



ENROLLMENT STUDENT HANDBOOK

2026-2027

Effective August 4, 2026

118 College Drive #5215

Hattiesburg, MS 39406

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THE UNIVERSITY OF
SOUTHERN MISSISSIPPI.

DUBARD SCHOOL FOR LANGUAGE DISORDERS
SCHOOL OF SPEECH AND HEARING SCIENCES
118 College Drive #5215 | Hattiesburg, MS 39406-0001
Phone: 601.266.5223 | usm.edu/dubard

Dear Students and Families,

Welcome to the DuBard School for Language Disorders for the 2026–2027 school year. We are excited to have our students with us and are confident that each of them will work hard to have a productive and successful year.

At DuBard School, our staff is dedicated to providing each child with the individualized education they need to grow and thrive. We believe that a student's education is a collaborative effort between families and the school, and we deeply appreciate the trust parents and guardians place in us each day. We encourage families to stay actively involved in their child's education and welcome your input throughout the year.

This handbook is designed to provide important information about school policies and procedures. Please read it carefully and refer to it as needed throughout the school year.

If you have any questions or concerns, please do not hesitate to contact the DuBard School office or your student's teacher. We look forward to a wonderful year together!

Sincerely,

Alison Webster, Ph.D., CCC-SLP, CALT-QI
Director

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INTRODUCTION

The DuBard School for Language Disorders, established in 1962, is a clinical division of The University of Southern Mississippi's School of Speech and Hearing Sciences. It was designed to serve students with severe language or speech disorders and/or hearing impairments, as well as to provide guidance and counseling for parents, guardians, and families of the children. These problems may occur in isolation or in combination with other communication disorders, including written language disorders, e.g., dyslexia.

DuBard School offers a full-time educational program for children who remain enrolled until they have developed the skills needed to transition successfully to another educational setting or until it is determined that additional services or alternative programming are needed to best support their educational progress. The self-contained classes operate on a traditional school calendar, from August through May, plus an extended summer school year for eligible students.

The DuBard Association Method® is a phonetic, multisensory teaching-learning strategy designed for children with language, speech, and hearing disorders, and related disorders of written language. It is the basis of the curriculum and is implemented in a manner that is incremental, systematic, and cumulative. Instruction progresses from the teaching of individual phonemes (sounds) to syllables, words of gradually increasing length, basic sentences and questions, and more advanced sentence structures and corresponding questions. Other methods are incorporated as appropriate. Ultimately, when sufficient language skills have been achieved, a transition is made to more traditional academic formats for instruction.

Students majoring in speech-language pathology, audiology, and dyslexia therapy may earn practicum hours by working with the children in the school under the direct supervision of certified speech-language pathologists. Graduates of The University of Southern Mississippi, now practicing professionals, are serving individuals across the nation and abroad. Students from other disciplines, including social work, kinesiology, music, early childhood education, and science education, may complete observations, practicum, and special projects in the school.

Mission Statement

The mission of the DuBard School for Language Disorders at The University of Southern Mississippi is to bring the gift of oral and written language to individuals with communication disorders and reading disabilities, including dyslexia, through the use of the DuBard Association Method® in direct clinical services, professional training, and research.

Philosophy

In addition to providing intensive, phonetic, multisensory language and speech instruction, DuBard School has as its philosophy to educate the whole child. We strive to:

- Develop each student to his or her full potential according to individual abilities.
- Maintain a safe and orderly environment conducive to learning.
- Provide sequential instruction appropriate for each child.
- Encourage students to think and reason independently.
- Develop personal and social skills, as well as language, speech, and academic development.

The goals of DuBard School are to help each child to:

- Develop a good self-concept with appreciation for his or her own personal worth, talents, and abilities.
- Develop respect for other children, teachers, and parents or guardians.
- Develop a sense of responsibility at school and at home in terms of behavior, homework, and respect for property.

Funding/Private Giving

- Funding for the DuBard School enrollment program is provided by the state of Mississippi, United Way and donations from various corporations and community supporters.
- Private giving is essential for the school to deliver quality services. The average cost per full-time child per year is \$24,000, with a portion of that amount needed to be raised from private sources annually.
- Engraving bricks on the front porch are an excellent way to honor or memorialize someone. Forms are available from the front office.
- The Giving Tree acknowledges cumulative gifts > \$1,000.00. Contact the DuBard School at dubard@usm.edu for more information.
- Tax-deductible contributions for the DuBard School may be made in two ways:
 1. The University of Southern Mississippi Foundation
118 College Drive #5215, Hattiesburg, MS 39406-001
Check should clearly designate the DuBard School as the recipient in the memo line.
 2. DuBard School for Language Disorders
118 College Drive #5215, Hattiesburg, MS 39406-0001

Parental Commitment

In an effort to gain maximum benefit from enrollment in the DuBard School, parents or guardians commit to the following:

- Regular attendance during the standard school year, August through May, and during Extended School Year when applicable

