Code | Name | Code | Name |
|------|--|------|---|
| 1420 | Robbery | 1822 | Foreign Substance in Food/Drink - Illegal Drugs |
| 1700 | Fighting/altercation/physical aggression | 1823 | Foreign Substance in Food/Drink - Other (Dirt, Clay, Crayons, etc.) |
| 1720 | Battery/Assault | 1824 | Foreign Substance Onto a Person |
| 1730 | Throwing an Object | 1825 | Intentionally Endangering an Individual(s) |
| 1740 | Serious disorderly conduct | 1900 | Harassment (Sexual) |
| 1800 | Harassment (Non-Sexual) | 1910 | Sexual Battery |
| 1810 | Threat/Intimidation/Verbal Harassment | 1920 | Sexual Offense |
| 1813 | Hazing | 2000 | Homicide |
| 1814 | Teasing | 2100 | Stabbing |
| 1817 | Threats of Bodily Harm | 2200 | Blackmail |
| 1818 | Physical Intimidation | 2300 | Kidnapping (Abduction) |
| 1820 | Foreign Substance in Food/Drink - Bodily Secretions (Feces, Urine, Etc.) | 3510 | Destruction of Personal Property |
| 1821 | Foreign Substance in Food/Drink - Prescription Medications | | |

If the Bullying field has a value of 02 or 03 you must indicate “yes” for at least one Victim field regardless of Incident Type.

| | | |
|----------|-----------------------------|--|
| M | School-Based Arrest | Report if a School-Based Arrest occurred. PA 15-168 defines School-Based Arrests as arrests for conduct that occurred on school property or at a school-sponsored event . If you are unsure how or if to report an arrest, please see Appendix A. |
| M | Location of Incident | The location where the incident occurred. Locations are categorized as on or off school grounds. School grounds includes the school building and immediate grounds, school transportation (buses), stadiums/gymnasiums and other facilities. If a student is involved in an incident that occurs at a school-sponsored event off campus, it must be reported. For a list of Locations see Table I. |
| M | School Sponsored | Indicate if the incident occurred at a school sponsored activity regardless of the location. If an incident took place at another school during a sports activity, or during a field trip it is considered school sponsored. Incidents that took place in the school or on school grounds during the regular school day are considered school sponsored. |
| M | Education Provided | Report the type of education the student received during their sanction. Education provided must be included if one of the following Sanctions is reported for the record: 1000 - Expulsion 1001 - Suspended Out-of-School Pending Expulsion Hearing 1002 - Expulsion Reinstated 1005 - Suspended Out-of-School Pending Investigation 1010 - Out-of-School Suspension 1020 - In-School Suspension For a list of Education Provided codes see Table G. |

| There are two fields available for Sanction Type, Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover so districts can report all the details tied to a single incident. Part 1 of each field is mandatory; Part 2 conditional. See Appendix B for more information on using these fields. | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|--|-------|------------|--|------|-----------------------------|-------------|------|-----------------------------|------|-----------------------------|-------------|------|-----------------------------|---|--|--|
| M/C | Sanction Type (part 1 and 2) | The type of discipline the student received for the offense. If two types of discipline occurred, use both Sanction Type – Part 1 and Sanction Type – Part 2 fields. Note that Sanction Type – Part 1 cannot be the same value as Sanction Type – Part 2. For a list of Sanction codes see Table F. | | | | | | | | | | | | | | | | | | | |
| M/C | Number of Days Sanctioned (part 1 and 2) | Report the number of days the student is sanctioned for their offense. Days can be reported in increments of .25 (see table on the next page). Number of Days Sanctioned - Part 2 must be completed only if Sanction Type – Part 2 is completed. | | | | | | | | | | | | | | | | | | | |
| M/C | Number of Days Served (part 1 and 2) - | Report the number of days the student served for their offense. Days can be reported in increments of .25 (see table on the next page). Number of Days Served - Part 2 must be completed only if Sanction Type – Part 2 is completed. | | | | | | | | | | | | | | | | | | | |
| M/C | Number of Days to Carryover (part 1 and 2) | If a student's sanction will be carried over to the next school year, indicate the number of days to be served next year. Number of Days to Carryover- Part 2 must be completed only if Sanction Type – Part 2 is completed. | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <tr> <td colspan="3">The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:</td> </tr> <tr> <th>Value</th> <th>Definition</th> <th></th> </tr> <tr> <td>0.25</td> <td>0.00 – 0.25 of a school day</td> <td rowspan="2"><90 minutes</td> </tr> <tr> <td>0.50</td> <td>0.26 – 0.50 of a school day</td> </tr> <tr> <td>0.75</td> <td>0.51 – 0.75 of a school day</td> <td rowspan="2">≥90 minutes</td> </tr> <tr> <td>1.00</td> <td>0.76 – 1.00 of a school day</td> </tr> <tr> <td colspan="3">* By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1065 cannot be used for sanction lengths of .75 and above.</td> </tr> </table> | The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25: | | | Value | Definition | | 0.25 | 0.00 – 0.25 of a school day | <90 minutes | 0.50 | 0.26 – 0.50 of a school day | 0.75 | 0.51 – 0.75 of a school day | ≥90 minutes | 1.00 | 0.76 – 1.00 of a school day | * By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1065 cannot be used for sanction lengths of .75 and above. | | |
| The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25: | | | | | | | | | | | | | | | | | | | | | |
| Value | Definition | | | | | | | | | | | | | | | | | | | | |
| 0.25 | 0.00 – 0.25 of a school day | <90 minutes | | | | | | | | | | | | | | | | | | | |
| 0.50 | 0.26 – 0.50 of a school day | | | | | | | | | | | | | | | | | | | | |
| 0.75 | 0.51 – 0.75 of a school day | ≥90 minutes | | | | | | | | | | | | | | | | | | | |
| 1.00 | 0.76 – 1.00 of a school day | | | | | | | | | | | | | | | | | | | | |
| * By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1065 cannot be used for sanction lengths of .75 and above. | | | | | | | | | | | | | | | | | | | | | |
| M | Referring Party | Report the classification of the person reporting the incident. For a list of Referring Party codes see Table J. | | | | | | | | | | | | | | | | | | | |
| M | Party taking Action | Report the classification of the party responsible for determining the sanction. If multiple sanctions were given by multiple parties report the party associated with the highest level of sanction. For a list of Party Taking Action codes see Table H. | | | | | | | | | | | | | | | | | | | |
| O | Memo | Include any details your LEA wants to provide. Note that this field is not be used by SDE for analysis. | | | | | | | | | | | | | | | | | | | |
| C | Incident Tracking Number (ITN) – | This is the unique tracking number assigned to the incident by CSDE in the ED166 Application. LEA's who wish to update existing ED166 records via a batch must include this number. This field is disallowed for new incidents and is mandatory when modifying existing incidents through a batch process. Please note, districts may update records using the individual edit function without importing this tracking number into their local student information system. | | | | | | | | | | | | | | | | | | | |
| R | District Student ID | The Local ID number generated by your LEA. Some districts choose to include this number to identify their students more easily. This field is optional. | | | | | | | | | | | | | | | | | | | |
| D | Reserved Field | This field is a placeholder for a new field if/when needed. | | | | | | | | | | | | | | | | | | | |
| M | End of Record Marker | The letter "X" must be included in this position to mark the end of each record. | | | | | | | | | | | | | | | | | | | |

CODE TABLES

The following code tables are also available for download at <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site/Documentation>. Due to the length of the Facility Code list (Table A) please visit the Help Site to download or view the codes.

