

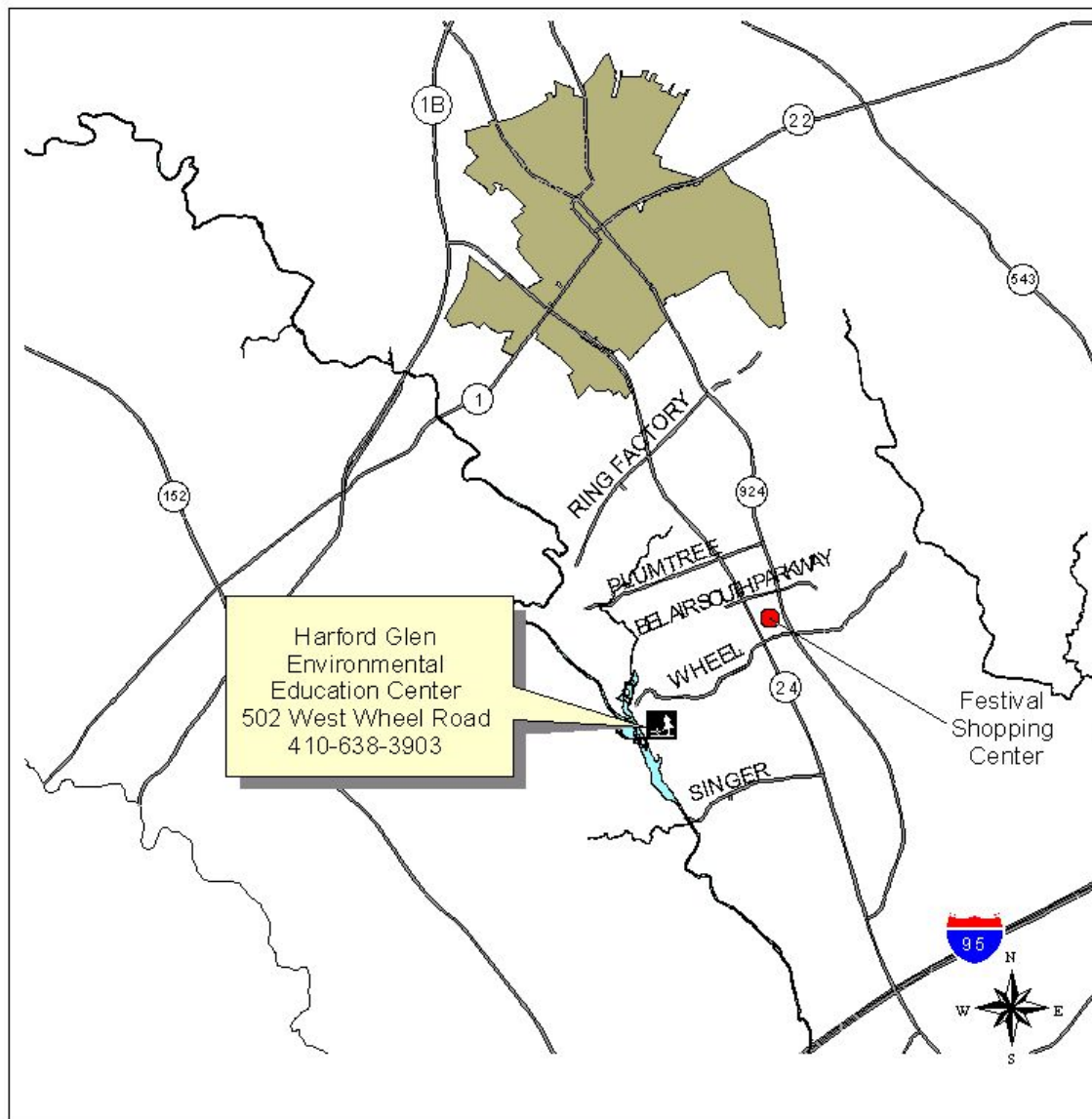


Outdoor Education Program

Counselor Information and Required Forms

Student Name, High School and Session

Harford County Public Schools
102 South Hickory Avenue
Bel Air, Maryland 21014



Directions: From Route 24, turn west onto Wheel Road (the light for Wheel Road is next to the Festival Shopping Center), go straight through the traffic circle at Tollgate Road and continue until Wheel Road reaches a dead end at the Harford Glen gate. The distance from Route 24 to the main gate is about one mile.

If the gate is closed, use the black call box to let the Harford Glen staff know you have arrived.