- On-time arrival and on-time dismissal
- Consistent home reinforcement of skills and material taught (daily, as well as during holidays) and provision of language enrichment at home.
- Consistent use of hearing aids, processors, or glasses at home as well as at school, if applicable
- Timely, consistent provision of equipment or supplies needed by your student (i.e., glasses, working hearing aids, hearing aid batteries, paper, and pencils)
- Consistent use of physician-prescribed medication, if applicable
- Notification by parents or guardian of changes in medications by updated Medication Information Form
- Regular attendance at scheduled conferences and meetings
- Sharing with the staff any concerns regarding emotional, educational, health or safety issues

SCHOOL POLICIES AND PROCEDURES

Enrollment Criteria and Non-Discrimination Policy

- Children who are enrolled must have a primary disability of language or speech disorder or hearing disability. This includes dyslexia or specific learning disability (SLD), which is a disorder of written language.
- Children who are enrolled must have a current eligibility ruling as determined under the eligibility criteria as determined by the Mississippi Department of Education and have a current Individualized Education Program (IEP) or an Individualized Services Plan (ISP).
- Placement of a child in the DuBard School is determined at the IEP meeting in collaboration with the local school district. Students who are not placed through the local school district may be parentally placed.
- Testing, evaluation materials, and procedures used for the purposes of evaluation and placement of a child with a communication disorder in the DuBard School are selected and administered so as not to be racially or culturally discriminatory.
- The University of Southern Mississippi (DuBard School) does not discriminate on the basis of age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, veteran status, or any other status protected under applicable federal, state, or local law, in its admission, treatment, or access to its educational programs and activities or in its employment practices. The University of Southern Mississippi prohibits sexual and gender-based harassment, including sexual assault and misconduct, and other forms of interpersonal violence.

Placement in Specific Non-Graded DuBard School classes

Placement in specific DuBard School classes is determined annually based on specific factors:

- All classes are non-graded to allow each student to progress at his or her own rate as quickly as possible and as slowly as necessary to develop skills.

- Age, language, academic levels, and specific needs of each student are considered.
- Each DuBard School teacher (speech-language pathologist) is prepared to begin and continue instruction at each student's specific level within the DuBard Association Method®.
- Students are grouped as homogeneously as possible to provide the greatest efficiency in instruction and the maximum learning time for students.
- Because DuBard School classes are non-graded, placement in a specific class is NOT an indicator of progress or lack of progress. Student progress is communicated throughout the year via Individualized Education Programs (IEPs), Individualized Services Plans (ISPs), progress reports, conferences, and assessments.

University Policies

The DuBard School is a clinical division of The University of Southern Mississippi School of Speech and Hearing Sciences. As such, all university policies, procedures, rules, and regulations are applicable. This information is available on the Southern Miss website at www.usm.edu/employmenthr/facultystaff-policy.

No Smoking Policy

In accordance with university policy, the DuBard School building is a tobacco-free facility. Staff members, parents, guardians, and clients may not smoke or use tobacco products (including electronic cigarettes) anywhere on the DuBard School or University grounds.

Attendance Policies and Procedures

Regular school attendance is essential for student success and is required by the Mississippi Compulsory School Attendance Law. Students are expected to attend school daily and arrive on time. Parents and guardians are responsible for ensuring that their child attends school regularly.

If your child will be absent for two or more days due to illness or extenuating family circumstances, it is important to phone the school at 601.266.5223 and leave a message for your student's teacher or send a message to your student's teacher through the Remind communication system. It is helpful to the student's teacher to plan appropriately if she is aware of such absences. Voicemail is available 24 hours a day, seven days a week.

Medical and dental appointments should be made after school if at all possible.

If your child is absent from school for any reason, a written excuse explaining the reason for the absence must be given to your child's teacher on the day your child returns to school. A doctor's excuse is recommended for illness-related absences.

A student is considered present for a full day if they attend at least 66% of the instructional day. Students who miss more than 33% of the instructional day will be recorded as absent for the entire day for attendance purposes.

For DuBard School, students who arrive after **10:30 a.m.** or are checked out before **12:30 p.m.** will be counted as absent for the day. Although a student may be recorded as absent under these guidelines, families are encouraged to have their students attend as much of the school day as possible. Every instructional minute is valuable, and consistent participation supports each student's academic, language, and social development.

Excused Absences

Absences may be excused for the following reasons when appropriate documentation is provided:

- Student illness or injury
- Isolation is ordered by the county health officer, State Board of Health, or appropriate official
- Death or serious illness of an immediate family member
- Medical or dental appointments
- Court appearances
- Participation in approved 4-H or FFA events
- Service as a page for the Mississippi Legislature
- School-sponsored activities and field trips

Absences That May Be Excused

An administrator may determine that an absence for one of the following reasons be counted as an excused absence:

- Religious observances
- Approved educational opportunities or family travel
- Other circumstances approved by the school administration

Parents or guardians should notify the school as soon as possible when a student is absent. Additional documentation from a healthcare provider may be required for extended or frequent absences.