| TABLE B: Reporting Districts | | | | | | | |
|------------------------------|---------------|-----|------------------|-----|---------------|-----|-------------------------|
| LEA | TOWN | LEA | TOWN | LEA | TOWN | LEA | TOWN |
| 001 | Andover | 057 | Greenwich | 116 | Putnam | 204 | Region 4 |
| 002 | Ansonia | 058 | Griswold | 117 | Redding | 205 | Region 5 |
| 003 | Ashford | 059 | Groton | 118 | Ridgefield | 206 | Region 6 |
| 004 | Avon | 060 | Guilford | 119 | Rocky Hill | 207 | Region 7 |
| 005 | Barkhamsted | 062 | Hamden | 121 | Salem | 208 | Region 8 |
| 007 | Berlin | 063 | Hampton | 122 | Salisbury | 209 | Region 9 |
| 008 | Bethany | 064 | Hartford | 123 | Scotland | 210 | Region 10 |
| 009 | Bethel | 065 | Hartland | 124 | Seymour | 211 | Region 11 |
| 011 | Bloomfield | 067 | Hebron | 125 | Sharon | 212 | Region 12 |
| 012 | Bolton | 068 | Kent | 126 | Shelton | 213 | Region 13 |
| 013 | Bozrah | 069 | Killingly | 127 | Sherman | 214 | Region 14 |
| 014 | Branford | 071 | Lebanon | 128 | Simsbury | 215 | Region 15 |
| 015 | Bridgeport | 072 | Ledyard | 129 | Somers | 216 | Region 16 |
| 017 | Bristol | 073 | Lisbon | 131 | Southington | 217 | Region 17 |
| 018 | Brookfield | 074 | Litchfield | 132 | South Windsor | 218 | Region 18 |
| 019 | Brooklyn | 076 | Madison | 133 | Sprague | 219 | Region 19 |
| 021 | Canaan | 077 | Manchester | 134 | Stafford | 231 | Goodwin Uni Ed Services |
| 022 | Canterbury | 078 | Mansfield | 135 | Stamford | 241 | CREC |
| 023 | Canton | 079 | Marlborough | 136 | Sterling | 242 | EdAdvance |
| 024 | Chaplin | 080 | Meriden | 137 | Stonington | 243 | CES |
| 025 | Cheshire | 083 | Middletown | 138 | Stratford | 244 | ACES |
| 026 | Chester | 084 | Milford | 139 | Suffield | 245 | LEARN |
| 027 | Clinton | 085 | Monroe | 140 | Thomaston | 253 | EASTCONN |
| 028 | Colchester | 086 | Montville | 141 | Thompson | 261 | Jumoke |
| 029 | Colebrook | 088 | Naugatuck | 142 | Tolland | 263 | Odyssey |
| 030 | Columbia | 089 | New Britain | 143 | Torrington | 264 | Integrated Day |
| 031 | Cornwall | 090 | New Canaan | 144 | Trumbull | 265 | ISAAC |
| 032 | Coventry | 091 | New Fairfield | 145 | Union | 268 | Common Ground |
| 033 | Cromwell | 092 | New Hartford | 146 | Vernon | 269 | Bridge Academy |
| 034 | Danbury | 093 | New Haven | 147 | Voluntown | 270 | Side by Side |
| 035 | Darien | 094 | Newington | 148 | Wallingford | 272 | Explorations |
| 036 | Deep River | 095 | New London | 151 | Waterbury | 279 | Amistad |
| 037 | Derby | 096 | New Milford | 152 | Waterford | 280 | New Beginnings |
| 039 | Eastford | 097 | Newtown | 153 | Watertown | 283 | Park City Prep |
| 040 | East Granby | 098 | Norfolk | 154 | Westbrook | 285 | A.F. Bridgeport |
| 041 | East Haddam | 099 | North Branford | 155 | West Hartford | 286 | Highville |
| 042 | East Hampton | 100 | North Canaan | 156 | West Haven | 288 | A.F. Hartford |
| 043 | East Hartford | 101 | North Haven | 157 | Weston | 289 | Elm City College Prep |
| 044 | East Haven | 102 | North Stonington | 158 | Westport | 290 | Brass City |
| 045 | East Lyme | 103 | Norwalk | 159 | Wethersfield | 291 | Elm City Montessori |
| 046 | Easton | 104 | Norwich | 160 | Willington | 294 | Great Oaks Charter |
| 047 | East Windsor | 106 | Old Saybrook | 161 | Wilton | 295 | Booker T. Washington |
| 048 | Ellington | 107 | Orange | 162 | Winchester | 296 | Stamford Charter for Ex |
| 049 | Enfield | 108 | Oxford | 163 | Windham | 297 | Capital Prep Harbor |
| 050 | Essex | 109 | Plainfield | 164 | Windsor | 337 | DMHAS |
| 051 | Fairfield | 110 | Plainville | 165 | Windsor Locks | 347 | Unified School Dist 2 |
| 052 | Farmington | 111 | Plymouth | 166 | Wolcott | 900 | CTECS |
| 053 | Franklin | 112 | Pomfret | 167 | Woodbridge | 901 | Norwich Free Academy |
| 054 | Glastonbury | 113 | Portland | 169 | Woodstock | 902 | The Gilbert School |
| 056 | Granby | 114 | Preston | 201 | Region 1 | 903 | Woodstock Academy |

| TABLE C: Incident Type | | | | |
|--|--|--|---------------------------|--------------------------------------|
| Code | Name | Description | Other ¹ | OK Under PK-2 Law² |
| Fighting/Battery | | | | |
| 1700 | Fighting/altercation/physical aggression | Participation in an incident that involved a physical confrontation in which one or more participants received a minor physical injury. A minor injury is one that does not require professional medical attention, such as a scrape on the body, knee, or elbow; and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required. This code can also be used in when one person strikes another (causing a minor injury) and the incident is ended prior to the other participant retaliating. | [SERIOUS] [VICTIM] | YES |
| 1720 | Battery/assault | Striking another person with the intent of causing serious bodily harm to the individual. Example: a physical attack on an individual resulting in an injury requiring any type of medical attention. Use this code for bites that break the skin. | [SERIOUS] [VICTIM] | YES |
| 1740 | Serious disorderly conduct | Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process. | [SERIOUS] [VICTIM] | YES |
| Personally Threatening Behavior | | | | |
| 1800 | Harassment (Non-Sexual) | Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment. | [SERIOUS] [VICTIM] | YES |
| 1810 | Threat/intimidation/verbal harassment | Physical, verbal, written, or electronic communication (without physically displaying a weapon and without a physical attack) which results in fear of harm. Use code 1817 if police are contacted or a weapon is involved. | [SERIOUS] [VICTIM] | YES |
| 1811 | Racial slurs/hate crimes | An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability. If the incident is not directed at a particular individual do not include a victim. | [SERIOUS] | YES |
| *** Bullying (formerly 1812) is no longer an Incident Type. If you are reporting a bullying incident use the Bullying field. *** | | | | |
| 1813 | Hazing | The imposition of strenuous and/or humiliating tasks as part of an initiation. | [SERIOUS] [VICTIM] | YES |
| 1814 | Teasing | Making fun of, or attempting to provoke a person in a playful way. | [VICTIM] | NO |
| 1817 | Threats of bodily harm | Similar to Incident Type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats. | [SERIOUS] [VICTIM] | YES |
| 1818 | Physical intimidation | Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.). | [VICTIM] | YES |
| Physical/Verbal Confrontation | | | | |
| 1710 | Physical altercation | Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries), and the altercation is broken up prior to the other participant retaliating. | [SERIOUS] | YES |
| 1711 | Verbal altercation | Participation in an incident involving a verbal confrontation (shouting match, yelling etc.). | [SERIOUS] | NO |
| 1712 | Inciting a fight/riot | Causing or instigating a fight or riot. | [SERIOUS] | YES |
| 1713 | Accessory to fight | Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight). | | NO |
| 1730 | Throwing an object (serious) | Indicate the type of object thrown in the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 3611 (listed under School Policy Violations). | [SERIOUS] [VICTIM] | YES |
| 1750 | Gang activity | Any misbehavior deemed gang related. | | YES |
| 1760 | Breach of peace | Any misbehavior which results in unrest or disturbance of the learning environment. | | NO |
| 2310 | Transporting students off school ground | Transporting students off school grounds without the consent of his/her custodial parent(s), legal guardian, or school authorization. | | YES |
| ¹ KEY: [SERIOUS] = Incident must be reported regardless of Sanction [VICTIM]=Requires a Victim to be reported | | | | |
| ² See Appendix C for more information on CGS 10-233c.(g). | | | | |

