CONNECTICUT STATE DEPARTMENT OF EDUCATION - ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION SCHOOL YEAR 2024-25

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 *		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 * (There are new marijuana codes)**		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 Hrssmnt	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.**

Updated 10/2024