Congratulations! You have been selected to volunteer as a counselor for the Harford Glen Fifth Grade Residential Outdoor Education Program. The dates of your session are printed on the front of this packet. You have been assigned to a session that you and your parents chose on your application, so please do not ask to switch sessions.

Right now:

- Carefully read this packet and the **Counselor Handbook** sent to you as an email attachment. If you would like to receive a paper copy of the handbook, email your name, high school and homeroom teacher to Melanie.Kane@hcps.org. Allow two weeks for delivery.
- Share the dates of your session with your family and all your teachers, coaches, job supervisors, etc.
- Arrange transportation both to and from Harford Glen. You are expected to arrive by 8:00am on the first morning and to remain at Harford Glen until 2pm on the last day of your assigned session. If you must leave to attend class, work, sports, etc., you must complete a **Dismissal Form** and bring it with you on the first morning.

One week before your session:

- Expect a text, email, and phone call from Harford Glen. In order for us to plan your session thoroughly, you will need to respond to those messages by the deadline stated in the email.
- Give your homeroom teacher the **Participation Notification** form to assure that you are not marked absent while you are volunteering in this Harford County Public School program.
- Complete the required **Permission Form**.
- If you must leave during the day, complete the **Dismissal Form**.
- Give your teachers the **Assignment Sheets**.
- Your school nurse will send the Harford Glen nurse your HCPS ***Consent for Administration of Approved Discretionary Medications*** form and any medication permission forms already on file at school. If you need to take additional prescription or non-prescription (over-the-counter) medication or doses while at Harford Glen, complete the **Harford Glen Medication Policy and Permission Form** found in this packet.

On the first morning of your session:

- Plan to arrive promptly in the Chickadee Room by 8:00am for the team meeting. You will receive your final schedule of activities during this meeting. If it is more convenient for your family to drop you off before 8:00am, the Chickadee Room will be open by 7am and you are welcome to work on your school assignments there until the team meeting begins. Please notify us if you will be arriving early so we know when to expect you.
- Check the **Counselor Equipment List** to assure you are prepared.
- Have all completed forms ready to turn in at the team meeting.
- Use the black call box to let us know you have arrived if the main gate on Wheel Road is closed. Once inside the gate, follow the signs and make the first left to park in the visitor lot up the hill, next to the Dining Hall. From the parking lot, walk past the Dining Hall and follow signs to the nurse's office. The Chickadee Room is on the first floor of the Plumtree Run building, behind the brown stairs, next to the nurse's office.
- In the event of any last minute emergency, please call Harford Glen to notify us. We are counting on you to be here and are looking forward to working with you.

If you or your parents/guardians have questions about the counselor program after you have read this packet and the **Counselor Handbook**, please contact Harford Glen prior to your assigned session. You are welcome to call 410-638-3903 or e-mail melanie.kane@hcps.org.

HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER

COUNSELOR RULES

Counselor volunteers must follow all Harford County Public School rules detailed in the current Parent-Student Handbook as well as those which apply to special circumstances at Harford Glen. **Failure to comply with the rules may result in serious consequences.**

*Each counselor volunteer must submit all applicable forms. He or she is also responsible for notifying all high school teachers and collecting class assignments before the session.

*Counselors may not transport or have in their possession any personal medication or fifth grade student medicines. Talk with your school nurse if you feel an exception needs to be made for your Epi-Pen or inhaler.

*Counselors will spend their study time in the Chickadee counselor area; they will not be outside, on the trails or anywhere else not designated by the Harford Glen leadership.

*The Harford County Public School dress code will be followed at Harford Glen.

*Counselors may not leave Harford Glen for any reason without written permission of a parent/legal guardian on the **Dismissal Form**. They must sign out in the nurse's office when leaving and sign back in when returning to Harford Glen.

*Public displays of affection are inappropriate and are not permitted.

*The use of cell phones is not permitted during lessons and activities. Cell phones and cameras are not permitted in lodges and restrooms.

*Photographs and videos taken at Harford Glen must not be posted on the internet. To do so would be a violation of Harford County Public Schools privacy policies, as well as the trust of the participating students, parents, teachers, administrators, and Harford Glen educators.

* The Harford Glen staff will build and tend all campfires.

*If a high school student violates any rule, severe consequences, which may include suspension from school, will result and the counselor volunteer will be banned from participating in future Harford Glen sessions. Parents of such counselors may be called to take their daughter or son home. The counselor's high school will be notified about the incident and further action may be taken by the school administration. Harford Glen is required to call law enforcement if it is clear that the law has been broken.