TABLE C: Incident Type (continued)

| Code | Name | Description | Other ¹ | OK Under PK-2 Law ² |
|---------------------------------|---|--|-----------------------|--------------------------------|
| Property Damage | | | | |
| 1100 | Arson | For this report arson (Sec. 53a-111, 112, & 113) as the reckless destruction or damage to a building or other school property by intentionally starting a fire or causing an explosion. When fireworks or other incendiary devices are a contributing factor, then the weapon type used must be reported. | [SERIOUS] | YES |
| 1110 | Reckless burning | Reckless burning (See Sec. 53a-114.) A person is guilty of reckless burning when he intentionally starts a fire or causes an explosion, and thereby recklessly places a building in danger of destruction or damage. Lighting paper on fire, a garbage can fire, setting a person's personal property on fire etc. | | YES |
| 3500 | Vandalism | Willful destruction or defacement of school property (destroying school computers, carving a desk, spray painting walls, damaging vehicles, etc.). | [SERIOUS] | NO |
| 3510 | Destruction of personal property | The destruction of personal property (clothing, backpack, etc.). | [SERIOUS] [VICTIM] | NO |
| School Policy Violations | | | | |
| 3600 | Policy Violation - Arrest | An out-of-school incident occurred resulting in the student's arrest. The student has now been sanctioned due to the arrest per local school district policy. If the Incident Type = 3600 then the School Based Arrest field must be N. | | YES |
| 3601 | Insubordination/disrespect | Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situation in which a student is disobedient. | | NO |
| 3602 | Mask Violation | Violation of school/district policy. | | NO |
| 3604 | Cheating | Obtaining, or attempting to obtain, credit for work via dishonest or deceptive means. (Cheating on a test, homework, etc.) | | NO |
| 3605 | Forgery | Fraudulently creating or altering a document (test, report card, etc.) | | NO |
| 3606 | Plagiarism | Stealing and passing off work as one's own without properly crediting the source. | | NO |
| 3607 | Grade tampering | Unauthorized change of grades. | | NO |
| 3610 | Disorderly Conduct | Any behavior that seriously disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment. For Disruptive Behavior see incident code 3628. For Breach of Peace, see code 1760. | | NO |
| 3611 | Throwing Objects | Victimless incident in which student propels an object (a rubber band, paper, etc.). If the offense was serious, use code 1730 - Physical/Verbal Confrontations. | | NO |
| 3612 | Motor vehicle infraction | Violation of school/district motor vehicle rules. | | NO |
| 3620 | Obscene behavior | Any behavior that is offensive to morality or decency (lewd behavior, indecent exposure, mooning, etc.). | | YES |
| 3621 | Obscene gestures | A movement or positioning of the body that is offensive or vulgar. | | NO |
| 3622 | Obscene/inappropriate written messages or content | Any communication that is offensive or indecent. This includes written and electronic communication (texts, videos, photos, content may have occurred in person or posted on TikTok, Snapchat, YouTube, etc.). | | NO |
| 3623 | Displays of affection | A physical act of intimacy (kissing, etc.). | | YES |
| 3624 | Obscene language/profanity | Offensive or indecent language. | | NO |
| 3625 | Pornography | Possession or distribution of printed or electronic material of a sexual nature. | | YES |
| 3626 | Spitting | Ejecting saliva forcefully from one's mouth. | | NO |
| 3627 | Inappropriate behavior | Horseplay, play fighting, playing cards (use code 3660 for Gambling). | | NO |
| 3628 | Disruptive behavior | Disruption of class; in the hallway, cafeteria, or any other area of the school. | | NO |
| 3629 | Risk of injury | Behavior that potentially could result in injury; pranks may fall into this category. | | YES |
| 3630 | Attendance policy violation | Violation of state, school or district policy related to attendance. | | NO |
| 3631 | Skipping class | As defined by LEA policy. | | NO |
| 3632 | Tardiness | As defined by LEA policy. | | NO |
| 3633 | Truancy | As defined by LEA policy. | | NO |
| 3634 | Failure to Attend Det or ISS | As defined by LEA policy. | | NO |
| 3635 | Leaving school grounds | As defined by LEA policy. | | NO |
| 3636 | Loitering | As defined by LEA policy. | | NO |

¹ KEY: [SERIOUS] = Incident must be reported regardless of Sanction | [VICTIM]=Requires a Victim to be reported

² See Appendix C for more information on CGS 10-233c.(g).

| TABLE C: Incident Type (continued) | | | | |
|--|--|--|---------------------------|--------------------------------------|
| Code | Name | Description | Other ¹ | OK Under PK-2 Law² |
| School Policy Violations (continued) | | | | |
| 3638 | Dress code violation | As defined by LEA policy. | | NO |
| 3639 | Trespassing | As defined by LEA policy. | | NO |
| 3640 | Poor Grades | Accumulation of zeros or other unacceptable grades. | | NO |
| 3641 | Presence in an unauthorized area | Being in an unauthorized area. | | NO |
| 3642 | Refusal to identify | Refusal to provide student identification/ID Badge. | | NO |
| 3643 | Accumulation of suspensions | As defined by LEA policy. | | NO |
| 3644 | Accumulation of detentions | As defined by LEA policy. | | NO |
| 3645 | Accumulation of demerits | Accumulation of demerits. | | NO |
| 3646 | Behavioral referrals | Behavioral referrals. | | NO |
| 3647 | Removal from class | Removal from class. | | NO |
| 3648 | Leaving class without permission | Leaving class without permission. | | NO |
| 3649 | Safety code violations | Safety code violations. | | NO |
| 3650 | False fire alarm | In accordance with school policy. | | YES |
| 3651 | Calling 911 | In accordance with school policy. | | NO |
| 3652 | Harassing/prank phone call | Harassing/prank phone call. | | NO |
| 3653 | False information/lying | False information/lying. | | NO |
| 3654 | Inappropriate sales | Inappropriate sale of snacks, or other materials (does not include drugs, prescription drugs, stolen property, or other contraband). | | NO |
| 3655 | Littering | Littering | | NO |
| 3660 | Gambling | Playing a game of chance for money (cards, dice, sports pools, etc.). | | NO |
| 3670 | Unauthorized use of computers | Violation of technology policy: unauthorized use of computers. | | NO |
| 3671 | Cell phone violation | Violation of technology policy: Possession/use of cell phone | | NO |
| 3672 | Handheld gaming device | Violation of technology policy: Possession/use of handheld gaming device | | NO |
| 3673 | Electronic music device | Violation of technology policy: Possession/use of electronic music device (MP3 player, iPod, etc.) | | NO |
| 3674 | Inappropriate Recording | Inappropriately recording individuals. | | NO |
| 3675 | Camera possession/use | Violation of technology policy: Possession/use of a camera | | NO |
| 3680 | Eating in unauthorized area | Eating in unauthorized area | | NO |
| 3681 | Pulling chair out from beneath an individual | Pulling chair out from beneath an individual | | NO |
| 3682 | Public urination | Public urination | | NO |
| 3683 | Sleeping in class | Sleeping in class | | NO |
| 3685 | Misuse of hall pass | Misuse of hall pass | | NO |
| 3686 | Failure to return school documents | Progress reports, parent letters | | NO |
| 3687 | Unprepared for class | Unprepared for class | | NO |
| 3688 | Failure to comply with agreement/behavior plan | Failure to comply with agreement/behavior plan | | NO |
| 3689 | Excessive talking | Excessive talking | | NO |
| 3690 | Failure to complete assigned work | Failure to complete assigned work | | NO |
| ¹ KEY: [SERIOUS] = Incident must be reported regardless of Sanction [VICTIM]=Requires a Victim to be reported | | | | |
| ² See Appendix C for more information on CGS 10-233c.(g). | | | | |

