



ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the *DeSales* Brothers

REF: SJIJ/2018/03/509

5 March 2018

Dear Parents / Guardians,

Conduct Grading for Primary 1 and 2 pupils

To reinforce the values that we want to inculcate in our boys, the school introduced a rubric-based conduct grading last year. The rubric reflects our school values of Faith, Service and Community as well as the 7 Habits.

Form teachers, in collaboration with subject teachers, will observe the behaviour of each boy based on the rubric. The conduct grade will be based on this observed behaviour. A new conduct grade will be assigned for each semester based **only** on the behaviour observed during that semester. Appended in the next page is the rubric that the teachers will be using to assess our pupils.

We hope that you will reinforce these values, habits and behaviours in your son to support the school in creating a positive and conducive climate for learning. Parents please also take note that the conduct grade will be taken into consideration for MOE as well as school-based awards.

Thank you for your kind attention.

Yours sincerely,

Mrs Chitra Segar
Year Head

Mr Timothy Goh
Principal

Conduct Rubric (Lower Primary)

FAITH

Be Proactive: Tells the truth and does the right things without being reminded.

Begin with the end in mind: Hands in work and forms on time.

Put first things first: Is focused and finishes work given in class.

Sharpen the saw: Says "thank you" and "please" when speaking to classmates and teachers.

SERVICE

Be Proactive: Shows kindness and offers help.

Be Proactive: Keeps classroom clean.

Sharpen the saw: Participates actively during lessons.

Put first things first: Carries out functional leader duties responsibly.

COMMUNITY

Think win-win: Cooperates with others.

Think win-win: Speaks positively of others.

Seek first to understand: Listens patiently when others are sharing ideas.

Synergise: Works and plays with pupils from all races and religions.