

2024-25 ED166 DISCIPLINARY OFFENSE DATA SUBMISSION RECORD LAYOUT (Version 2.2)

	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	CSDE does not use this field
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 overwriting records 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	

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

DATA EXTRACTION NOTE: The above layout describes the fixed length format. For student information systems creating a comma-delimited file, follow the above layout for field sequence and maximum length. Tab delimited files are also accepted. Include a carriage return (cr) and line feed (lf) after each record regardless of format. All fields should be character fields.

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>
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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 colspan="2">Definition</th> </tr> <tr> <td>0.25</td> <td>0.00 – 0.25 of a school day</td> <td><90 minutes</td> </tr> <tr> <td>0.50</td> <td>0.26 – 0.50 of a school day</td> <td rowspan="3">≥90 minutes</td> </tr> <tr> <td>0.75</td> <td>0.51 – 0.75 of a school day</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	≥90 minutes	0.75	0.51 – 0.75 of a school day	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.		
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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 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	117	Redding	205	Region 5
002	Ansonia	058	Griswold	118	Ridgefield	207	Region 7
003	Ashford	059	Groton	119	Rocky Hill	208	Region 8
004	Avon	060	Guilford	121	Salem	209	Region 9
005	Barkhamsted	062	Hamden	122	Salisbury	210	Region 10
007	Berlin	063	Hampton	123	Scotland	211	Region 11
008	Bethany	064	Hartford	124	Seymour	212	Region 12
009	Bethel	065	Hartland	125	Sharon	213	Region 13
011	Bloomfield	067	Hebron	126	Shelton	214	Region 14
012	Bolton	068	Kent	127	Sherman	215	Region 15
013	Bozrah	069	Killingly	128	Simsbury	216	Region 16
014	Branford	071	Lebanon	129	Somers	217	Region 17
015	Bridgeport	072	Ledyard	131	Southington	218	Region 18
017	Bristol	073	Lisbon	132	South Windsor	219	Region 19
018	Brookfield	076	Madison	133	Sprague	220	Region 20
019	Brooklyn	077	Manchester	134	Stafford	231	Goodwin Uni Ed Services
021	Canaan	078	Mansfield	135	Stamford	241	CREC
022	Canterbury	079	Marlborough	136	Sterling	242	EdAdvance
023	Canton	080	Meriden	137	Stonington	243	CES
024	Chaplin	083	Middletown	138	Stratford	244	ACES
025	Cheshire	084	Milford	139	Suffield	245	LEARN
026	Chester	085	Monroe	140	Thomaston	253	EASTCONN
027	Clinton	086	Montville	141	Thompson	261	Jumoke
028	Colchester	088	Naugatuck	142	Tolland	263	Odyssey
029	Colebrook	089	New Britain	143	Torrington	264	Integrated Day
030	Columbia	090	New Canaan	144	Trumbull	265	ISAAC
031	Cornwall	091	New Fairfield	145	Union	268	Common Ground
032	Coventry	092	New Hartford	146	Vernon	269	Bridge Academy
033	Cromwell	093	New Haven	147	Voluntown	270	Side by Side
034	Danbury	094	Newington	148	Wallingford	272	Explorations
035	Darien	095	New London	151	Waterbury	279	Amistad
036	Deep River	096	New Milford	152	Waterford	280	New Beginnings
037	Derby	097	Newtown	153	Watertown	283	Park City Prep
039	Eastford	098	Norfolk	154	Westbrook	285	A.F. Bridgeport
040	East Granby	099	North Branford	155	West Hartford	286	Highville
041	East Haddam	100	North Canaan	156	West Haven	288	A.F. Hartford
042	East Hampton	101	North Haven	157	Weston	289	Elm City College Prep
043	East Hartford	102	North Stonington	158	Westport	290	Brass City
044	East Haven	103	Norwalk	159	Wethersfield	291	Elm City Montessori
045	East Lyme	104	Norwich	160	Willington	294	Great Oaks Charter
046	Easton	106	Old Saybrook	161	Wilton	295	Booker T. Washington
047	East Windsor	107	Orange	162	Winchester	296	Stamford Charter for Ex
048	Ellington	108	Oxford	163	Windham	297	Capital Prep Harbor
049	Enfield	109	Plainfield	164	Windsor	337	DMHAS
050	Essex	110	Plainville	165	Windsor Locks	347	Unified School Dist 2
051	Fairfield	111	Plymouth	166	Wolcott	900	CTECS
052	Farmington	112	Pomfret	167	Woodbridge	901	Norwich Free Academy
053	Franklin	113	Portland	169	Woodstock	902	The Gilbert School
054	Glastonbury	114	Preston	201	Region 1	903	Woodstock Academy
056	Granby	116	Putnam	204	Region 4		