The signatures of the counselor volunteers and their parents/guardians on the counselor application serve as confirmation that they have been advised of these expectations and that the counselor volunteer agrees to abide by these policies.



Residential Program **Inclement Weather Policy**

Delay on the first day of the program

If HCPS delays the opening of school on the first day of the program, the Harford Glen Program will also be delayed the same amount of time.

- For example, if HCPS delays opening of schools for two hours, the bus will pick up the fifth grade students at school at 11:00 am (or 11:30 for fourth tier schools).
- In addition, instead of the counselors arriving at Harford Glen at 8:00 am, they should arrive at 10:00 am.

Cancellation on the first day of the program

If HCPS cancels school on the first day of the program, the Harford Glen program will also be cancelled for that day. Whenever schools open the following day, whether it is on time or a delayed opening, busses will arrive to pick up the fifth grade students. If it is a delayed opening, see above.

Counselors should report to Harford Glen based on the inclement weather call by HCPS. If school is on time, report at 8:00am. If school is two hours delayed, report at 10:00am.

Cancellation on the first AND second day of the program

If HCPS cancels school on the first and second day of the program, the entire session will be postponed to a later date.

Threat of inclement weather during the program

If severe weather is forecast during your session, the Harford Glen staff will consult with school administrators and the transportation division of Harford County Public Schools to determine whether the students will remain at Harford Glen, if the session will be modified, or if the session will be cancelled and rescheduled.

****The HCPS automated telephone/text/email messaging system will be used to notify parents and guardians if inclement weather changes the Harford Glen schedule. Please ensure that all emergency contact phone numbers are up to date and that the number provided is one where a parent or guardian can be reached at any time of day or night during your child's visit to Harford Glen.****



HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER **COUNSELOR EQUIPMENT LIST**

Please label everything you want to keep!
All personal property brought to Harford Glen is your responsibility.

Wear:

- ☐ Comfortable walking shoes (no sandals or flip flops) and long socks
- ☐ Clothes and appropriate outerwear that can get muddy and/or wet
- ☐ A watch (*cell phones may not be used to check time*)

Bring a small backpack with the following items:

- ☐ Change of clothes including long pants, long-sleeved shirt, underwear, long socks and shoes
- ☐ Hat
- ☐ Water bottle labeled with your name
- ☐ Extra outerwear based on weather forecast (raincoat/poncho, sweatshirt, warm coat, winter hat, gloves or mittens, etc.)
- ☐ (Optional) Sunscreen and/or bug repellent lotion or wipes (no sprays)
- ☐ (Optional) Disposable camera or camera with fresh batteries
- ☐ (Optional) Lip balm

Bring a book bag with the following items:

- ☐ REQUIRED – HCPS laptop and resources for all classes
- ☐ REQUIRED – **Permission Form**, signed by a parent/guardian
- ☐ IF APPLICABLE – **Dismissal Form**, signed by a parent/guardian
- ☐ IF APPLICABLE – Medication and **Harford Glen Medication Policy and Permission Form**, supplied by your school nurse and signed by a parent/guardian and an authorized prescriber
- ☐ (Optional) Snacks and drinks

Pack in two 13-gallon kitchen trash bags, clearly labeled with your name:

- ☐ Pillow and case
- ☐ Sheets and blankets **OR** sleeping bag
- ☐ 1 pair of pants (*and 2 pairs of shorts if warm weather is forecast*)
- ☐ 2 shirts
- ☐ 2 pairs of long socks
- ☐ 3 sets of underwear
- ☐ 1 pair of pajamas

Continued on next page ➔

- ☐ Warm shoes/boots (*for cold months*)
- ☐ Reading material for Sustained Silent Reading (SSR) in the lodges
- ☐ Two extra 13 gallon kitchen trash bags for the trip home
- ☐ Bath towel/Wash cloth
- ☐ Soap/Shampoo/Conditioner
- ☐ Hairbrush/Comb
- ☐ Deodorant
- ☐ Toothbrush/Toothpaste/Dental floss
- ☐ (Optional) Flip-flops (for showers only)
- ☐ (Optional) Hair dryer

This counselor equipment list is for a three-day session. If you are staying for five days, you may bring a third 13-gallon kitchen trash bag with the additional clothes you will need for the longer session.

