The Principal oversees every aspect of the daily operation of the school, and their number one concern is safety of the students and staff. Mrs. B will arrange for you to sit down with either our Principal or our Vice Principal to discuss aspects of their job that may help you to complete your assignments. Be prepared with questions ahead of time so that you can get the most out of your visit.

**Keep a diary of students who become infected with the disease... Family members too.**

Like a typical diary, the Principal may keep informal notes regarding various events at their site. This journal should have a paragraph for each day of the project, and should include your thoughts and what you are learning about the outbreak and the staff members, students and family members involved.

**List students and staff which become infected and explain how they are associated.**

The log of Students and Staff should be created in a table format, and should include the following:
- Case #, Patient Name, Gender, Age, Important Information/ Connections.

Creative formatting is a must, as is a prominent title for the log using Word Art or another application.

**Develop an outline for a 2 week disease unit.**

Teachers need to plan out their lessons ahead of time, and this task requires you to assist a new teacher who will be educating his/her students about diseases. Plan out what the teacher should cover during the 10 day unit with general descriptions of what the students will be learning about or doing each day. Your Outbreak book may be of some help, but you should also consult your science textbook and the internet as well.

**Develop a policy for those who show signs of the disease... (memo)**

Once the main disease has been diagnosed by the Physician in your group, it is important to inform your staff members at both High Schools what to do if a student or employee shows signs of being sick. The Outbreak Resource book includes information that may be useful, but it is necessary to do some additional research on the internet as to how to keep the disease from continuing to spread. Write a memo outlining your plan (approx. one page).

**Write an action plan listing the steps to protect students and staff.**

An action plan is a document which outlines the specific steps to be taken to solve a problem or reach a goal. The Principal should create a plan to protect students and staff and prevent the spread of the main disease in the schools. It is important to be specific as to who (nurse? secretary?) will be responsible for completing each step, and what resources (supplies) will be needed. Action Plans often include specific goals as to how much time each step should take.

This symbol denotes the task that will be included in the Group PowerPoint. The Principal will be expected to explain this aspect of their project thoroughly to the class.