| TABLE C: Incident Type (continued) | | | | |
|--|--|---|---------------------------|--------------------------------------|
| Code | Name | Description | Other ¹ | OK Under PK-2 Law² |
| Theft/Theft Related Behaviors | | | | |
| 1400 | Burglary/breaking and entering | Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime. | [SERIOUS] | YES |
| 1410 | Theft/stealing | The unlawful taking of property belonging to another person without threat of bodily harm or violence. For example, electronic theft or taking a pocket organizer from another student's open locker. Consider coding theft of low value items (pencil, notebook) as 3627- Inappropriate behavior. Note: The difference between theft and burglary is that theft does not involve breaking and entering and no victim is present. | [SERIOUS] | NO |
| 1411 | Suspicion of stealing | Suspicion of stealing | | NO |
| 1420 | Robbery | The taking or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances using force, fear or the threat of violence. For example, threatening to beat up a student if he does not give up his lunch money. Note: The difference between robbery and theft is that in a robbery, the victim is present and there is either the threat of or actual physical harm. | [SERIOUS] [VICTIM] | YES |
| 1430 | Possession of stolen property | Possession of stolen property. | | NO |
| 1431 | Sale or intent to sell stolen property | Sale or intent to sell stolen property. | | NO |
| 2800 | Counterfeiting | Possession of counterfeit currency with the intent to distribute/use. The police/security personnel must be involved. | | NO |
| 2801 | Possession of counterfeit currency | Possessing counterfeit bills. The police/security personnel must be involved. | | NO |
| Sexually Related Behavior | | | | |
| 1900 | Harassment (Sexual) | Inappropriate and unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. For example, leering, pinching, grabbing, suggestive comments, gestures, or jokes; or pressure to engage in sexual activity. | [SERIOUS] [VICTIM] | YES |
| 1901 | Image-Based Sexual Abuse | Non-consensual distribution, or threat of distribution, of media that is explicit with the intent to emotionally harm or retaliate against an individual. The item may have previously been shared consensually. Be sure to follow age-appropriate protocol. | [SERIOUS] [VICTIM] | YES |
| 1910 | Sexual battery | Oral, anal, or vaginal penetration forcibly or against the will of a person or where the victim is incapable of giving consent. Sexual contact forcibly and/or against the will of a person or where the victim is incapable of giving consents because of his/her youth and/or mental incapacity. For example, rape, fondling, indecent liberties, child molestation, sodomy, or statutory rape. | [SERIOUS] [VICTIM] | YES |
| 1920 | Sexual offense | Sexual intercourse, sexual contact, or other behavior intended to result in mutual sexual gratification. There is no force or the threat of force. Fondling or oral sexual contact are examples. | [SERIOUS] [VICTIM] | YES |
| Violent Crimes Against Persons | | | | |
| 1820 | Foreign substance in food/drink - bodily secretions (feces, urine, etc.) | Intentionally placing a foreign substance in a person's food or drink that could seriously harm the individual. | [VICTIM] | YES |
| 1821 | Foreign substance in food/drink - prescription medications | Intentionally placing a foreign substance in a person's food or drink that could seriously harm the individual. | [VICTIM] | YES |
| 1822 | Foreign substance in food/drink - illegal drugs | Intentionally placing a foreign substance in a person's food or drink that could seriously harm the individual. | [VICTIM] | YES |
| 1823 | Foreign substance in food/drink - other (dirt, clay, crayons, etc.) | Intentionally placing a foreign substance in a person's food or drink that could harm the individual. | [VICTIM] | YES |
| ¹ KEY: [SERIOUS] = Incident must be reported regardless of Sanction [VICTIM]=Requires a Victim to be reported | | | | |
| ² See Appendix C for more information on CGS 10-233c.(g). | | | | |

| TABLE C: Incident Type (continued) | | | | |
|--|--|--|-----------------------|--------------------------------|
| Code | Name | Description | Other ¹ | OK Under PK-2 Law ² |
| Violent Crimes Against Persons (continued) | | | | |
| 1824 | Foreign substance onto a person | Spraying or otherwise placing a foreign substance on a person with the intent of causing harm or making a person uncomfortable (e.g., itching powder; spraying mouthwash into persons face; placing gum or other substance into hair) | [VICTIM] | YES |
| 1825 | Intentionally endangering an individual(s) | The intentional cause of immediate danger to persons or person such as placing them in contact with a caustic substance (latex gloves, peanuts, etc.). | [VICTIM] | YES |
| 2000 | Homicide | Murder or manslaughter. | [SERIOUS] [VICTIM] | YES |
| 2050 | Attempted suicide | Requiring psychiatric evaluation; sanction must be consistent with incident. | | YES |
| 2060 | Self-injurious behavior | Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident. | | YES |
| 2061 | Psychotic episode | Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident. | | YES |
| 2062 | Psychotic break | Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident. | | YES |
| 2100 | Stabbing | The intentional puncturing of the skin using some type of sharp instrument. The type of weapon used (knife, pencil/pen) must be indicated. | [SERIOUS] [VICTIM] | YES |
| 2200 | Blackmail | The extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior. Law enforcement must be notified. | [SERIOUS] [VICTIM] | NO |
| 2300 | Kidnapping (abduction) | To seize, transport, and/or detain a person or a minor against their will either by force or fraud (taking a hostage, leaving school grounds without permission with a minor). | [SERIOUS] [VICTIM] | YES |
| 2700 | School threat/bomb threat | Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building, property, or harm to students and/or staff (bomb threat, chemical/biological threat, terror threat). Police/security personnel must be involved. | [SERIOUS] | YES |
| Weapons | | | | |
| 3700 | Weapon only | Use this code to report a weapon-related offense. | [SERIOUS] | NO |
| Drugs | | | | |
| 3800 | Drugs/alcohol/tobacco only | Use this code to report a substance-related offense. | [SERIOUS] | NO |
| ¹ KEY: [SERIOUS] = Incident must be reported regardless of Sanction [VICTIM]=Requires a Victim to be reported | | | | |
| ² See Appendix C for more information on CGS 10-233c.(g). | | | | |

