

*Church of Our Lady of Refuge
Department of Religious Education*

June 8, 2020

Staff Memo
To: Catechist
From: Luis A Lugo

Re: Summary of our Meeting,

Thank you everyone for your unconditional love and dedication to the program, it was so good to see the team after a time in lock-down. Thank Maribel for the evaluation form and grading method. So, as we discussed in the meeting the report card will have to parts to it.

Part 1: Evaluation Sheet:

Our Lady Of Refuge					
Name _____	Grade _____	Catechist _____	Project _____	Study Packets _____	
Following Project Directions	Excellent (4) All directions were followed		Good (3) You followed most Directions		Satisfactory (2) You followed some directions
Use of Creativity	You used your own ideas and imagination		You used your own ideas most of the time		You used some imagination
Effort put into Project	You took your time and worked hard on the project		You worked hard for most of the project		You put some effort into the project
Complexion	All instructions were followed and completed fully		Most instructions were followed and completed		Some instructions were followed
Use of materials	Used material appropriately far beyond expectations		Used material very well		Used materials appropriately

Results _____

Catechist _____

Comments:

Date: _____

- Use the Grading table Maribel gave us
- Students will receive a grade for Study Packet 1 and 2.
- On the Evaluation Sheet points for Packet 1 and 2 must be written on the sheet.
- When you write your point on the Evaluation sheet should be the following. For example,

Following Project Direction box: 4 / **3**
Second Point in bold in the point for Packet #2. This way when we add the total point as Maribel introductions tell us you can have add the final grade to each packet

Do not forget to write a comment so it can be helpful for the student to be prepared when returning to class in October.

Please remember to be clear, so parent can understand the why and how their child got the grade they earned.

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Part 2: Final Results:

Church of Our Lady of Refuge
Religious Education
Educación Religiosa

718-367-4690 (Rectory)
718-367-3384 (School)

STUDENT PROGRESS REPORT 2nd Period
Student: _____
Course: Youth Cat
Catechist: Mr. Joshua Agosto

EVALUATION OF PERFORMANCE AND GRADES OF STUDY PACKETS 1 AND 2

RATING SCALE: 5 = HIGHEST RATING to 1 = LOWEST RATING

Evaluation of Study Packet #1

- _____ Understanding of Study Subject
- _____ Understanding of Church Teaching
- _____ Understanding of Sacraments
- _____ Understanding of Holy Scripture
- _____ Writing and Grammar

Final Grade: _____

Evaluation of Study Packet #2

- _____ Understanding of Study Subject
- _____ Understanding of Church Teaching
- _____ Understanding of Sacraments
- _____ Understanding of Holy Scripture
- _____ Writing and Grammar

Final Grade: _____

EVALUATION OF STUDENT IN CLASSROOM FOR 2019-2020

RATING SCALE: 5 Exceptional 4 Very Good 3 Fair 2 Needs Improvement 1 Unacceptable

- _____ Behavior
- _____ Class Participation
- _____ Effort

COMMENTS FOR IMPROVEMENT TO HELP STUDENTS BE PREPARED FOR OCTOBER:

This page in the Final Results and General Information how students must improve their behavior in class.

After you have added the points for Packet 1 and 2. Final grades are written in this sheet.

I will add a cover letter explaining parents the grading policy we used to grades the Study Packets 1 and 2

The week of June 10-16 is the official last day for students to turn-in the Study Packets 1 and 2, I will call you when they are ready to be pick up. June 27 is Report Card Day, please have turn-in the Report Cards by June 25, the 26th is the dateline.

Ps. Vanessa and Karen Call me so you can pick up the Packets and Report Cards.

In Christ,

Luis