



Explore, Discover, Excel

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Volunteer Handbook

2026-2027

KINGSBURY COUNTRY DAY SCHOOL

A Charter School Community

5000 Hosner Road, Oxford, Michigan 48370

Welcome to Kingsbury	3
Our Volunteer Program Goals	3
Engaging with the Kingsbury Community	3
Getting Started	3
Volunteer Guidelines & Expectations	3
Confidentiality	3
Punctuality & Dependability	3
Identification	4
Entrances & Exits	4
Field Trips	4
Cell Phone Use	4
Appearance	4
Discipline	4
Supervised Conditions	4
Respect for Authority	4
Restroom Use	4
Emergency Drills	4
Substance-Free Policy	4
Health & Safety	5
Use Your Best Judgment	5
Procedures & Reminders	5
Important Policies	5
Concluding Your Service	5
Volunteer Acknowledgement Form	6

Welcome to Kingsbury

Thank you for your interest in volunteering at Kingsbury! Volunteers are a vital part of our school community, and we're excited to work alongside you to enrich the educational experience of our students.

A digital copy of this handbook is available at: <https://kingsburyschool.org/>

Our Volunteer Program Goals

- Enhance the quality of education
- Expand our volunteer base to include families, community members, and local businesses
- Provide support to staff and teachers
- Ensure volunteers feel appreciated and valued

Engaging with the Kingsbury Community

Volunteering helps build trust and foster connection within our school. Your time and support directly contribute to a vibrant and nurturing learning environment. We welcome your feedback and ideas.

Getting Started

Before you begin volunteering:

- Complete the **Background Check Form** (required annually)
- Complete the **Volunteer Acknowledgement Form**

Please allow up to 10 days for background check processing. Early completion helps you stay ready for volunteer opportunities throughout the year.

Volunteer Guidelines & Expectations

Confidentiality

Protect student privacy by keeping personal and behavioral information confidential and private. If concerns arise, please contact the Head of School or your teacher.

Punctuality & Dependability

Arrive with enough time to check in and receive your badge. If your availability changes, kindly inform the school in advance.

Identification

Sign in at the front office and proudly wear your "Visitor" badge while on campus.

Entrances & Exits

Please use the front entrance and help us maintain the building's security.

Field Trips

- Sign in and wear your badge
- Follow the trip itinerary and staff instructions
- Stay with your group to ensure a safe and fun experience
- Make childcare arrangements for siblings in advance

Cell Phone Use

Keep phone use to a minimum during activities. Step away briefly if needed, and only photograph your own child.

Appearance

Dress in a way that reflects Kingsbury's values of respect and professionalism.

Discipline

Support students with positive encouragement and redirection. School staff will handle any further guidance needed.

Supervised Conditions

Work with students in supervised settings and reach out for support when needed.

Respect for Authority

Collaborate respectfully with school personnel and share ideas or concerns with the Head of School as needed.

Restroom Use

Use designated adult restrooms to maintain student safety and comfort.

Emergency Drills

Stay with your staff partner and follow their lead during drills.

Substance-Free Policy

Maintain a safe, healthy environment by supporting Kingsbury's tobacco-, drug-, and alcohol-free policy.

Health & Safety

Notify staff immediately in the event of injuries or spills so appropriate care can be provided.

Use Your Best Judgment

Use thoughtful, responsible judgment and communicate any concerns promptly. Your care and commitment help create a positive experience for all.

Procedures & Reminders

- Sign in and out each time you volunteer
- Wear your badge while on campus
- Follow all handbook guidelines
- Focus on supporting staff and maintaining a safe, respectful environment
- Communicate openly and kindly with school staff

Important Policies

Kingsbury follows established School Board policies and procedures for volunteer participation.

Concluding Your Service

If your availability to volunteer changes, please notify the Head of School. Your time and efforts are always valued.

Volunteer Acknowledgement Form

I have reviewed and agree to follow the Kingsbury Volunteer Handbook. A digital version is available at: <https://kingsburyschool.org/>.

I would like to volunteer in the following areas: _____

I understand and agree that:

- I serve as a volunteer and not as a school employee
- I take responsibility for my own medical care should any issue arise while volunteering
- I confirm that I meet the volunteer eligibility requirements outlined in this handbook

Signature: _____ **Date:** _____

Kingsbury Country Day School Volunteer Form 26-27

<https://forms.gle/YyykZ32QRh8tXCccA>

Volunteer Information

Last Name:	First Name:	M.I.
Street Address:	City:	Zip:
Email:		
Home Phone:	Cell Phone:	
Date of Birth:	Race:	Male/Female
Parent/Guardian/Other:	Student's Name:	
MI Driver's Lic. #	Date of Expiration:	
Any other last names used:	Any other first names used:	

Will your volunteer service include driving Academy students? ____ yes ____ no

Vehicle Information

Name of Owner:		
Owner's Street Address:	City	Zip
Year/Make	Model	Lic Plate #

Insurance Information

Insurance Company	
Policy Number	Date of Expiration

Please check one:

____ 1. I have not been convicted of, or pleaded guilty or nolo contendere (no contest) to, any crimes.

____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date, and court):

- a. _____
b. _____

Certification of Policy & Authorization:

I understand and agree that the Academy will be requesting a criminal history background check on my behalf from the Internet Criminal History Access Tool (ICHAT). As a chaperone, I will not purchase any items for any students during field trips. I understand that as a volunteer driver, I must be at least 21 years of age, hold a valid driver's license, have sufficient working seatbelts for each child I transport, and have the required coverage in effect on any vehicle used to transport the children during the current school year. I may only transport the children from the Academy to the destination and back, and will not make any other stops.

Signature: _____ Date: _____

***A copy of your driver's license is required with this form**