| TABLE D: Weapon Involvement | | | | |
|--|-------------------------------|--|--|--------------------------------|
| Code | Weapon Type | Additional Information | | OK Under PK-2 Law ¹ |
| 0000 | None | No weapon involved. | | NO |
| Knives and Bladed Objects | | | | |
| 3701 | Knife - 2 ½ Inches or Greater | Steak knife, hunting knife, etc. | | YES |
| 3702 | Knife - Less than 2 ½ Inches | Pen knife, scout knife, etc. | | YES |
| 3703 | Box Cutter | A small tool that is made for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of its case. | | YES |
| 3780 | Butter knife | A blunt knife made of metal. Use 3701 for a steak knife. | | YES |
| 3781 | Plastic knife | A knife made of plastic. | | NO |
| 3782 | Switch Blade | A knife that has a blade that springs out when a button is pressed. | | YES |
| 3705 | Razor Blade | A thin sharp-edged piece of steel that can be fitted into a razor. | | YES |
| 3708 | Sword/machete/long knife | A large knife with a wide blade. | | YES |
| 3710 | Shank | Homemade weapon/knife. | | YES |
| 3755 | Axe | An object with a handle and blade on one end such as an axe, tomahawk, or hatchet. | | YES |
| ¹ See Appendix C for more information on CGS 10-233c.(g). | | | | |

TABLE D: Weapon Involvement (continued)

| Code | Weapon Type | Additional Information | OK Under PK-2 Law ²¹ |
|---|---|---|---------------------------------|
| Guns of Any Type and Related Items | | | |
| 3711 | Handgun* | Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol. | YES |
| 3712 | Rifle/Shotgun* | A gun that has a long barrel. | YES |
| 3713 | Toy Gun | Any type of toy gun including water guns and cap guns. | NO |
| 3714 | Pellet Gun | Any type of air gun including pellet and BB guns as well as homemade blow guns or pea shooters. | YES |
| 3717 | Stun Gun | A hand-held weapon that fires an electric charge when held against a person and activated. | YES |
| 3718 | Paint Gun | An air gun for firing paint capsules. | YES |
| 3719 | Facsimile of Gun | Facsimile of gun. | NO |
| 3744 | Nail Gun | A mechanical device for driving nails into an object by the force of compressed air. | YES |
| 3751 | Flare gun | A gun used to launch flares. | YES |
| 3716 | Ammunition | Any bullet or bullet-like object that can be fired from a weapon. | YES |
| *Requires an expulsion hearing | | | |
| Explosives/Incendiary Devices | | | |
| 3720 | Explosive Devices* | Pipe bomb; chemical bomb or other types of explosive devices meant to kill or harm. | YES |
| 3721 | Stink Bomb/Smoke Bomb | A small bomb made to emit a foul smell or smoke on exploding. | NO |
| 3722 | Fireworks/Firecrackers | A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework. | YES |
| 3723 | Facsimile of Bomb | Facsimile of a bomb. | YES |
| 3724 | Flame Thrower | Homemade flame thrower, such as an aerosol can and flame. | YES |
| 3793 | Lighter/matches | A device used to produce a flame. If reported as smoking paraphernalia use code 3835 in the Substance field instead. | YES |
| *Requires an expulsion hearing | | | |
| Projectiles and Related Items | | | |
| 3715 | Slingshot | A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects. | YES |
| 3731 | Any projectile (high risk) | Any object that can be thrown such as rocks, bricks, etc. These objects generally <u>can</u> cause an injury. | YES |
| 3732 | Any projectile (low risk) | Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally <u>cannot</u> cause injury. | NO |
| Other Weapons | | | |
| 3740 | Martial Arts Device | Any tool or weapon used in martial arts, nun chucks, throwing star, etc. | YES |
| 3741 | Brass knuckles | A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist. | YES |
| 3742 | Baton/Billy club | A heavy stick that is generally carried by police officers and is used as a weapon. | YES |
| 3730 | Defensive Spray | Gas repellent, mace, chemical/pepper spray | YES |
| 3796 | Blackjack | A leather covered bludgeon used as a hand weapon. | YES |
| Everyday Objects | | | |
| 3760 | Sports equipment or object with a stick | Any type of sporting equipment or any object with a stick component such as an umbrella. | YES |
| 3771 | Medical Equipment | Any type of medical equipment such as crutches, a cane, etc. | YES |
| 3773 | Handbag | Any type of bag including a book bag, gym bag, backpack, or purse. | YES |
| 3704 | Pencil/Pen | If used in a stabbing incident use code 2100. | YES |
| 3750 | School supplies | CODE REMOVED. Use 3733 or 3734 instead. | N/A |

¹ See Appendix C for more information on CGS 10-233c.(g).

| TABLE D: Weapon Involvement (continued) | | | |
|--|---|---|---------------------------------------|
| Code | Weapon Type | Additional Information | OK Under PK-2 Law²¹ |
| Everyday Objects (continued) | | | |
| 3733 | Office/School Supplies (Sharp) | Any supply that has a sharp or pointed edge such as thumb tacks, scissors, a compass, etc. | YES |
| 3734 | Office/School Supplies (Blunt) | Any supply that does not have a sharp or pointed edge such as a stapler, books, etc. | NO |
| 3735 | Furniture | School furnishings such as a desk, chair, table, etc. | YES |
| 3736 | Belt/Rope | Any non-metal material that can be used to tie, strike, or otherwise harm an individual. | YES |
| 3737 | Pen shocker/zapper | A “joy buzzer” type of practical joke. | NO |
| 3738 | Chain/chain wire | Any metal material that can be used to tie, strike, or otherwise harm an individual. | YES |
| 3743 | Tools - Blunt | Multi-tool pliers, wrench, hammer, dye tap, etc. | YES |
| 3746 | Tools - Sharp | Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, corkscrew. | YES |
| 3745 | Grooming Instruments | Personal grooming instruments such as tweezers, nail clippers, a nail file, etc. | YES |
| 3792 | Laser Pointer | A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals. | NO |
| 3795 | Clothing/accessory considered dangerous/possibly a weapon | Any clothing or accessory considered dangerous or could possibly be used as a weapon such as a studded necklace, studded belt, etc. | NO |
| Other Weapon Related Offenses | | | |
| 3791 | Facsimile of a Weapon | Include additional information in the Memo field. | NO |
| 3794 | Suspicion of weapon possession | Use this code when there is suspicion of weapon possession. | NO |
| 3798 | Other | CODE REMOVED. Contact CSDE to determine appropriate code. | N/A |

¹ See Appendix C for more information on CGS 10-233c.(g).

| TABLE E: Substance Involvement | | | |
|---------------------------------------|-------------------------------------|---|--------------------------------------|
| Code | Substance | Additional Information | OK Under PK-2 Law¹ |
| 0000 | None | None | N/A |
| Alcohol | | | |
| 3801 | Alcohol – Distribution | CODE REMOVED. Use Code 3806. Contact CSDE if a minor is not involved. | N/A |
| 3802 | Alcohol – Suspicion of Distribution | Suspicion of the sale, intent to sell, or distribution of alcohol. | NO |
| 3803 | Alcohol – Use | The use of alcohol. | YES |
| 3804 | Alcohol – Suspicion of Use | Suspicion of alcohol use. | NO |
| 3805 | Alcohol – Possession | Having alcohol on one’s person, in a bag, locker, car, etc. | NO |
| 3806 | Alcohol – Distribution to minor | The sale, intent to sell, or distribution of alcohol to a minor. | YES |
| Illegal Drugs | | | |
| 3811 | Drug – Possession | Having illegal drugs on one’s person, in a bag, locker, car, etc. | YES |
| 3812 | Drug – Use | Drug use | YES |
| 3813 | Drug – Suspicion of Use | Either prescription or illegal | NO |
| 3814 | Drug – Distribution | Drug sale/intent to sell/distribution. Requires an expulsion hearing. | YES |
| 3815 | Drug – Suspicion of Distribution | Suspicion of drug sale | NO |
| 3816 | Drug – Facsimile | Substance represented as an illegal drug (e.g., oregano) | YES |
| 3817 | Drug – Paraphernalia | Rolling papers, pipes, clips, etc. | NO |
| 3818 | Drug – Solicitation | Attempting to purchase a drug. | YES |
| 3819 | Drug – Discussion | Inappropriate discussion about the use, sale, or possession of drugs. | NO |
| 3829 | Drug – Association with Others | In the company of persons in possession of illegal drugs | NO |