Excused Absence Limit

Mississippi law allows students to have up to five excused absences per semester. Additional excused absences may be granted for special circumstances with appropriate documentation and administrative approval. Absences beyond the allowable limit that are not approved may be recorded as unexcused.

Unexcused Absences

Absences that do not meet the criteria for an excused absence or lack appropriate documentation will be considered unexcused. Student suspensions are not considered excused absences under Mississippi law.

Chronic Absenteeism

A student is considered chronically absent if they miss 10% or more of the school year, regardless of whether absences are excused or unexcused. Based on a 180-day school year, this means a student who is chronically absent has missed about 18 days per year or 2 days per month. Because regular attendance is critical to academic progress, the school will closely monitor attendance and work with families to address concerns before they become significant barriers to learning. Please be aware that continued enrollment and eligibility are based in part on consistent, timely attendance, on-time dismissal, and completion of homework during both the regular school year and the Extended School Year.

Attendance Intervention

When attendance concerns arise, the school may:

- Contact parents or guardians regarding attendance patterns
- Schedule conferences with families
- Develop an attendance improvement plan
- Connect families with available school or community resources
- Follow reporting requirements established by Mississippi law

Reporting Requirements

Weekly attendance reports will be reported to the local school district or the district's attendance officer. The local school district's attendance policy may differ from DuBard School's. Parents should contact their local school district for more information.

Parents and guardians are encouraged to communicate proactively with school staff regarding attendance concerns to ensure compliance with state requirements and to support student success.

An attendance report will be sent home to families at the end of each nine weeks, with the attendance totals for the year-to-date.

Parents are asked to sign an acknowledgment form indicating they have read and understand this attendance policy.

DuBard School values strong partnerships with families and local school districts and encourages consistent attendance so that students can fully benefit from their individualized educational programs and therapeutic services. DuBard School staff will work in cooperation with the student's local school district to ensure compliance with the Mississippi Compulsory School Attendance Law. Mississippi Code: TITLE 37 EDUCATION: CHAPTER

13 CURRICULUM; SCHOOL YEAR AND ATTENDANCE: MISSISSIPPI
COMPULSORY SCHOOL ATTENDANCE LAW: § 37-13-91 (2026).

Notification of Lack of Written Excuse

If a student returns to school after an absence without a parent, guardian, or doctor's note, the teacher will send a letter to the parents or guardians notifying them that no written excuse was received, and the child's absence will be considered unexcused.

Daily School Schedule

Arrival/Departure Time

- If your student is enrolled on a full-time schedule, arrival time is between 7:45-8 am
- Early arrival at 7:30 am is handled on a case-by-case basis and requires registration through the director of the school.
- DuBard School staff cannot be responsible for the students before 7:45 am. **Do not leave your child unattended before 7:45 a.m.**
- Departure time is 2:30 p.m. for students in the 230 Hall, and 2:40 p.m. for students in the 240 Hall.
- Please bring and pick up your child on time. The teachers have various other responsibilities after school. Arrangements should be made in advance for consistent and timely pickup.

Early Arrival

Early arrival at 7:30 am is available for families who need assistance ensuring they arrive at their places of employment and education on time. For students to be eligible for early arrival, parents must complete a digital early arrival request form, provided by the school's director via email at the beginning of the school year. Students who are registered for early arrival must be walked into the school. No staff member is available for drop off via the driveway for early arrivals.

Late Check-In/Early Check-Out

- If your child arrives after 8 a.m., he or she must be signed in at the office.
- If your child needs to leave school prior to dismissal time, please check out at the office. Early dismissal must take place before 2:15 p.m. so that regular dismissal may take place safely and in a timely manner.

Custodial Issues

Any restrictions on a non-custodial parent's right to pick up your child must be supported by appropriate legal documentation, which will be maintained on file.

Drop-Off Procedure

To enhance the safety and efficiency of morning drop-off, please follow the procedures below:

- Please pull up to the end of the driveway so that more cars can be in the driveway and out of the street.
- Please be sure that your child is ready to get out of the car when the doors open at 7:45 a.m. (jackets on, book bags, and lunch boxes ready to go, etc.)
- Encourage your child to be as independent and prompt as possible. Most children should be able to get out of their cars by themselves without drivers having to get out and come around to help them. Staff members are available to assist as needed.
- For the sake of safety during arrival and dismissal:
 - Students should exit and enter vehicles on the sidewalk side.
 - **For the safety of the students, please do not use your cell phone during student drop-off and dismissal.**
 - Do not pass other cars in line.
- Walk on the sidewalks rather than crossing over the chains between the grass and the driveway.
- For the safety of your child, please do not leave your child unattended before the doors open at 7:45.
- After school begins at 8:00, parents or guardians should park and accompany their children to the front door and ring the bell to allow their children to enter the school safely. Students must be checked in at the office after 8:00.

