



Larry R. Hook
Superintendent
Alana Cropper
Treasurer
Kim Tinsley
Assistant Superintendent

November 2022

Dear Camp Kern Counselor Applicants and Parents of Applicants,

This year, the Forest Hills School District will be sending its fifth grade students to Camp Kern for a three day outdoor education experience. This year the sessions are May 3-5, Ayer and Summit; May 8-10, Mercer and Wilson; and May 10-12, Maddux and Sherwood. Anderson and Turpin high school students serve as camp counselors and are a vital part of the camping experience. The counselors help teachers, camp staff and fifth graders during all activities. High school counselors also supervise students assigned to their cabin. Counselors stay with their cabin groups at night and eat meals with them in the dining hall. Counselors are needed at camp during the entire session and may not return to school or home for concerts, sporting events, etc. This program requires responsibility and hard work from the high school counselors and has proven to be as rewarding for them as it is for the fifth grade students.

We want to select high school counselors who are best suited to work with younger children, who really want to attend and work hard, and who will be positive role models at camp. If you believe you meet these qualifications, you are encouraged to apply

In order to be considered for Camp Kern counselor, applicants must complete the two-part application form due no later than February 1st, 2023 at noon.

- Part I of the application is online on the Forest Hills website (www.foresthills.edu), go to Resource Center dropdown in upper right hand corner of website, select Forms, scroll down to Camp Kern, select Camp Kern Counselor Application Part I
- Part II is in paper form in this packet and includes:
 - Recommendation forms to be completed by four teachers
 - Pledge of no drug or alcohol use during or after the application process -Must be signed by you and a parent/guardian

Both student and parent are required to sign the pledge. Failure to live up to the pledge will mean dismissal from the program.

The process used to select counselors for Camp Kern is included in this packet. Typically there are more applicants than counselor positions, particularly females. This means we are not able to select all high school students who are highly qualified. To help make the process as fair and impartial as possible all applicants are evaluated based on criteria included in the application. Those who receive the highest composite evaluation points are selected to fill the available positions. Applicant evaluations will remain confidential and will not become a part of the student's file or education record. Under the Family Educational Rights and Privacy Act, applicant evaluations shall not be considered an educational record subject to disclosure to the applicant or his/her parent, guardian or legal custodian. Counselor selection is done by the Camp Kern directors and the Associate Director of Elementary Teaching and Learning.

All applicants will be notified by mail during the week of March 27th -31st as to their acceptance. Part of the expectation is that students will attend training sessions after school hours in April.

Sincerely,

Robert W. Buck III
Director, Elementary Teaching & Learning

Criminal Records Check for Volunteers 18 Years or Older

The Forest Hills School District is proud and appreciative of the countless hours of support from our many volunteers. Our high school student volunteers as Camp Kern counselors perform an invaluable service to this important program.

Please be advised that for the protection of our students, the Ohio Legislature passed a law (Section 109.574 of the Revised Code of Ohio) that requires school districts to notify all volunteers that they may be required to provide a set of fingerprint impressions and that a criminal records check may be conducted of a volunteer.

The Forest Hills School District requires volunteers 18 years old or older to comply with a fingerprint and criminal records check if in a supervisory position or working with students at any time without supervision of a FHSD employee. **All selected counselors 18 years or older at the time of camp must go through this process. This must be completed by April 20th, 2023.**

Forest Hills School District is confident that our history of volunteers is of the highest quality and is pleased that this legislation is designed to ensure that volunteers in all schools and other organizations are helpful, supportive and positive models for children.

We thank you for your willingness to volunteer as a Camp Kern counselor and look forward to a long and positive relationship serving the students of Forest Hills.

Sincerely,



Robert W. Buck III
Director of Elementary Teaching & Learning

Due to counselor's office no later than February 1st, 2023 by NOON

2023 Camp Kern Counselor Selection Process

Nov. 28 (AHS)

Camp Kern Counselor Recruiting

Dec. 1 (THS)

Meetings held to discuss Camp Kern counselor responsibilities and distribute the paper part of the application. Selection process discussed.

Feb. 1 @ Noon

High School Guidance Office – Applications due to Guidance Office

- Applications collected by guidance administrative assistant.
- Review applications to ensure they are complete, the Drug Free Pledge form is signed by student, and parent has signed.
- Send completed applications to the Director of Elementary Teaching & Learning.
- Teaching & Learning administrative assistant will send a list of student applicants to guidance office to be posted.

Feb. 2

Director, Elementary Teaching & Learning

- Administrative assistant compiles list of student applicants.
- List of applicants sent to attendance office, high school principals, assistant principals, counselors, Director of Student Services, & Athletic Directors for review.

Feb. 13 – Feb. 17

Attendance Office/Counselors/Principal/Assistant Principals/Athletic Directors/Director of Student Services

- Screen list of applicants for attendance issues, academic and discipline concerns.
- Return list to Elementary Teaching & Learning Director by February 17.

