

Group Contract



PROJECT NAME: Recycling Project

MEMBERSHIP

Group Member	Contact Information	Phone Number

ROLES

Suggested Roles	Responsible Member
Project Manager (<i>Manages time, delegates work as needed, keeps group on task</i>):	
Recorder (<i>Makes sure all the team documentation is in order, takes notes and records data</i>):	
Questioner (<i>Ensures data is accurate, suggests alternate methods</i>):	
Summarizer (<i>Check assignments against the rubric, proofreads documents</i>):	

GOALS

- What is the specific goal of this team? (What will this team produce?)

NORMS

- What are your norms for each team member (be on time with work, communicate successes and failures, etc)?
- How will your team communicate?

What are the dates of the project work days for this grade level project?

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When is the Recycling Project Presentation Day?

GROUP POLICIES

Absence Policy – What should a team member do when absent from school?

What is your policy for a group member being absent the day of a presentation or when an assignment is due?

Work Policy – What happens when a group member does not finish their share of the work or the work is late or?

GROUP MEMBER ACTION PLANS

First warning – if a student misses the first checkpoint, a warning is issued and documented. The student has until the next day to show that the work for the checkpoint is completed. Teachers and parents are informed of the warning.

Second warning –

A second warning is issued if a student misses the first checkpoint and still does not have the work the next day or if he/she misses another checkpoint. The student has until the next day to show work from check point(s). Teachers and parents are contacted.

Dismissal from group –

If a student receives a third warning for missing a checkpoint and failing to get the check point work turned in, he/she will be dismissed from the group. Upon dismissal, the group member is responsible for completing the project, from scratch. Only his/her original items may be used (all other work must remain with the group) and the original due date for the project still stands.

***Number of checkpoints may vary per project**

GROUP SIGNATURES

Group Member	Signature	Date
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