



Example Outdoor Learning Planning Guide and Checklist

Before Going Outdoors

Communication	☐ Email MaryJo in the main office to inform her of when you will be taking students outside ☐ Use our shared Outdoor Learning Google Calendar to reserve the Outdoor Classroom space, if needed ☐ Email all parents to inform them of your plans ☐ If going offsite, you need to send a request to the transportation director X weeks in advance
Safety Preparedness	☐ Grab a travel first aid kit from the nurse's office ☐ Make sure you have X number of adults for X students ☐ Bring the emergency phone number list and your cell phone ☐ Carry all student medication ☐ Check the weather
Goals and Materials	☐ Prepare your lesson plan and goals for outdoor learning and a backup plan ☐ Prepare students' outdoor learning kits
Student Preparation	☐ Prepare students with our school-wide agreed-on rules and boundaries (No trespassing on Mr. Davis' abutting land, stay within sight of the group at all times, etc.) ☐ Have students set their own behavior expectations and encourage them to help hold each other to them

	☐ Ensure students are appropriately attired for the weather; supplement extra clothing from the Borrowing Closet, or have students join X's class if not prepared to be outside
Add other categories as needed	

After Going Outdoors

Debrief and Reflect	☐ Debrief with your students - what went well? What did you enjoy? ☐ Personal reflection on how the day went ☐ Send any tips or insights to our Outdoor Learning group chat
Celebrate and Inform	☐ Send any pictures or highlights to Mark who manages our social media pages and Donna who is collecting stories about outdoor learning for the board
Add other categories as needed	