



## ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the *De La Salle* Brothers

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REF: SJJ/2018/03/512

Date: 5 March 2018

Dear Parents/Guardians

### Conduct Grading for Primary 4 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. Your son/ward will participate in the Conduct Grading Exercise by carrying out the Self-Appraisal component. The conduct grade will be based on observations made by the teachers as well as the Self-Appraisal component done by the boys. A new conduct grade will be assigned for each semester based only on the behaviour observed during that semester. Appended with this letter is the rubric that will be used by both the teachers and the boys.

Please follow the instructions below to carry out the Self-Appraisal component:

1. Please log-in to the C2hamps portal at <https://sjiinr.c2hamps.elchemi.net/Login.aspx>
2. Username and Password will be the pupil's Birth Certificate number - (all caps lock)
3. Click on Data Entry
4. Click on Student Activities Data Entry Questions
5. At that page, select Term 1
6. Select Upper Pri Conduct (Sem 1) (Students)
7. Select your name under **Student Name**
8. Complete your self-assessment grading
9. At the end of the page there will be a Save & Next button, click on it
10. You will not see any changes to the page
11. Scroll up and sign out.

Please ensure that your son/ward completes the conduct grading exercise by Monday, 19 March 2018.

Please note that for this exercise, login to the C2hamps system is to be done by the pupils. **All pupils' passwords have been reset to be their BC numbers.** Thank you.

Parents, we hope that you will take this opportunity to reinforce these values, habits and behaviours in your son to support the school in creating a positive and conducive climate for learning. 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

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## **Conduct Rubrics (Upper Primary)**

### **FAITH**

Think Win-win: Controls temper and does not aggravate matters.

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.

Synergize: Interacts well with others.

### **SERVICE**

Be Proactive: Gives the best in everything that is to be done.

Be Proactive: Shows kindness and offers help.

Be Proactive: Keeps classroom and school clean.

Seek first to understand: Is sensitive to the feelings of others.

Sharpen the saw: Shares good ideas during group work/class discussions.

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.