TABLE C: Incident Type			
Code	Name	Description	Other ¹
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 when one person strikes another (causing a minor injury) and the incident is ended prior to the other participant retaliating.	[SERIOUS] [VICTIM]
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]
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]
Personally Threatening Behavior			
1800	Harassment (Non-Sexual)	Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment.	[SERIOUS] [VICTIM]
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]
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]
*** 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]
1814	Teasing	Making fun of or attempting to provoke a person in a playful way.	[VICTIM]
1817	Threats of bodily harm	Like 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]
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]
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]
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (shouting match, yelling etc.).	[SERIOUS]
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS]
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).	
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]
1750	Gang activity	Any misbehavior deemed gang related.	
1760	Breach of peace	Any misbehavior which results in unrest or disturbance of the learning environment.	
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.	

TABLE C: Incident Type (continued)

Code	Name	Description	Other ¹
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]
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.	
3500	Vandalism	Willful destruction or defacement of school property (destroying school computers, carving a desk, spray painting walls, damaging vehicles, etc.).	[SERIOUS]
3510	Destruction of personal property	The destruction of personal property (clothing, backpack, etc.).	[SERIOUS] [VICTIM]
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.	
3601	Insubordination/disrespect	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situation in which a student is disobedient.	
3602	Mask Violation	Violation of school/district policy.	
3604	Cheating	Obtaining, or attempting to obtain, credit for work via dishonest or deceptive means. (Cheating on a test, homework, etc.)	
3605	Forgery	Fraudulently creating or altering a document (test, report card, etc.)	
3606	Plagiarism	Stealing and passing off work as one's own without properly crediting the source.	
3607	Grade tampering	Unauthorized change of grades.	
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.	
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.	
3612	Motor vehicle infraction	Violation of school/district motor vehicle rules.	
3620	Obscene behavior	Any behavior that is offensive to morality or decency (lewd behavior, indecent exposure, mooning, etc.).	
3621	Obscene gestures	A movement or positioning of the body that is offensive or vulgar.	
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.).	
3623	Displays of affection	A physical act of intimacy (kissing, etc.).	
3624	Obscene language/profanity	Offensive or indecent language.	
3625	Pornography	Possession or distribution of printed or electronic material of a sexual nature.	
3626	Spitting	Ejecting saliva forcefully from one's mouth.	
3627	Inappropriate behavior	Horseplay, play fighting, playing cards (use code 3660 for Gambling).	
3628	Disruptive behavior	Disruption of class; in the hallway, cafeteria, or any other area of the school.	
3629	Risk of injury	Behavior that potentially could result in injury; pranks may fall into this category.	
3630	Attendance policy violation	Violation of state, school or district policy related to attendance.	
3631	Skipping class	As defined by LEA policy.	
3632	Tardiness	As defined by LEA policy.	
3633	Truancy	As defined by LEA policy.	
3634	Failure to Attend Det or ISS	As defined by LEA policy.	
3635	Leaving school grounds	As defined by LEA policy.	
3636	Loitering	As defined by LEA policy.	

TABLE C: Incident Type (continued)

Code	Name	Description	Other ¹
School Policy Violations (continued)			
3638	Dress code violation	As defined by LEA policy.	
3639	Trespassing	As defined by LEA policy.	
3640	Poor Grades	Accumulation of zeros or other unacceptable grades.	
3641	Presence in an unauthorized area	Being in an unauthorized area.	
3642	Refusal to identify	Refusal to provide student identification/ID Badge.	
3643	Accumulation of suspensions	As defined by LEA policy.	
3644	Accumulation of detentions	As defined by LEA policy.	
3645	Accumulation of demerits	Accumulation of demerits.	
3646	Behavioral referrals	Behavioral referrals.	
3647	Removal from class	Removal from class.	
3648	Leaving class without permission	Leaving class without permission.	
3649	Safety code violations	Safety code violations.	
3650	False fire alarm	In accordance with school policy.	
3651	Calling 911	In accordance with school policy.	
3652	Harassing/prank phone call	Harassing/prank phone call.	
3653	False information/lying	False information/lying.	
3654	Inappropriate sales	Inappropriate sale of snacks, or other materials (does not include drugs, prescription drugs, stolen property, or other contraband).	
3655	Littering	Littering	
3660	Gambling	Playing a game of chance for money (cards, dice, sports pools, etc.).	
3670	Unauthorized use of computers	Violation of technology policy: unauthorized use of computers.	
3671	Cell phone violation	Violation of technology policy: Possession/use of cell phone	
3672	Handheld gaming device	Violation of technology policy: Possession/use of handheld gaming device	
3673	Electronic music device	Violation of technology policy: Possession/use of electronic music device (MP3 player, iPod, etc.)	
3674	Inappropriate Recording	Inappropriately recording individuals.	
3675	Camera possession/use	Violation of technology policy: Possession/use of a camera	
3680	Eating in unauthorized area	Eating in unauthorized area	
3681	Pulling chair out from beneath an individual	Pulling chair out from beneath an individual	
3682	Public urination	Public urination	
3683	Sleeping in class	Sleeping in class	
3685	Misuse of hall pass	Misuse of hall pass	
3686	Failure to return school documents	Progress reports, parent letters	
3687	Unprepared for class	Unprepared for class	
3688	Failure to comply with agreement/behavior plan	Failure to comply with agreement/behavior plan	
3689	Excessive talking	Excessive talking	
3690	Failure to complete assigned work	Failure to complete assigned work	