¹ See Appendix C for more information on CGS 10-233c.(g).

| TABLE E: Substance Involvement (continued) | | | |
|---|--|---|--------------------------------------|
| Code | Substance | Additional Information | OK Under PK-2 Law¹ |
| Prescription Drugs | | | |
| 3820 | Prescription – Distribution | The sale, intent to sell, or distribution of prescription medication. | YES |
| 3821 | Prescription – Possession | Having prescription medication on one’s person, in a bag, locker, car, etc. | YES |
| 3822 | Prescription – Use | The use of prescription medication. | YES |
| Over the Counter Drugs | | | |
| 3823 | Over the Counter Drug – Possession | Having any over-the counter drug on one’s person, in a bag, locker, car, etc. Over-the-counter drugs are substances such as Motrin, Tylenol, etc. | NO |
| 3824 | Over the Counter Drug – Use | Use of any over the counter drugs such as Motrin, Tylenol, etc. | NO |
| 3825 | Over the Counter Drug – Distribution | The sale, intent to sell, or distribution of any over the counter drugs such as Motrin, Tylenol, etc. | YES |
| Tobacco & Electronic Nicotine Delivery Systems (ENDS) | | | |
| 3830 | Tobacco – Possession | Having tobacco on one’s person, in a bag, locker, car, etc. | NO |
| 3831 | Tobacco – Use | The use of tobacco in any way (smoking or chewing). | NO |
| 3832 | Tobacco – Suspicion of Use | Suspicion of tobacco use. | NO |
| 3833 | Tobacco – Distribution | Sale of tobacco products (cigarettes, chewing tobacco, cigar). | YES |
| 3834 | Tobacco – Suspicion of Distribution | Suspicion of tobacco sale. | NO |
| 3835 | Tobacco – Paraphernalia | Accessories such as a lighter or matches. If used as a weapon use code 3793 in the Weapon field instead. | NO |
| 3836 | Tobacco – Facsimile | Facsimile of cigarette/cigar. | NO |
| NOTE: Codes 3837-3841 should be used for tobacco-based vaping only. Marijuana should be reported using codes 3851-3858. | | | |
| 3837 | ENDS (E-Cigarette) - Use | Use of an electronic cigarette such as a Jul, also known as “vaping.” | NO |
| 3838 | ENDS (E-Cigarette) – Possession | Possession of an electronic cigarette. | NO |
| 3839 | ENDS (E-Cigarette) – Distribution | Distribution of an electronic cigarette or accessories such as pods or oils. | NO |
| 3841 | ENDS (E-Cigarette) – Suspicion of sale/use | Suspicion of distribution of an electronic cigarette. | NO |
| Marijuana | | | |
| As of July 1, 2021, Public Act 21-1 legalized the possession and use of up to 1.5 oz. for those over 21. As with tobacco-based products, marijuana is not legal on school grounds regardless of age. | | | |
| 3851 | Marijuana – Possession | Possession of marijuana in any form (dried leaves, electronic, edible, etc.) | |
| 3852 | Marijuana – Use | Use of marijuana in any form | |
| 3853 | Marijuana – Suspicion of use | Suspicion of use of marijuana in any form | |
| 3854 | Marijuana – Distribution | Distribution (sale, intent to sell, etc.) | |
| 3857 | Marijuana – Paraphernalia | Possession of Paraphernalia (rolling papers, pipes, clips, dab/oil rigs) | |
| 3858 | Marijuana – Solicitation | Solicitation/Attempt to purchase | |
| Other Substance Related Offenses | | | |
| 3840 | Substance Inhalation | Inhalation of any substance that could be harmful such as glue, gasoline, markers, etc. | NO |
| 3898 | Under the Influence - Substance Unknown | This category should be used when the person present cannot positively identify the substance but there is clear evidence of substance abuse. | NO |
| 3897 | Knowledge of Possession | Knowledge that an individual or individuals are in possession of alcohol/drugs/tobacco and failure to inform proper authorities. | NO |
| ¹ See Appendix C for more information on CGS 10-233c.(g). | | | |

TABLE F: Sanction Type

| Code | Sanction/Discipline | Description |
|--|---|---|
| Expulsion and Suspension | | |
| 1000 | Expulsion | The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Provided field. |
| 1001 | Suspended Out-of-School Pending Expulsion Hearing | This code must be updated after the expulsion hearing outcome. Your LEA will be unable to certify the ED166 until this code is updated. |
| 1002 | Expulsion Reinstated | A previously expelled student violated probation and the expulsion was reinstated. |
| 1005 | Suspended Out-of-School Pending Investigation | This code should be used when there is cause to immediately remove a student from the classroom until an investigation of an alleged incident is complete. |
| 1010 | Out-of-School Suspension | The student is removed from his or her regular classroom/classes and banned from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Provided field. |
| 1020 | In-School Suspension | The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program. |
| Bus Sanction | | |
| 1030 | Bus - Suspension | The student is prohibited from riding on the school bus for a specific length of time. |
| 1035 | Bus – Assigned seating | The student is assigned to a specific seat for a length of time. |
| 1036 | Bus - Change | The student is assigned to an alternate bus. |
| Detention | | |
| 1060 | Detention - Saturday | As defined by LEA policy. |
| 1062 | Detention - Office | As defined by LEA policy. |
| 1063 | Detention - Lunch | As defined by LEA policy. |
| 1064 | Detention – After School | As defined by LEA policy. |
| Counseling or Professional Assistance | | |
| 1050 | Counseling Mandated | As mandated by Party Taking Action. |
| 1051 | Drug Rehabilitation | As mandated by Party Taking Action. |
| 1052 | Substance Abuse Counseling | As mandated by Party Taking Action. |
| 1053 | Conflict Resolution/Anger Management | As mandated by Party Taking Action. |
| 1054 | Behavior Intervention | A strategy that can help to replace problem behaviors with positive ones. |
| 1055 | Mediation | As mandated by Party Taking Action. |
| 1056 | Smoking Cessation Program | Requires reporting the number of days in the program. |
| 1011 | Psychiatric Review | For a General Education student if student has not already been referred, a Child Find PPT should be scheduled. For a Special Education Student, this review may include the development of a Safety Plan. |
| Restitution and Community Service | | |
| 1040 | Community Service | The student is assigned to perform community service such as cleaning up litter, etc. |
| 1065 | Removal from Class | A student may be removed from class for up to 90 minutes. By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. |
| 1069 | Clean-up | The student is assigned “in-house” cleanup such as the cafeteria, art room, etc. |
| 1066 | Loss of Privileges | The student is prohibited from specified privileges such as recess, field trips, etc. |
| 1077 | Restitution Required | As defined by LEA policy. |
| 1078 | Restorative Justice | Collaborated with those who have a legitimate stake in the incident, including the victim(s), offender(s), community members to right the wrong based on accountability, community safety and competency development. |
| Conferences, Contracts and Written Work | | |
| 1070 | Conference - Student | As defined by LEA policy. |
| 1071 | Conference - Student and Parent/Guardian | As defined by LEA policy. |
| 1072 | Conference - Teacher | As defined by LEA policy. |
| 1075 | Office Referral | As defined by LEA policy. |
| 1076 | Parent Contacted | As defined by LEA policy. |
| 1074 | Written Agreement/Contract | Between student, administrator and or teachers and or parents |
| 1067 | Grade Point Penalty | As defined by LEA policy. |
| 1068 | Writing Assignment | May include a written apology. |

| Other | | |
|-------|--------------|---|
| 1073 | Probation | Stipulations for specified period. No class time is missed. |
| 1080 | Outplaced | Student is assigned to an approved special-education facility or vocational facility. |
| 1061 | Warning Only | This can be either a written warning or an in-person conference. |
| 1090 | No Sanction | No sanction provided. |