Mar. 1 – Mar. 3

Elementary Teaching & Learning Director

Evaluates essays and teacher recommendations.

March 9

Camp Kern Directors Meeting

Directors evaluate recommendations and compile list of recommended students.

March 22

Elementary Teaching & Learning Director

Selects counselors.

March 27 - 31

Elementary Teaching & Learning Director

Applicants are notified of selection status by U.S. mail during week of March 27-31.

April

Mandatory High School Camp Kern Counselor meeting once accepted.
Date & Time TBD.

Due to counselor's office no later than February 1st, 2023 by NOON

2023 AP EXAM SCHEDULE

If you are selected to be a counselor you must be at Camp for the entire session. It is your responsibility to make sure that you have no scheduling conflicts during the session you will be at Camp. **Only choose a session or sessions when you will have NO conflicts.** When completing your application please make sure that you do NOT have band, orchestra, sports, AP exams, family or other commitments that you must honor during the camp session. The AP exam schedule is as follows:

	<u>Morning Session</u>	<u>Afternoon Session</u>
May 1	U.S. Government & Politics	Chemistry
May 2	Chinese Language and Culture	Psychology
May 3	English Literature & Composition	Computer Science A
May 4	Human Geography Macroeconomics	Statistics Seminar
May 5	European History U.S. History	Art History
May 8	Calculus AB Calculus BC	Computer Science Principles
May 9	English Language & Composition	Physics C: Mechanics Physics C: Electricity & Magnetism
May 10	Spanish Language and Culture	Biology
May 11		Physics 1: Algebra-Based
May 12	German Language & Culture Music Theory	Latin Physics 2: Algebra Based

Due to counselor's office no later than February 1st, 2023 by NOON

2023 CAMP KERN COUNSELOR APPLICATION PART II - THS

The application is a two part process and must be completed in its entirety to be considered.

Part I (submitted online no later than FEBRUARY 1, 2023 at NOON):

- Go to www.foresthills.edu
- Select the Resource Center dropdown in the upper right hand corner, go to Forms, and select Camp Kern.
- Select Camp Kern Counselor Application Part I.
- Complete the online application and select **Submit** at the bottom of the page

Part II (paper copies must be submitted to the counselor's office no later than February 1, 2023 at NOON):

- Carefully read the pledge at the bottom of this page. **Both you and your parent or guardian must sign this pledge.**
- Ask two teachers that you have had during the last two years to complete the attached recommendations. Recommendations should be turned in to the counselor's office by the teachers no later than February 1st at noon. **Make sure to give teachers plenty of time to complete the recommendations.**
- You may also download Part II from the Forest Hills website. Go to www.foresthills.edu, select the Resource Center dropdown on the upper right hand corner, go to Forms, and select Camp Kern. Then select Camp Kern Counselor Application Part II.

Name _____ School _____ Grade _____

PLEDGE:

You must agree to abide by the following guidelines to be a Camp Kern counselor:

1. I will live by example.
2. I will not discuss any topics or use any words that are inappropriate for children.
3. I will abstain from the use of drugs, alcohol, and tobacco (religious observances are excluded from this pledge).
4. I will maintain an acceptable scholastic standing.
5. I will attend the training sessions after school that will be held in the district prior to camp.
6. I will follow the school dress code while at camp.
7. I will live up to this contract from the time of application until my stay at Camp Kern is over.

I understand that I share the responsibility for maintaining the integrity of the program and that if I break this contract, I will be dropped from the program and am subject to the consequences outlined in the Forest Hills School District Student Code of Conduct.

The selection process for the position of Camp Kern counselor is competitive in nature. As such, the district is required to evaluate each applicant. Applicant evaluations will remain confidential and will not become a part of the student's file or educational record. Under the Family Educational Rights and Privacy Act, applicant evaluations shall not be considered an educational record subject to disclosure to the applicant or his/her parent, guardian, or legal custodian.

I, _____, do hereby agree to abide by the above rules.

Student Signature

I understand the guidelines listed above that my child would need to follow if selected as a Camp Kern counselor and also give permission for my child to attend the field trip to Camp Kern. Camp Kern, the Board, its employees, agents and assigns are released from all liability for any injury to my child from participation in the Camp Kern Field Trip.

Parent/Guardian Signature and Date (required for all application)

Due to counselor's office no later than February 1st, 2023 by NOON

CAMP KERN COUNSELOR TEACHER RECOMMENDATION FORM - THS
Due to Counselor's Office by 2/1/23 by NOON

Camp Kern Applicant's Name _____

Guidance Counselor's Name _____

Teacher's Name _____

In order for the above student to be considered for a position as a Camp Kern counselor, they must have two recommendations from high school teachers they have had during the last two years. **Please give the committee an honest evaluation of the above student by circling the word that best describes the applicant.**

- | | | | |
|---------------------------|-------------|--------------|--------------|
| 1. Attitude & Cooperation | Outstanding | Satisfactory | Reservations |
| 2. Responsibility | Outstanding | Satisfactory | Reservations |
| 3. Attendance | Outstanding | Satisfactory | Reservations |
| 4. Conduct | Outstanding | Satisfactory | Reservations |
| 5. Positive Role Model | Outstanding | Satisfactory | Reservations |

6. Recommendation (check one):

- Yes, I highly recommend this student as an outstanding counselor candidate.
- Yes, I recommend this student as an appropriate and adequate counselor candidate.
- I recommend this student, but with hesitation. Please explain below.
- No, I do not recommend this student to be a Camp Kern counselor. Please explain below.