Do not bring:

- ✗ Knives, firearms, matches, and lighters
- ✗ Flashlights
- ✗ Valuables and electronics
- ✗ Luggage, suitcases, duffel bags, and stuffed animals

ALLERGY NOTICE

Harford Glen is an outdoor facility with a Dining Hall, so other allergens may be present on the property. Please be very thorough when describing all allergies and accommodations required on the Medication Policy and Permission Form. The school nurse's office conducts annual anaphylaxis awareness training for staff and maintains a shared updated list of students and staff with severe allergies. Families who have questions or concerns about allergies at Harford Glen are directed to speak to the Harford Glen nurse prior to the residential outdoor education experience.

Typical Harford Glen Schedule








A final schedule will be distributed at the first team meeting








First Day	
8:00	Counselor team meeting in the Chickadee Room
9:00-9:30	Busses depart elementary school
9:30	Welcome gathering in Pavilion or Dining Hall
10:30	Settle into lodges, fire drill
11:45	Lunch
12:45	Environmental Stewardship lesson
3:45	Recess
4:15	Reflections/ Counselor team meeting
5:00	Dinner
6:00	Binocular Basics lesson
7:15	Campfire program
8:00	Snack
8:30	Clean up and showers
9:15	Sustained silent reading
9:30	Lights out and quiet in lodges

Second Day	
7:00	Rise and shine
7:30	Class/Counselor meeting
7:45	Breakfast
8:45	Bird's Eye View lessons
11:45	Lunch
12:45	Environmental Stewardship lesson
3:45	Recess
4:15	Reflections
5:00	Dinner
6:00	Teacher Choice lesson
7:15	Campfire program
8:00	Snack
8:30	Clean up and showers
9:15	Sustained silent reading
9:30	Lights out and quiet in lodges

Third Day	
7:00	Rise and shine Pack and clean up lodges
7:30	Class meeting
7:45	Breakfast
8:45	Teacher Choice lessons
11:00	Lunch
11:45	Final Reflections led by the Harford Glen Teachers
12:00	Student busses depart Harford Glen to return to elementary school
12:10	Counselor team meeting and session wrap up
2:00	Counselors depart

Harford Glen Residential Outdoor Education Program Menu

	First day	Second day	Third day
<u>BREAKFAST</u>		7:45-8:45am Breakfast Pizza Choice of Cereal  Fresh Fruit Yogurt Milk/Choice of Juice/Ice water	8:00-9:00am French Toast Sticks w/syrup  Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice water
<u>LUNCH</u>	11:45am - 12:45pm Asian Chicken CHIK'N Nuggets  Brown Rice Steamed Broccoli Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	11:45am-12:45pm Hamburger/Cheeseburger/Veggie Burger  Hot Dog Baked Beans Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	10:50-11:30am Bagged Lunches Choice of: Turkey & Cheese, Ham & Cheese or Cheese Sandwich  Fresh Fruit Sun Chips Milk/Choice of Juice
<u>DINNER</u>	5:30-6:30pm Taco Bar (6" tortilla and/or tortilla chips) Choice of: Taco Meat, Salsa Chicken, Veggie Chili  Black Beans and Corn Fresh Fruit Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Jell-O	5:30-6:30pm Chicken Smackers Macaroni & Cheese  Green Beans Fresh Fruit Salad Bar Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Warm Cinnamon Apples	
<u>SNACK</u>	Fresh Fruit	Fresh Fruit	

-  Salad Bar includes yogurt, cheese, field greens, seasonal fruits and vegetables, and much, much more.
-  Limited peanut butter and jelly uncrustables will be available at all meals.
-  Menu subject to change due to product availability.
-  Harford Glen menu, allergen and nutritional information available at www.HCPSMenus.com.
-  Medical documentation for special diet accommodations must be submitted with required Harford Glen paperwork. Please contact the Harford Glen nurse at 410-638-3903 for instructions and the Special Diet Accommodations Form.
-   - Vegetarian option



**HARFORD COUNTY PUBLIC SCHOOLS
HARFORD GLEN MEDICATION POLICY AND PERMISSION FORM**

This form must be completed and signed by the student's health care provider and parent/guardian for all prescription and over the counter medications.

