



Disciplinary Conference Report (DCR) Case No. \_\_\_\_\_

STUDENT'S FULL NAME _____	GRADE/SECTION _____
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A conference with the parent was held on \_\_\_\_\_, \_\_\_\_\_ at the:  
(Date) (Time)

☐ SEWO Office    ☐ Principal's Office    ☐ Others: \_\_\_\_\_.

INDIVIDUALS PRESENT:	Signatures	
1. Principal	_____	_____
2. Adviser	_____	_____
3. Parents/s	_____	_____
	_____	_____
	_____	_____
4. Student/s	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

INCIDENT SUMMARY:

The incident happened (Date: \_\_\_\_\_) (Time: \_\_\_\_\_)

Location: \_\_\_\_\_.

Issues and concerned: \_\_\_\_\_

\_\_\_\_\_.

School Policy Review:

☐ The pupil/student is allegedly violated the school policy Section \_\_\_\_\_, \_\_\_\_\_ of NMS Student Handbook, page \_\_\_\_\_, entitled: \_\_\_\_\_.

☐ The pupil/student did not violate any school policy.

DISCUSSION POINTS:

- Student's Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ See attached further explanation.
- Teacher's Observation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ See attached further explanation.
- Parental Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ See attached further explanation.

**FACTS AND REMARKS:**

**AGREED ACTIONS AND INTERVENTION:**

To address the pupil’s/student's behavior and support his/her/their improvement, the following actions and interventions have been agreed upon:

- ☐ **Written Reflection as Warning** – The student will write a one-page reflection on the importance of respect, responsibility, and self-control. To be submitted on or before: \_\_\_\_\_
- ☐ **Mentorship/Counseling** – The student will meet with the school counselor or a mentor weekly to discuss behavior management and coping strategies. Name of Mentor: \_\_\_\_\_
- ☐ **Parent-Teacher Communication** – Weekly progress updates will be shared with the parents to monitor the student's behavior and academic performance. Date: \_\_\_\_\_
- ☐ **Restorative Justice Activity** – The student will participate in a peer mediation or conflict resolution session if their behavior impacted others. Date: \_\_\_\_\_
- ☐ **Follow-up Meeting** – A follow-up conference will be held in one month to assess progress and determine if further interventions are needed. Date: \_\_\_\_\_
- ☐ **Conduct Community/ School Service** – The student will be given the task to participate community or school service activity to promote cleanliness and orderliness of the surroundings.  
Date: \_\_\_\_\_ Assigned Area: \_\_\_\_\_.
- ☐ **Suspension** – The student will serve ☐ 3 days, ☐ 5 days or \_\_\_\_\_ more days suspension as a consequence for his/her/their actions, starting \_\_\_\_\_ until \_\_\_\_\_ and must accomplish the activity sheets missed during classes when he/she/they return to school on \_\_\_\_\_.
- ☐ **Expulsion** – A student may not be issued his certificate of eligibility to transfer at the end of the school year when he is undergoing a penalty of suspension or expulsion for failure to settle satisfactorily his financial or property obligations to the school. However, it shall be released as soon as he will finish serving the suspension or expulsion shall have been lifted. *(RMPS Sec. 146)* Date: \_\_\_\_\_.

**ATTACHMENTS:**

- ☐ Exhibit A – Student’s Narrative Report
- ☐ Exhibit B – Teacher’s Observation Report
- ☐ Exhibit C – Parent’s Invitation for Conference
- ☐ Exhibit D – Parent’s Response Report
- ☐ Exhibit E – Report by Third Parties (Medical, Certifications, referral, etc.)
- ☐ Exhibit F – Other attachments
- ☐ Copies of this Report is given to parents.

**Prepared by:**

**Noted by:**

**Approved:**

\_\_\_\_\_  
SEWO- Guidance Coordinator

\_\_\_\_\_  
School Principal

**RONALD M. ORCUSE**  
School President

Date Accomplished: \_\_\_\_\_

Date Recorded on Data-based: \_\_\_\_\_