TABLE G: Education Provided

| Code | Type of education provided | Description |
|------|--|---|
| 1010 | Structured alternative school program | The LEA's existing alternative school or program, or an existing regional program that conforms to <i>Guidelines for Alternative Education Settings</i> .* |
| 1015 | Individualized alternative educational setting | Individualized Alternative educational setting |
| 1020 | Alternative educational setting | An alternative program provided by the LEA to students who have been expelled, other than the LEA's existing alternative program, that meets the <i>Standards for Educational Opportunities for Students Who Have Been Expelled</i> .* |
| 1030 | Assignments sent to ISS room | Students complete regular class assignments during the time of the in-school suspension. |
| 1031 | Before school classes | Classes meeting before the normal school day, may be provided to students who have been suspended or expelled. If before school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015. |
| 1032 | After school classes | Classes meeting after the normal school day, may be provided to students who have been suspended or expelled. If after school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015. |
| 1033 | Homework only | Students are provided homework while on out-of-school suspension. Not appropriate for students who have been expelled that are required to be provided with alternative educational opportunities. * |
| 1034 | Tutoring | Individualized instruction with regular classwork. Tutoring alone is not sufficient for students who have been expelled that are required to be provided with alternative educational opportunities. If tutoring is being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015. |
| 1040 | Outplaced - within district | This category is for students who are already outplaced and receive disciplinary sanctions. For students who have been expelled who are being placed in alternative settings, use code 1010 or 1015. |
| 1041 | Outplaced - out of district | See above |
| 1042 | Outplaced - out of state | See above |
| 9997 | Other education | Use this field to provide further details. |
| 9998 | No education provided | This category is appropriate for very short durations of ISS, OSS, or bus suspension. Education is not required to be provided for expelled students over the age 16 or older, who have been expelled more than once, or have chosen not to continue his/her education.* |

*LEAs are required to provide an alternative educational opportunity to any student under age 16 who is expelled, and to any student age 16-18 who is expelled for the first time and wants to continue his/her education. The expelled student can be placed in an existing alternative program or the LEA can provide a different program that meets the requirements of the [Guidelines for Alternative Education Settings](#). The alternative program should be a full-time program that provides learning comparable to the school from which the student was expelled. This requirement cannot be met by tutoring or homebound instruction. See the [Standards for Educational Opportunities for Students Who Have Been Expelled](#) and [Alternative Educational Opportunities for Students Who Have Been Expelled: Best Practice Guidelines for Program Implementation](#) for more details.

| TABLE H: Party Taking Action | | |
|---|------------------------------------|--|
| Code | Person / Party | Additional Information |
| 01 | Superintendent | This party is classified as a school administrator.* |
| 02 | Principal/Headmaster | |
| 03 | Dean of Students | |
| 04 | Vice Principal/Associate Principal | |
| 05 | Discipline Officer | |
| 06 | Board of Education | Local or regional Board of Education |
| 07 | Impartial Hearing Officer or Board | Specially appointed by the BOE |
| 08 | Special Education Hearing Officer | Specially appointed by BOE |
| 09 | Manifestation Meeting | Per IDEA regulations |
| 10 | Teacher | |
| 11 | Behavior Manager | |
| 12 | Housemaster | |
| 13 | Athletic Director/Coach | |
| 15 | Guidance Counselor | |
| *Note: A school administrator cannot expel a student. | | |

| TABLE I: Location of Incident | |
|--------------------------------------|--|
| Code | Location |
| ON CAMPUS | |
| 01 | Cafeteria |
| 02 | Hallway |
| 03 | Stairwell |
| 04 | Gym |
| 05 | Classroom |
| 06 | Athletic fields |
| 07 | Lavatory/Restroom |
| 08 | Parking lot |
| 09 | Auditorium |
| 14 | Playground |
| 15 | Library |
| 17 | Office |
| 18 | Locker Room |
| 21 | Outside the building, but on school grounds |
| 23 | In-School: Staff Location |
| OFF CAMPUS | |
| 10 | Bus stop |
| 11 | On School bus |
| 12 | Another school within the district |
| 13 | Another district |
| 16 | Off-Campus/Off School Grounds |
| 24 | Field Trip Location |
| OTHER | |
| 22 | Online - The incident took place online and it is believed that the online activity did not occur on school grounds. |
| 50 | Accumulation of Sanctions - No Location |