TABLE C: Incident Type (continued)			
Code	Name	Description	Other ¹
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]
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]
1411	Suspicion of stealing	Suspicion of stealing	
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]
1430	Possession of stolen property	Possession of stolen property.	
1431	Sale or intent to sell stolen property	Sale or intent to sell stolen property.	
2800	Counterfeiting	Possession of counterfeit currency with the intent to distribute/use. The police/security personnel must be involved.	
2801	Possession of counterfeit currency	Possessing counterfeit bills. The police/security personnel must be involved.	
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]
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]
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]
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]
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]
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]
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]
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]

TABLE C: Incident Type (continued)			
Code	Name	Description	Other ¹
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]
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]
2000	Homicide	Murder or manslaughter.	[SERIOUS] [VICTIM]
2050	Attempted suicide	Requiring psychiatric evaluation; sanction must be consistent with incident.	
2060	Self-injurious behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	
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]
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]
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]
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]
Weapons			
3700	Weapon only	Use this code to report a weapon-related offense.	[SERIOUS]
Drugs			
3800	Drugs/alcohol/tobacco only	Use this code to report a substance-related offense.	[SERIOUS]

TABLE D: Weapon Involvement		
Code	Weapon Type	Additional Information
0000	None	No weapon involved.
Knives and Bladed Objects		
3701	Knife - 2 ½ Inches or Greater	Steak knife, hunting knife, etc.
3702	Knife - Less than 2 ½ Inches	Pen knife, scout knife, etc.
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.
3780	Butter knife	A blunt knife made of metal. Use 3701 for a steak knife.
3781	Plastic knife	A knife made of plastic.
3782	Switch Blade	A knife that has a blade that springs out when a button is pressed.
3705	Razor Blade	A thin sharp-edged piece of steel that can be fitted into a razor.
3708	Sword/machete/long knife	A large knife with a wide blade.
3710	Shank	Homemade weapon/knife.
3755	Axe	An object with a handle and blade on one end such as an axe, tomahawk, or hatchet.

TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information
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.
3712	Rifle/Shotgun*	A gun that has a long barrel.
3713	Toy Gun	Any type of toy gun including water guns and cap guns.
3714	Pellet Gun	Any type of air gun including pellet and BB guns as well as homemade blow guns or pea shooters.
3717	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.
3718	Paint Gun	An air gun for firing paint capsules.
3719	Facsimile of Gun	Facsimile of gun.
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.
3751	Flare gun	A gun used to launch flares.
3716	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.
Explosives/Incendiary Devices		
3720	Explosive Devices*	Pipe bomb, chemical bomb or other types of explosive devices meant to kill or harm.
3721	Stink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke upon exploding.
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework.
3723	Facsimile of Bomb	Facsimile of a bomb.
3724	Flame Thrower	Homemade flame thrower, such as an aerosol can and flame.
3793	Lighter/matches	A device used to produce a flame. If reported as smoking paraphernalia use code 3835 in the Substance field instead.
Projectiles and Related Items		
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects.
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.
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.
Other Weapons		
3740	Martial Arts Device	Any tool or weapon used in martial arts, nun chucks, throwing star, etc.
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.
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.
3730	Defensive Spray	Gas repellent, mace, chemical/pepper spray
3796	Blackjack	A leather covered bludgeon used as a hand weapon.
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.
3771	Medical Equipment	Any type of medical equipment such as crutches, a cane, etc.
3773	Handbag	Any type of bag including a book bag, gym bag, backpack, or purse.
3704	Pencil/Pen	If used in a stabbing incident use code 2100.
3750	School supplies	CODE REMOVED. Use 3733 or 3734 instead.