7. If I had a 5th grade child going to Camp Kern, I'd want the applicant to be my child's counselor

- Yes
- Yes, with hesitation- Please explain below.
- No

Explain:

(Optional) Additional Comments-

Teacher's Signature

Subject

Student's grade level
when in my class

You may also reach out to Bob Buck to talk further at x2956 or bobbuck@foresthills.edu

Due to counselor's office no later than February 1st, 2023 by NOON

CAMP KERN COUNSELOR TEACHER RECOMMENDATION FORM- THS
Due to Counselor's Office by 2/1/23 by NOON

Camp Kern Applicant's Name _____

Guidance Counselor's Name _____

Teacher's Name _____

In order for the above student to be considered for a position as a Camp Kern counselor, they must have two recommendations from high school teachers they have had during the last two years. **Please give the committee an honest evaluation of the above student by circling the word that best describes the applicant.**

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| 5. Positive Role Model | Outstanding | Satisfactory | Reservations |

6. Recommendation (check one):

- Yes, I highly recommend this student as an outstanding counselor candidate.
- Yes, I recommend this student as an appropriate and adequate counselor candidate.
- I recommend this student, but with hesitation. Please explain below.
- No, I do not recommend this student to be a Camp Kern counselor. Please explain below.

7. If I had a 5th grade child going to Camp Kern, I'd want the applicant to be my child's counselor

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- No

Explain:

(Optional) Additional Comments:

Teacher's Signature

Subject

Student's grade level
when in my class

You may also reach out to Bob Buck to talk further at x2956 or bobbuck@foresthills.edu

Due to counselor's office no later than February 1st, 2023 by NOON

CAMP KERN COUNSELOR TEACHER RECOMMENDATION FORM - THS
Due to Counselor's Office by 2/1/23 by NOON

Camp Kern Applicant's Name _____

Guidance Counselor's Name _____

Teacher's Name _____

In order for the above student to be considered for a position as a Camp Kern counselor, they must have two recommendations from high school teachers they have had during the last two years. **Please give the committee an honest evaluation of the above student by circling the word that best describes the applicant.**

- | | | | |
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| 2. Responsibility | Outstanding | Satisfactory | Reservations |
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| 5. Positive Role Model | Outstanding | Satisfactory | Reservations |

6. Recommendation (check one):

- Yes, I highly recommend this student as an outstanding counselor candidate.
- Yes, I recommend this student as an appropriate and adequate counselor candidate.
- I recommend this student, but with hesitation. Please explain below.
- No, I do not recommend this student to be a Camp Kern counselor. Please explain below.

8. If I had a 5th grade child going to Camp Kern, I'd want the applicant to be my child's counselor

- Yes
- Yes, with hesitation- Please explain below.
- No

Explain:

(Optional) Additional Comments:

Teacher's Signature

Subject

Student's grade level
when in my class

You may also reach out to Bob Buck to talk further at x2956 or bobbuck@foresthills.edu

Due to counselor's office no later than February 1st, 2023 by NOON

CAMP KERN COUNSELOR TEACHER RECOMMENDATION FORM - THS
Due to Counselor's Office by 2/1/23 by NOON

Camp Kern Applicant's Name _____

Guidance Counselor's Name _____

Teacher's Name _____

In order for the above student to be considered for a position as a Camp Kern counselor, they must have two recommendations from high school teachers they have had during the last two years. **Please give the committee an honest evaluation of the above student by circling the word that best describes the applicant.**

- | | | | |
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| 1. Attitude & Cooperation | Outstanding | Satisfactory | Reservations |
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| 5. Positive Role Model | Outstanding | Satisfactory | Reservations |

6. Recommendation (check one):

- Yes, I highly recommend this student as an outstanding counselor candidate.
- Yes, I recommend this student as an appropriate and adequate counselor candidate.
- I recommend this student, but with hesitation. Please explain below.
- No, I do not recommend this student to be a Camp Kern counselor. Please explain below.

9. If I had a 5th grade child going to Camp Kern, I'd want the applicant to be my child's counselor

- Yes
- Yes, with hesitation- Please explain below.
- No

Explain:

[Optional] Additional Comments:

Teacher's Signature

Subject

Student's grade level
when in my class

You may also reach out to Bob Buck to talk further at x2956 or bobbuck@foresthills.edu

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