Dismissal Procedure

To ensure a safe and orderly dismissal process for students, drivers are asked to line up in the driveway at **2:15** or later. Pull up to the far end of the driveway and park behind the vehicle in front to allow as many vehicles as possible to be off the street. Students in the 230 Hall are dismissed first at 2:30, followed by students in the 240 Hall at 2:40. Drivers for students in the 240 Hall who enter the driveway during the 2:30 dismissal time will be asked to circle around to allow for more efficient dismissal of all students. Your cooperation is appreciated and will enhance safety and minimize disruptions to university traffic.

For the safety of the students, they are released only to individuals who display the correct signage provided by DuBard School at the beginning of the school year. If a driver does not have the correct sign, he or she will be asked to park and to check in with the office to receive permission to pick up the student. Families needing additional signs should notify the front office.

Weather Policy

Inclement Weather and Unexpected School Closings

- Families of students will be notified by the Remind communication system through text message or email if there is a need for an unexpected school closing due to inclement weather or another emergency. The automated message will be sent to the phone numbers and/or email addresses chosen by parents or guardians at the beginning of each school year.
- If school opening or closing is in question due to severe weather, such as hurricanes and tornadoes, please watch local media or listen to radio announcements. We generally follow the university's opening and closing schedule for inclement weather or other emergencies. Families will be notified via the Remind communication system of any changes to the schedule.
- Because many of the students live a considerable distance from the school, individual decisions regarding weather in your area may need to be made from time to time.

Policy on Weather for Outside Physical Activity

Students will participate in outdoor recess and physical education, except in the event of a heat advisory or a freeze warning issued by the state. Water may be provided for the students on hot days, and students who do not bring outerwear in the winter may borrow sweatshirts from the school.

Assessments, Statewide Testing, and Other Evaluations

- The DuBard School for Language Disorders follows the state of Mississippi's guidelines regarding students' evaluations and enhances those requirements with other assessments deemed beneficial to monitor progress and plan for students' educational programming.
- Current state guidelines require that students ages 8 or above who are placed by the IEP process and receiving special education services participate in either the Mississippi Academic Assessment Program (MAAP) or participate in a specially designed alternate assessment. Other state testing, such as subject-area testing or preschool testing, is conducted in accordance with state requirements.
- Parents or guardians are notified in advance about testing dates.
- Results of these group achievement tests are sent to the families when they are available.
- A re-evaluation of each student's eligibility for special services is required by the Mississippi Department of Education every three years to determine continued need for special services or if a change in the child's disability/eligibility category is warranted. Additional testing may be required.
- At DuBard School, each student has in-house testing every 12 to 18 months. The assessment coordinator will obtain written permission prior to testing.
- The DuBard School standard battery will be determined by the assessment coordinator with input from the child's speech-language pathologist.
- Tests routinely administered (standard battery) at DuBard School are not given to the

students by other sources (such as the Southern Miss Speech and Hearing Clinic). Test results are discussed with parents or guardians at the progress report conferences or IEP/ISP meetings.

Extended School Year Program (ESY)

ESY is provided each year for students who meet the criteria set forth by the Mississippi Department of Education. ESY is provided Monday-Thursday during the four weeks of June. Families are encouraged to take advantage of this program if their child is eligible for these services.

Dress Code

Students should dress comfortably for school, with attire suitable for their age and the classroom, physical education, and other school activities. It is the parents' or guardians' responsibility to see that students are dressed appropriately for school and the weather. In addition, the following rules should be followed:

- Cleanliness of person and clothing is required.
- Tennis shoes or athletic-type shoes appropriate for playground and physical education activities should be worn.
- Use of disrespectful symbols or print on clothing is not permitted. Anything that promotes drugs, alcohol, tobacco products, or things of a violent or distracting nature is not allowed.
- Tank tops, see-through clothing, bare midriffs, shorts and skirts shorter than mid-thigh, muscle shirts, spaghetti straps, or other similar attire are not allowed.
- Clothing that is distracting or disruptive in the educational environment should be avoided. Any apparel or accessories that are distracting and hinder the learning process are not acceptable.
- Parents or guardians are encouraged to send a change of clothing to stay at school in case of an emergency or accident.

Homework

It is important for students to complete homework daily while school is in session. This helps to stabilize progress, lets the students know that performance at school is important at home, and promotes independent learning and responsibility for learning. If your child does not have a written assignment from the teacher, please guide him or her in choosing some appropriate work to do and have him or her do it at an appropriate time and place. Homework should be done at a table, in a quiet place, and before your child is too tired at the end of the day. It should not be done in the car or on a school bus. If you need guidance on homework, please ask your child's teacher.

