

HIGHCREST MIDDLE SCHOOL

Guidelines for Outdoor Classroom Recess Volunteer

Thank you for volunteering to supervise recess in the Outdoor Classroom! You make it possible for our children to enjoy this beautiful environment and take a break from their hectic day.

Your shift is from 11:20am- 12:45pm. If you cannot cover your shift, you are responsible for finding a substitute **and passing on this information.** Please do not call the school office!

Please be early, by 11:15am, to set up. Students will be unsupervised if you are late!

What to Do

Sign in at the office, and enter the Outdoor Classroom through the 5th grade hall. If any doors to the garden are locked, please notify the office immediately.

Open the supply shed and put the plastic supply bins (art supplies/project supplies/books) on the cement seating. Spread out supplies and offer them to students as they arrive.

The tool shed is locked and tools are available for student work only with designated supervisors.

Students come out for a 20 minute recess. Be aware of 20 minutes shift changes and announce to kids when the bell rings.

At end of recess, 12:46pm, collect all of the supplies and return them to the sheds.

Certain teachers will be in the garden on a regular basis. They are there for discipline needs only. It is your job to offer the kids supplies and activities, and enforce the Outdoor Classroom rules.

Outdoor Classroom Rules

Outdoor Classroom rules are posted on the entry doors. There is a Rules sheet in the shed as well. **Please remind students that the space is a designated “quiet zone.”** (There are classes in session facing the courtyard.) There is no running or tag allowed. Watch that plants are not stepped on, or logs rolled over onto plants. Ask students to stay on the paths. Picking flowers, harming bugs, or taking anything from the garden is not permitted. If any student is consistently disregarding the rules, bring him/her to the teacher supervisor on hand.

Weather

If the weather is questionable, please call the office to see if recess is outdoors. If recess is called to be “indoors” at the start of recess then the Outdoor Classroom will be closed for recess. If it begins to rain during recess, close up the Outdoor Classroom for the rest of the day.

HOPE YOU ENJOY THE EXPERIENCE!

Tips for the Outdoor Classroom

What Kids Can Do To Help:

- Water anything (especially pots) with watering cans, not hoses!
- Sweep and rake leaves from sidewalks
- Pick up apples and dispose of them in the compost bin
- Maintain the compost bins
- Coil hoses neatly, straighten the tool shed
- Wash the three work tables
- Fill the bird feeders from the aluminum bucket in the shed
- Weed, plant and prune **with PTO maintenance supervisors only!**

What Kids Can Do Just For Fun:

- Explore freely on garden paths!
- Find bugs, butterflies, birds, and worms
- Sketch, watercolor, and other art
- Identify prairie and woodland flowers with books
- Read, chat, and just relax
- Special craft activities
- Dig with hand shovels (not large shovels) in the designated dig stump area
- “Paint” on paper with Pokeweed berries in the Fall (in designated area)

What Kids Can't Do:

- Run, shout, “hide and seek” or other forms of energetic physical activity!
- Trod on plants (yikes!) by walking off the paths
- Walk close to classroom windows
- Use magnifiers to try to start a fire!
- Spray each other with the hose
- Harm any plant or animal - including bugs and insects
- Weed, plant or prune **without a PTO maintenance supervisor present**
- Catch bees
- Move wood branches and stumps to other locations
- Roll or jump on stumps
- Eat any berries, leaves, or roots (few plants are poisonous in large quantities)
- Make and fly paper airplanes
- Build a structure, e.g. a fort or habitat
- Climb up on tables or chairs