### 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 |

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| Add other categories as needed |
| 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 |

### 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 | **www.teachmeoutside.org** |