- Homework is practice or reinforcement of skills - not instruction.
- Students in the 230 Hall should complete homework in approximately 20-30 minutes; students in the 240 Hall should complete homework in approximately 45 minutes.
- The parents' or guardians' responsibility is to provide an appropriate environment in which homework may be completed. Most assignments can be completed independently with monitoring.
- Dictation or reading assignments are designed to be completed with a parent's or guardian's active participation.
- Students are expected to take their binders home every day.
- Students have a homework folder and/or a planner that contains assignments and papers completed at school. Parents or guardians take out classwork papers each day, review them, and help their child with any items they miss.
- Homework will be assigned every day of the week. It is crucial that students who are challenged with language, speech, or learning difficulties complete reinforcement assignments daily. Homework assignments are to be written legibly in pencil on the same type of paper that the student uses in the classroom.
- Students will be held responsible for all assignments that have been made. For homework to be considered complete, it must be complete, correct, on time, and neat.

Bedtime

Your child works hard at school, and adequate rest is essential for maximum learning. It is impossible for your child to learn at school if he or she is tired. This may also affect their behavior in school. Please make sure that your child is well-rested. We recommend 8-10 hours of sleep each night. If it is difficult to wake your child in the morning, an earlier bedtime may be needed.

Manners

We emphasize good manners at school. We teach students to treat each other and the staff with respect, and they are treated in the same manner. We also stress good table manners. Inappropriate language is not acceptable at DuBard School. Please reinforce good manners at home.

Telephone

If you need to contact the school by phone, please call 601.266.5223. If the office staff is out of the office, you may reach the school's 24-hour voicemail, which is checked regularly for messages.

School Visitation and Observation

- Visitors are welcome as appropriate for the health and safety of our students and staff.
- We are delighted that we can provide observations of our students, and parents or guardians are encouraged to observe regularly. However, it is important that observations be prearranged with your child's teacher. This is necessary for confidentiality and safety.
- The DuBard School for Language Disorders uses the Raptor Visitor Management System to enhance the safety of our students and staff by ensuring that registered sex offenders are not entering our school campus without our knowledge. Additionally, part of keeping students and staff safe is knowing who is in our building at all times, and the Raptor system allows us to do that.
- Upon entering the building, parents or guardians, as well as others wishing to observe, will be asked to present a state or government-issued photo identification card for scanning into the system. Once entry is approved, the office staff will issue a badge that identifies the visitor, the date, and the purpose of the visit. Visitors also check out at the office upon leaving the building by returning their name badges. Once frequent visitors have been scanned into the system, they can be checked in using their previously scanned information during subsequent visits. A visitor's badge will not be required for those who visit the school simply to sign students in for check-in, to drop off items, or to pick up paperwork.

Change of Information

Changes to address, home or work telephone numbers, cell phone numbers, and email addresses should be reported to the teacher or the office as soon as the change is made. It is important that the office records contain accurate information at all times. If this change results in residence in a different school district, both old and new districts will be notified by DuBard School, and the IEP or ISP must be revised to reflect the change.

School Pictures

School pictures are usually taken in the fall. A prepay picture information form is sent home prior to picture-taking day.

Use of Photographic Images or Other Personal Information

No student photographic images or other personal information may be used for the promotion of DuBard School without the express written permission of the student's parent or legal guardian. Southern Miss DuBard School requests that each student have a signed Consent and Release of Liability for Photograph, Audio, and Video Recording on file. This is obtained annually. This permission is limited to the specific professional purpose stated.

University Communications and Publicity

When a scheduled event is newsworthy, the Director or the Communications Coordinator will contact University Communications, which in turn will contact television, radio, and print media, or they may send the campus photographer and reporter. Due to university policy, neither teachers nor parents nor guardians are to contact the media directly regarding DuBard School activities. The school maintains social media pages, which are a great way for families to stay apprised of ongoing school activities.

DuBard School Parent/Guardian Facebook Group

A DuBard School Parent/Guardian Facebook group is active and serves as a networking and support site for parents and guardians of current DuBard School students. This is a private page that can only be accessed with permission from an administrator. Families may request to join the group by selecting the “groups” tab on the DuBard School Facebook page.

Personal Property

- Students may NOT bring cell phones, iWatches, toys, games, trading cards, iPods, iPads or any other electronic device to school.
- The DuBard School is not responsible for any stolen or misplaced personal property.
- If a student needs to bring any of these items because they will be needed after school, the student should give these items to the teacher upon arrival in the classroom. The teacher will keep the items until the end of the school day.

Awards Program

The Awards Program is held during or near the last day of the regular school year. Parents, guardians, and other family members are invited to attend. Students returning to their local school districts are recognized, and all students receive improvement awards.

Nutrition and Celebrations*Breakfast*

Please ensure your child has a nourishing breakfast at home every day.

Snack

- The students will have a snack and recess time in the morning.
- At snack time, we recommend healthy snacks to promote student learning. These may include one of the following: dry cereal, fruit, granola bar, fruit roll-up, cheese and crackers, or any other healthy snacks, along with juice, milk, or water.
- If your child would like his or her fruit cut or peeled, please do so at home.
- PLEASE PUT YOUR CHILD'S NAME ON THE LUNCH BOX, THERMOS, OR JUICE BOX.

Handbook

- Please do not send carbonated drinks. Carbonated drinks in thermoses cause the thermoses to leak.