- All medication must be accompanied by this form and a **separate** form must be completed for each medication.
- Students are not permitted to carry medication on school buses, school grounds or on field trips. Parents must hand medications and this form to the Harford Glen Nurse upon arrival at Harford Glen.
- Prescription medications must be in a labeled prescription container with specific instructions.
- Over the counter medications must be in the original container.
- A new form is needed each new school year and for all changes in medication, dose, or time

HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION AT HARFORD GLEN

Student Name: _____ Date of Birth: _____

School: _____ Allergies: _____

Medication Name: _____ Route: _____

Reason for Administration: _____

Exact dose to be given (Must specify in mg and/or # of puffs): _____

Time/Frequency of Administration (see standard times below): _____

(Before breakfast 7:30 AM, after breakfast 8:30AM, before lunch 11:30AM, after lunch 12:30PM, before dinner 5:00 PM, after dinner 6:00 PM, bedtime 8:30 PM)

If PRN, frequency: _____ for what symptoms: _____

Health Care Provider Signature: (no stamps) _____ Date: _____

Health Care Provider Name (Printed): _____ Phone /Fax: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION

Parent/Legal Guardian Signature: _____ Date: _____ Phone: _____

FOR SCHOOL PERSONNEL USE ONLY

School Nurse: Received and reviewed for accuracy by: _____ Date: _____

Harford Glen Nurse: Medication received upon arrival - # of pills/capsules/bottle/inhaler: _____ Signature: _____

Date- Day 1	Time	Signature	Date- Day 2	Time	Signature	Date- Day 3	Time	Signature

Double Check

H.G. Evening Date: _____

9

Triple Check

H.G. Night Date: _____
Nurse's Signature: _____



HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER **DISMISSAL FORM**

This page is only to be used if the counselor is leaving and returning to Harford Glen on the same day.

You can only be an effective volunteer if you are present!
Please limit your time away from Harford Glen to one time each session.

Please excuse _____
from Harford Glen on the following date and times:

DATE _____ TIME LEAVING _____ TIME RETURNING _____

Reason for leaving:

Check One:

- ☐ My child will drive himself or herself
- ☐ I will be providing the transportation
- ☐ My child is allowed to drive/ride with

Counselors must sign in and out at the nurse's office.

PARENT/GUARDIAN PRINTED NAME

PARENT/GUARDIAN SIGNATURE

HOME NUMBER

CELL NUMBER

WORK NUMBER



HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER **COUNSELOR PERMISSION FORM**

****Required****

My child, _____, has my permission to participate as a high school counselor volunteer in the residential outdoor education program at the Harford Glen Environmental Education Center.

In the event of an emergency, please contact me:

Home Phone	Cell Phone	Work Phone
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In the event you cannot contact me, please contact the following person:

ALTERNATIVE CONTACT: _____

PHONE: _____

PLEASE RESPOND: I give permission for the image/photograph of my child to be posted in a printed publication or on Harford County Public School websites and social media sites such as Twitter, Instagram, Facebook, etc. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials. ☐ Yes ☐ No

ACKNOWLEDGEMENT

I understand that my child's participation in this program is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk.

Check One:

- ☐ My child will drive himself or herself home from Harford Glen
- ☐ I will be providing the transportation home from Harford Glen
- ☐ My child has my permission to drive/ride home from Harford Glen with _____

_____ Parent/Guardian Signature	_____ Relationship to Child
_____ Printed Parent/Guardian Name	_____ Date



HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER

PARTICIPATION NOTIFICATION

Complete this form and give it to your homeroom teacher one week before participating in your Harford Glen session.

HOMEROOM TEACHER _____

STUDENT NAME _____

SESSION DATES _____

I have been chosen to volunteer as a counselor for the Harford Glen Fifth Grade Outdoor Education Program. Since Harford Glen is a division of Harford County Public Schools, I should not be marked absent during my session. Please note the dates of my session and mark me “present” when taking attendance each day.

If I do not participate in the program for some reason, I will inform you and Harford Glen will notify our attendance secretary.

STUDENT SIGNATURE _____



HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER

ASSIGNMENT SHEET

Give this sheet to your teacher at least one week before your Harford Glen session.

Student Name

Dates of My Session

I have been chosen to volunteer as a counselor for the Harford Glen Fifth Grade Outdoor Education Program. Although participation takes me away from classes and activities at school, I know it will be a valuable learning opportunity for me as well as the fifth grade children. Organization, patience, self-discipline, problem-solving, and many other leadership skills will be practiced as I strive to be a worthy role model for the children and a valuable asset to the fifth grade classroom teachers and Harford Glen environmental educators.

I will finish all assignments listed below before returning to your class. Please allow me to make up tests or quizzes missed during my session.

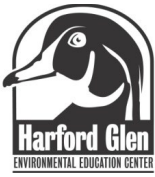
Teacher Name

Class

Assignments:

Thank you for your cooperation and support of Harford Glen and environmental literacy in Harford County Public Schools.

Student Signature _____



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