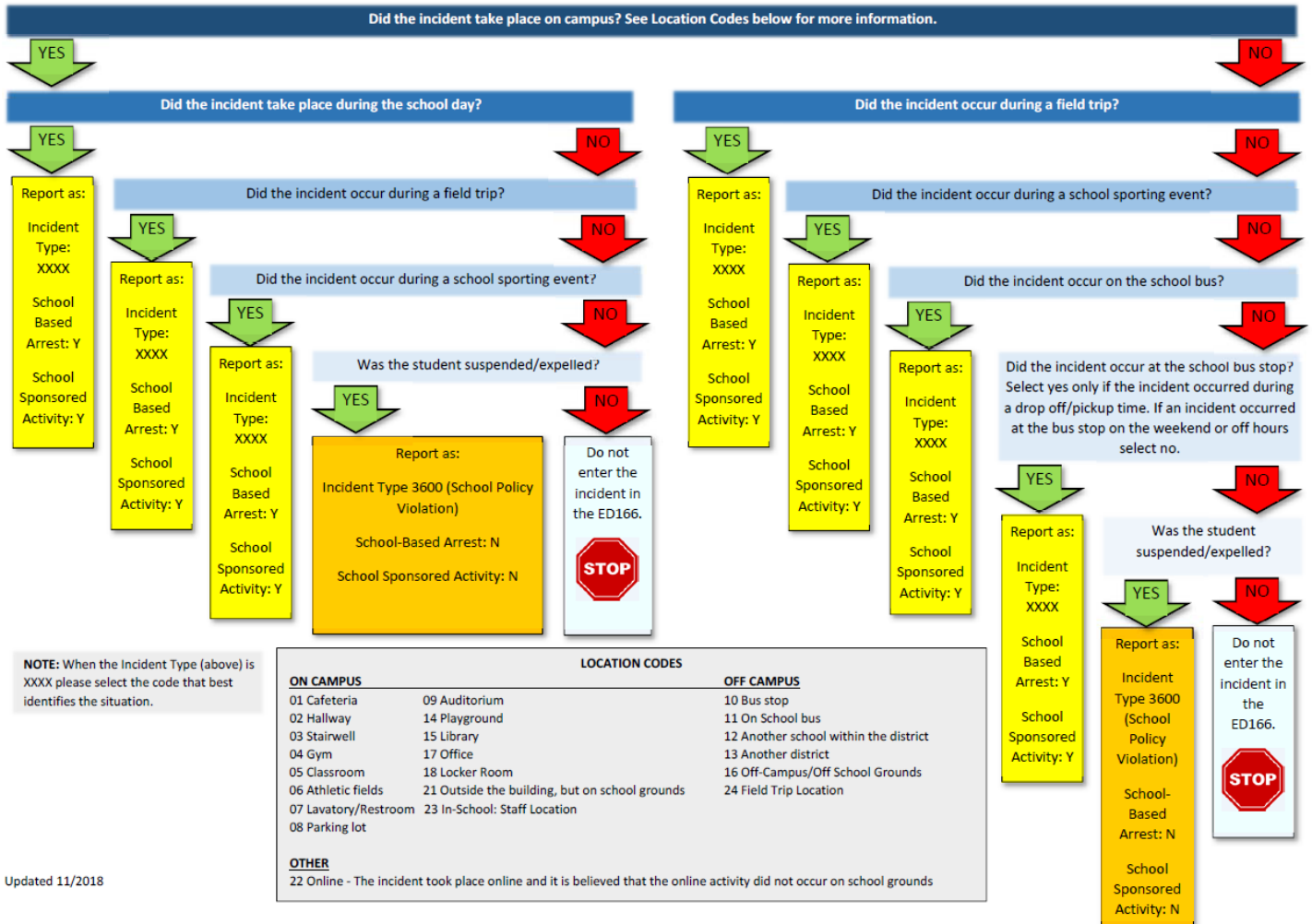
| TABLE J: Referring Party | | |
|---------------------------------|------------------------------------|--|
| Code | Person/Party | Additional Information |
| 01 | Superintendent | School administrator |
| 02 | Principal/Headmaster | |
| 03 | Dean of Students | |
| 04 | Vice Principal/Associate Principal | |
| 05 | Discipline Officer | |
| 06 | Board of Education | Local or regional Board of Education (BOE) |
| 07 | Impartial Hearing Officer or Board | Specially appointed by the BOE |
| 08 | Special Education Hearing Officer | |
| 09 | Manifestation Meeting | |
| 10 | Teacher | |
| 11 | Behavior Manager | |
| 12 | Bus Driver | |
| 13 | Cafeteria Worker | |
| 14 | Custodian | |
| 15 | Guidance Counselor | |
| 16 | Intern | |
| 17 | Nurse | |
| 18 | Office Worker | |
| 19 | Paraprofessional | |
| 20 | Security | |
| 21 | Substitute Teacher | |
| 22 | Student | |
| 23 | School Psychologist | |
| 24 | Social Worker | |
| 25 | Parent or Guardian | |
| 26 | Police Officer | |
| 27 | Athletic Director/Coach | |
| 28 | Anonymous Tip | |
| 29 | Other professional education staff | |

| TABLE K: Bullying | | |
|--|---------------------------|---|
| Code | Response | Description |
| 01 | No | This is not a bullying incident |
| 02 | Yes – Protected Class | This is a bullying incident based on one of the following protected classes: Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics |
| 03 | Yes – Non-Protected Class | This is a bullying incident that is not based on one of the protected classes listed above. |
| NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes. | | |

APPENDIX A – REPORTING ARRESTS

SCHOOL-BASED ARREST FLOW CHART




If a student is arrested use the flow chart below to determine ① if the arrest is school-based, and ② how to report the incident in the ED166.



Updated 11/2018

APPENDIX B - MULTIPLE INCIDENT TYPES/SANCTIONS

ED166 GUIDE TO REPORTING INCIDENTS WITH MORE THAN ONE INCIDENT TYPE AND/OR MORE THAN ONE SANCTION TYPE

| | | |
|---|--|--|
| <p>An Incident can be coded with one or two Incident Types:</p>  | <p>A Sanction can be coded with one or two Sanction Types:</p>  | <p>Any of the following combinations can be reported:</p> <ul style="list-style-type: none"> • 1 Incident Type & 1 Sanction Type • 2 Incident Types & 1 Sanction Type • 1 Incident Type & 2 Sanction Types • 2 Incident Types & 2 Sanction Types  |
|---|--|--|

| | 1 Incident Type 1 Sanction Type | 2 Incident Types 1 Sanction Type | 1 Incident Type 2 Sanction Types | 2 Incident Types 2 Sanction Types | 1 Incident Type 1 Sanction Type |
|--|---|---|---|---|---|
| EXAMPLE: → | A student was in a physical altercation (1710) and received 2 days OSS. | A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day OSS for the obscene gesture. | A student was in a physical altercation (1710) . The student received 1 day ISS and 3 days OSS. | A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture. | A 10:00 a.m. a student was in a physical altercation (1710), and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS. |
| ED166 Fields: ↓ | | | | | |
| Incident Type - Part 1: | 1710 | 1710 | 1710 | 1710 | 1710 |
| Incident Type - Part 2: | | 3621 | | 3631 | |
| Sanction Type- Part 1: | 1010 (OSS) | 1010 (OSS) | 1020 (ISS) | 1020 (ISS) | 1010 (OSS) |
| # of Days Sanctioned (Sanction Type - Part 1): | 2 | 3 | 1 | 1 | 2 |
| Sanction Type - Part 2: | | | 1010 (OSS) | 1010 (OSS) | |
| # of Days Sanctioned (Sanction Type - Part 2): | | | 3 | 2 | |
| Note: | | The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. Since the same type of sanction was given for both incident types the days are added together. | You do not need to have two Incident Types to use both Sanction fields. | The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. It does not matter what order the incidents and sanctions are listed in. | When two incidents take place on the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day. The example above illustrates only the 10:00 a.m. incident. |

| |
|--|
| <p>RULES TO REMEMBER:</p> <ul style="list-style-type: none"> • Incident Type - Part 1 and Incident Type - Part 2 should be viewed as one all-encompassing description of an incident regardless of if one or two Sanction Types are imposed. • Sanction Type - Part 1 and Sanction Type - Part 2 should be viewed as one all-encompassing sanction for an incident regardless of if the incident is described in one or two Incident Types. • Incident Type - Part 1 CANNOT equal Incident Type - Part 2. • Sanction Type - Part 1 CANNOT equal Sanction Type - Part 2. |
|--|

APPENDIX C – CGS 10-233c.(g) SUSPENSION OF PUPILS

On July 1, 2015 CGS 10-233c.(g) limited Out-of-School Suspensions and Expulsions of students in grade two and below to offenses that are

- 1) violent
- 2) sexual in nature, or
- 3) those that endanger others.

Table C of this document, the Incident Type table, includes a column indicating which codes fall into one of these categories. In addition, LEA's can utilize the PK-Grade 2 Exclusionary Discipline Compliance Report, housed within the ED166 application, to determine if incidents have sanctions in accordance with the law. Please note this list is not an endorsement by CSDE to impose a particular sanction.

Records listed on the PK-Grade 2 Exclusionary Discipline Compliance Report are students who received an OSS or expulsion in PK-2 and whose incident type does not fall into one of the categories listed in CGS 10-233c.(g). This report gives your LEA an opportunity to review the records reported and revise any inaccuracies. Your LEA can also use this report as a tool to ensure you are correctly following CGS 10-233c.(g). The report is live, so any changes to the data are reflected immediately. **Your LEA must not change the records on the report if they are correct as is.**

Link to CGS 10-233c.(g): https://www.cga.ct.gov/current/pub/chap_170.htm#sec_10-233c