Lunch

- Students are to bring a packed lunch every day.
- Please send the items ready to eat. Due to time and space constraints, food cannot be heated or refrigerated for the children.
- Any unopened food that is not eaten will be sent home in the lunchbox. However, unfinished drinks in bottles will be discarded due to the risk of spills.
- Please DO NOT deliver fast food or have fast food delivered to your child.

Birthdays and Celebrations

- When celebrating a child's birthday, parents or guardians may send a special treat to school for their child's class. Please notify your child's teacher in advance if you plan to do so.
- Distribution of party invitations at school is permitted ONLY if all students in a class are invited to the event.
- Traditional holidays will be celebrated at school.
- Parents or guardians are asked to send a party fee with their students to cover supplies for special activities. Parents or guardians from each class may be responsible for helping with different parties and activities throughout the year. Your assistance with these special events is deeply appreciated.

Field Trips and Special Activities

- Field trips or special activities, which also serve as language learning opportunities, may be conducted occasionally. Parents or guardians will be notified, and field trip permission forms will be sent when such activities require travel.
- All drivers on field trips, including teachers, teachers' assistants, parents or guardians, or other volunteers, must provide a copy of their current driver's license and proof of current automobile insurance to the office personnel before the field trip.
- All students, staff, and drivers must wear seatbelts during travel.

Duty to Report Suspected Abuse

DuBard School is committed to protecting the safety and well-being of all students. Under Mississippi Code § 43-21-105 (2024), child abuse includes physical injury, sexual abuse, sexual exploitation, emotional abuse, neglect, human trafficking, or other forms of maltreatment caused by or permitted by a parent, guardian, caregiver, or other person responsible for a child's care.

While Mississippi law permits reasonable parental discipline, any corporal punishment that results in bruises, welts, marks, or other injuries may be considered abuse and may require a report to the appropriate authorities for investigation.

All DuBard School employees are mandated reporters. Mississippi law requires school personnel to immediately report any suspected child abuse or neglect to the appropriate child protection authorities. School employees are not responsible for determining whether abuse has occurred; rather, they are required to report reasonable suspicions so that trained investigators can assess the situation.

The safety and welfare of students remain a primary responsibility of DuBard School, and all reports of suspected abuse or neglect will be handled in accordance with applicable state laws and regulations.

Indicators of Abuse:

- Physical Abuse: unexplained bruises, welts, human bite marks, bald spots, unexplained burns, cigarette or immersion burns, unexplained fractures, lacerations, or abrasions
- Neglect Abuse: abandonment, unattended medical needs, consistent lack of supervision, consistent hunger, inappropriate dress, and poor hygiene
- Sexual Abuse: torn, stained or bloody underclothing; pain or itching in the genital area; difficulty walking or sitting; bruises or bleeding in the external genitalia; venereal disease; frequent urinary or yeast infections
- Emotional Abuse: speech disorders, delayed physical development, substance abuse increased, and severity of existing conditions

The DuBard School for Language Disorders staff is required by law to report suspected abuse to the Department of Human Services (800.222.8000) or <https://www.mdcps.ms.gov/programs/reporting-child-abuse-and-neglect>.

Return to Traditional School Setting

- DuBard School staff members review each student's classroom performance, test data, behavior, attendance, tardiness, home support, homework completion, and other related issues during routine staff meetings. Each student's case is reviewed at least annually, and decisions are made mid-spring regarding whether continued placement at DuBard School is expected to be beneficial or if another placement option should be considered.
- When DuBard School staff determine that the recommendation is to make a change of placement, the student's teacher meets with parents or guardians, if applicable, to discuss the recommendation. DuBard School staff notify the local school district that a student will be returning to school.
- When students are returning to their local school district, every effort is made to ensure as smooth a transition as possible. This includes, but is not limited to, conferences

with school district personnel and receiving teachers; visits to the receiving school; visits to DuBard School by teachers from the receiving school; and transfer of records and follow-up as needed.

STUDENT RECORDS

ANNUAL STUDENT RECORDS NOTICE

The USM DuBard School for Language Disorders maintains student records for each student attending the school. Education records may exist in paper or electronic form and include: (1) student progress records – progress monitoring sheets, Individual Educational Programs, Individualized Service Plans, progress report (2) student medical and behavioral records – psychological tests, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records (including OT and PT), immunization records, birth certificate, legal records obtained by DuBard School (3) student academic records – special education records, standardized speech-language-academic assessments, attendance (4) student contact and emergency related information – name, address, phone numbers, medical emergency forms, permission forms, insurance information.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights regarding their students' education records. These rights are:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review, and obtain copies of the student's education records upon request in accordance with those established in DuBard School's procedures. Parents or eligible students who wish to inspect their child's or their education records should submit a written request to the school director, Dr. Alison Webster, identifying the specific records they want to inspect. The school official will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.