TABLE D: Weapon Involvement (continued)		
Code	Weapon Type	Additional Information
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.
3734	Office/School Supplies (Blunt)	Any supply that does not have a sharp or pointed edge such as a stapler, books, etc.
3735	Furniture	School furnishings such as a desk, chair, table, etc.
3736	Belt/Rope	Any non-metal material that can be used to tie, strike, or otherwise harm an individual.
3737	Pen shocker/zapper	A "joy buzzer" type of practical joke.
3738	Chain/chain wire	Any metal material that can be used to tie, strike, or otherwise harm an individual.
3743	Tools - Blunt	Multi-tool pliers, wrench, hammer, dye tap, etc.
3746	Tools - Sharp	Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, corkscrew.
3745	Grooming Instruments	Personal grooming instruments such as tweezers, nail clippers, a nail file, etc.
3792	Laser Pointer	A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals.
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.
Other Weapon Related Offenses		
3791	Facsimile of a Weapon	Include additional information in the Memo field.
3794	Suspicion of weapon possession	Use this code when there is suspicion of weapon possession.
3798	Other	CODE REMOVED. Contact CSDE to determine appropriate code.

TABLE E: Substance Involvement		
Code	Substance	Additional Information
0000	None	None
Alcohol		
3801	Alcohol – Distribution	CODE REMOVED. Use Code 3806. Contact CSDE if a minor is not involved.
3802	Alcohol – Suspicion of Distribution	Suspicion of the sale, intent to sell, or distribution of alcohol.
3803	Alcohol – Use	The use of alcohol.
3804	Alcohol – Suspicion of Use	Suspicion of alcohol use.
3805	Alcohol – Possession	Having alcohol on one's person, in a bag, locker, car, etc.
3806	Alcohol – Distribution to minor	The sale, intent to sell, or distribution of alcohol to a minor.
Illegal Drugs		
3811	Drug – Possession	Having illegal drugs on one's person, in a bag, locker, car, etc.
3812	Drug – Use	Drug use
3813	Drug – Suspicion of Use	Either prescription or illegal
3814	Drug – Distribution	Drug sale/intent to sell/distribution. Requires an expulsion hearing.
3815	Drug – Suspicion of Distribution	Suspicion of drug sale
3816	Drug – Facsimile	Substance represented as an illegal drug (e.g., oregano)
3817	Drug – Paraphernalia	Rolling papers, pipes, clips, etc.
3818	Drug – Solicitation	Attempting to purchase a drug.
3819	Drug – Discussion	Inappropriate discussion about the use, sale, or possession of drugs.
3829	Drug – Association with Others	In the company of persons in possession of illegal drugs

TABLE E: Substance Involvement (continued)		
Code	Substance	Additional Information
Prescription Drugs		
3820	Prescription – Distribution	The sale, intent to sell, or distribution of prescription medication.
3821	Prescription – Possession	Having prescription medication on one’s person, in a bag, locker, car, etc.
3822	Prescription – Use	The use of prescription medication.
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.
3824	Over the Counter Drug – Use	Use of any over the counter drugs such as Motrin, Tylenol, etc.
3825	Over the Counter Drug – Distribution	The sale, intent to sell, or distribution of any over the counter drugs such as Motrin, Tylenol, etc.
Tobacco & Electronic Nicotine Delivery Systems (ENDS)		
3830	Tobacco – Possession	Having tobacco on one’s person, in a bag, locker, car, etc.
3831	Tobacco – Use	The use of tobacco in any way (smoking or chewing).
3832	Tobacco – Suspicion of Use	Suspicion of tobacco use.
3833	Tobacco – Distribution	Sale of tobacco products (cigarettes, chewing tobacco, cigar).
3834	Tobacco – Suspicion of Distribution	Suspicion of tobacco sale.
3835	Tobacco – Paraphernalia	Accessories such as a lighter or matches. If used as a weapon use code 3793 in the Weapon field instead.
3836	Tobacco – Facsimile	Facsimile of cigarette/cigar.
3837	ENDS (E-Cigarette) - Use	Use of an electronic cigarette such as a Jul, also known as “vaping.”
3838	ENDS (E-Cigarette) – Possession	Possession of an electronic cigarette.
3839	ENDS (E-Cigarette) – Distribution	Distribution of an electronic cigarette or accessories such as pods or oils.
3841	ENDS (E-Cigarette) – Suspicion of sale/use	Suspicion of distribution of an electronic cigarette.
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.
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.
3897	Knowledge of Possession	Knowledge that an individual or individuals are in possession of alcohol/drugs/tobacco and failure to inform proper authorities.