DuBard School will respond to such a request within a reasonable period, but no more than 45 days after receipt of the request. Copies of the student records procedures are available upon request at the USM DuBard School for Language Disorders, 100 Kay James Drive, Hattiesburg, MS 39406. Regular office hours are: 8:00 a.m. – 5:00 p.m.

2. An adult student, or the parent(s) or guardian of a minor student, has the right under FERPA to request the amendment of the student's education records if he/she believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to request that DuBard School amend their child's, or their own education record should write to the school director, Dr. Alison Webster, clearly identifying the part of the record they want changed and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be

provided to the parent or eligible student when notified of the right to a hearing.

3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's education records, except to the extent that state and federal laws authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the USM DuBard School for Language Disorders who is required by the Mississippi Department of Education to hold a license; a law enforcement officer(s) who is individually designated by DuBard School or The University of Southern Mississippi and assigned to the school; a person employed by or working on behalf of DuBard School as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the school's advisory board; a person or company with whom the DuBard School has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record to fulfill his/her professional or DuBard School responsibility. § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

DuBard School may disclose education records without prior written consent to officials of another public school or public school district in which the student seeks or intends to enroll, or is already enrolled, when the disclosure is for purposes related to the student's enrollment or transfer.

Another exception that permits disclosure without consent is the disclosure of *Personally Identifiable Information* (PII) as limited-directory information — that is, information that would not generally be considered harmful or an invasion of privacy if disclosed. DuBard School has designated the following as directory information: student's name, classroom assignment, participation in officially recognized activities, honors and awards received, and photographs or videos used for school publications and communications. Parents or eligible students may refuse to permit the disclosure of directory information by submitting written notification to the school director within ten (10) school days of enrollment or annual notification.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged DuBard School noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

MEDICAL AND HEARING-RELATED INFORMATION

Birth Certificate

A copy of your child's birth certificate is required for enrollment. Please bring or email this to the school.

Immunizations

In accordance with Mississippi law, all students must provide a valid **Mississippi Certificate of Immunization Compliance (Form 121)** or an approved medical or religious exemption before attending DuBard School. Proof of immunization should be submitted to the school prior to the student's first day of attendance.

Children who enroll before reaching compulsory school age may be issued a temporary Certificate of Immunization Compliance. Temporary certificates are valid for 12 months and must be renewed as required until the child becomes school age.

Students entering the **7th grade** must provide an updated Form 121 documenting receipt of the required **Tdap (tetanus, diphtheria, and pertussis) booster** before beginning the school year.

Parents may obtain Form 121 from their child's healthcare provider, local county health department, or, if their child's immunizations are current, through the Mississippi State Department of Health's MyIR system.

For the most current immunization requirements and recommendations, please visit the Mississippi State Department of Health website.

Illness

To help maintain a healthy learning environment for all students, please follow these guidelines:

- If your child is ill and is unable to participate fully in school activities, please keep them at home.
- Students who have had a fever (100.4°F or higher) must be **fever-free for at least 24 hours without the use of fever-reducing medication** before returning to school.
- Students experiencing vomiting or diarrhea should remain at home. In accordance with Centers for Disease Control and Prevention (CDC) recommendations, students diagnosed with norovirus or another stomach virus should remain home for **48 hours after vomiting and diarrhea have completely resolved** to help prevent the spread of illness.
- Students diagnosed with a communicable disease may be required to provide written medical clearance from a licensed healthcare provider before returning to school, as determined by school policy and public health guidance.
- Parents should notify the school promptly if their child is diagnosed with a communicable disease so appropriate precautions can be taken to protect other students and staff.

Chronic Health Problems

If your child has a chronic health condition, such as allergies, asthma, seizures, diabetes, ADHD, anxiety, another mental health condition, or any other medical concern that may affect their health, safety, or participation at school, please notify the school before your child begins attending or as soon as the condition is diagnosed.

Parents should provide any necessary medical documentation, physicians' orders, emergency action plans, and medication authorization forms, as applicable. It is the responsibility of the parent or guardian to inform the school of any changes in their child's health status, medications, or treatment plan.

DuBard School is committed to working collaboratively with families and healthcare providers to provide a safe and supportive learning environment and to meet each student's individual health needs while at school.

Medical Reports

If your child is diagnosed with a medical condition or receives treatment for an illness or condition that may affect their health, safety, learning, behavior, or participation at school (such as asthma, diabetes, seizures, ADHD, anxiety, or a prolonged illness), please ask your child's healthcare provider to share any relevant medical recommendations, restrictions, or treatment information with the school.

Medical documentation may be mailed or faxed to:

DuBard School for Language Disorders

Attn: Assistant Director/Clinical Coordinator

118 College Drive #5215

Hattiesburg, MS 39406-0001

Phone: (601) 266-5223

Fax: (601) 266-6763

Providing updated medical information helps DuBard School staff develop appropriate health and safety plans and provide the best possible support for your child during the school day.