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

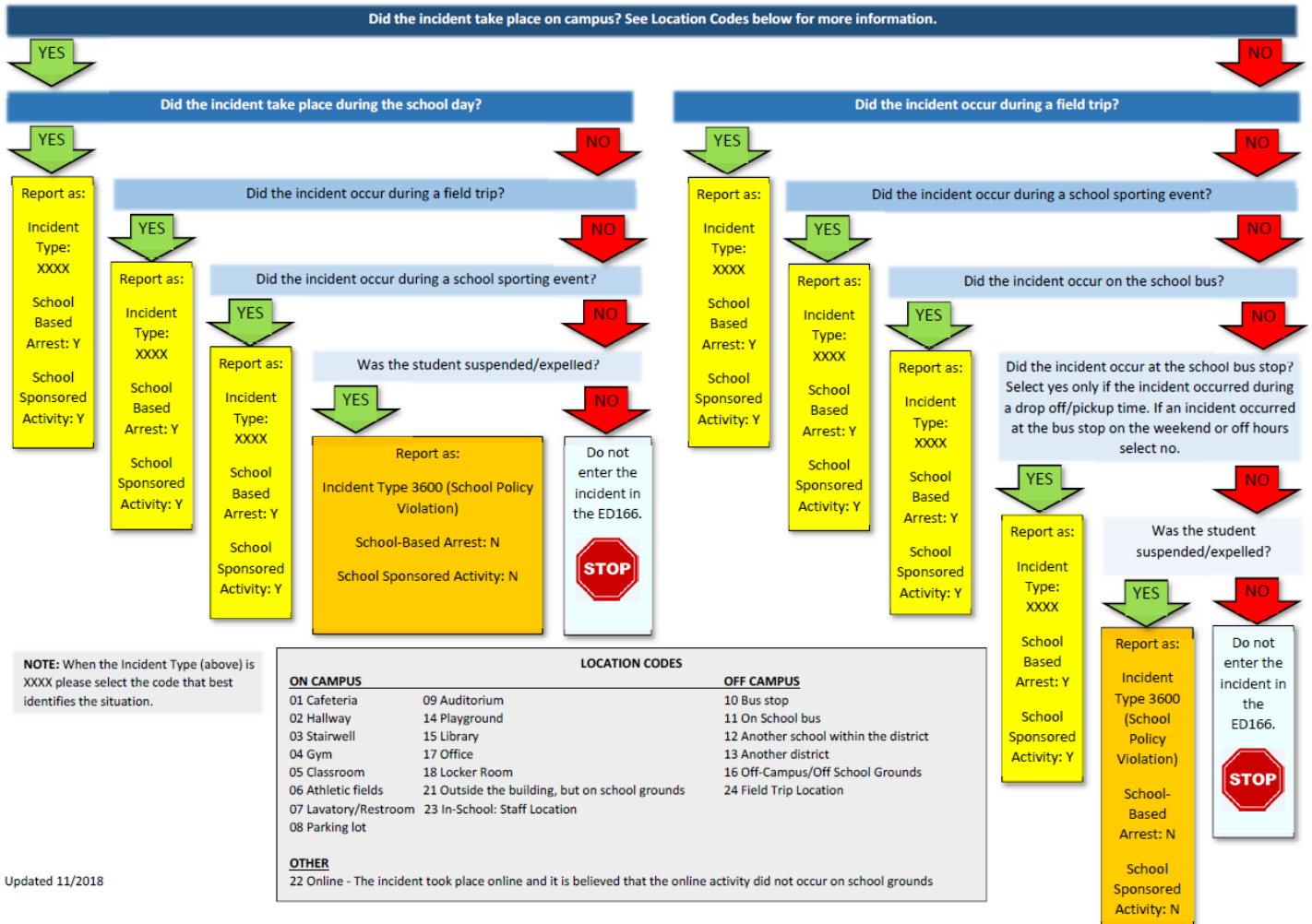
TABLE J: Referring Party		
Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education (BOE)
07	Impartial Hearing 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.







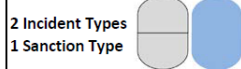



Updated 11/2018

APPENDIX B - MULTIPLE INCIDENT TYPES/SANCTIONS

Updated 11/2023

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 
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	SCENARIO #1	SCENARIO #2	SCENARIO #3	SCENARIO #4	SCENARIO #5
	<p>1 Incident Type 1 Sanction Type</p> 	<p>2 Incident Types 1 Sanction Type</p> 	<p>1 Incident Type 2 Sanction Types</p> 	<p>2 Incident Types 2 Sanction Types</p> 	<p>1 Incident Type 1 Sanction Type</p> 
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		3621	
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.

RULES TO REMEMBER:

- 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.