Medication

To ensure the safe administration of medications during the school day, DuBard School follows the procedures below:

- At the beginning of each school year, parents or guardians must complete a **Medication Information Form** listing **all medications** their child takes at home and/or school. If a student does not take any medications, this should also be indicated on the form.
- Medications will be administered during school hours only when medically necessary and accompanied by written authorization from the parent or guardian. Additional physician documentation may be required as appropriate.
- All medications must be delivered directly to designated school personnel by a parent or

guardian. Students may not transport or keep medications in their backpacks, lunch boxes, cubbies, or on their person unless authorized by the school as part of an approved medical plan.

- Prescription medications must be in the original pharmacy-labeled container with the student's name, medication name, dosage, administration instructions, and current prescription information clearly displayed.
- Emergency medications, such as epinephrine auto-injectors (EpiPens), asthma inhalers, or other physician-prescribed emergency medications, will be stored in the student's classroom in a secure, accessible location designated by the school and accompanied by a completed Medication Permission Form.
- Controlled substances, including medications used to treat ADHD, will be stored in a locked cabinet in the Director's office. Receipt and return of controlled medications will be documented by designated school personnel and verified by the parent or guardian.
- Only designated and appropriately trained school personnel may administer medications.
- Any changes to a student's medication or dosage require a new Medication Information Form and updated written instructions.
- Short-term medications (such as antibiotics or cough medication) may be administered only when the medication is provided by the parent or guardian in its original container and accompanied by written instructions that include the medication name, dosage, and time of administration.
- The use of non-prescription medications, including cough drops, is discouraged during the school day. If administration is necessary, the same authorization procedures apply.
- Expired medications will not be administered and should be replaced promptly.
- Medications for non-returning students not picked up by the last day of school will be disposed of in accordance with school procedures.
- Parents or guardians will be contacted if questions arise regarding medication administration or if clarification of medication instructions is needed.

Medication forms are available by scanning the QR code displayed in the school office or by visiting the DuBard School website.

General Health

Students are expected to participate in all school activities, including recess, physical education, and outdoor activities, unless a health condition prevents participation.

If your child is unable to participate in any school activity due to illness, injury, or another

medical condition, please provide a written explanation from the parent or guardian. A statement from a licensed healthcare provider may be required for activity restrictions lasting more than a few days or when the nature of the restriction warrants medical documentation.

Parents should notify the school promptly when activity restrictions change so that students may safely resume full participation.

Head Lice Policy

According to the Centers for Disease Control and Prevention, head lice infestations are most common among preschool and elementary school-age children and their household members, regardless of socioeconomic status and hygienic living conditions. Outbreaks are possible whenever and wherever children gather. Screen your child on a routine basis and notify the school immediately if head lice or their eggs (nits) are detected. Working together helps protect all the children.

The USM DuBard School for Language Disorders follows the National Pediculosis Association's recommendation of the "No Nit Policy," as it is the public health standard intended to keep children lice-free (nit-free) and in school. **With this policy, if your child has head lice or nits, every single nit must be removed before a child can return to school.**

The "No Nit Policy" aims to minimize head lice infestations as a public health problem and keep children in school. The medical and social advantages of the "No Nit Policy" include:

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion- Were these eggs here before, *or do they represent a new infestation?*
- Contributes to improved personal hygiene and self-esteem standards, protecting children from ridicule and rejection.
- Enhances uninterrupted class time for most children and prevents lost days at work, which can be costly for parents or guardians.

The DuBard School recommends that you contact your physician or pharmacist for information on the safest and most effective way of treating head lice infestation, should your child be found with head lice. Additional information may be found at the following websites: <https://www.cdc.gov>
<https://www.headlice.org/>

Hearing Screening Audiological Evaluation

Every student with typical hearing has their hearing screened at DuBard School at least annually, as reflected on the IEP or ISP. Students who are deaf or hard of hearing may receive comprehensive audiological exams annually through the University of Southern

Mississippi Audiology Clinic at the parents' request. If a student has audiological testing completed at another facility, parents or guardians are asked to ensure that a report is sent to DuBard School for the student's records.

Hearing Aids and Cochlear Implants

Hearing aids or cochlear implants must be worn to school every day, if applicable. Students must have working batteries and extra batteries at school. Parents or guardians must notify the teacher if there is no amplification. This information will also be given to the office personnel for a master list.

Vision and Glasses

Students diagnosed with a vision disability and fitted with glasses should wear them daily at school. Also, parents or guardians should let the teacher know WHEN the glasses are to be worn or send a report from the physician stating that information.

Occupational Therapy (OT) and Physical Therapy (PT)

Parental consent to evaluate must be on file with DuBard School before OT and PT evaluations and/or services can begin. Revisions to the student's IEP or ISP will be made upon the recommendation of the OT or PT and with the parent's or guardian's permission.

When a student has met his/her OT or PT goals, the therapist(s) will conduct an evaluation. All IEP/ISP members will review the evaluation and progress notes during an IEP/ISP meeting before the termination of related services.

SCHOOL-FAMILY COLLABORATION

Collaboration is crucial for children to make the maximum benefit of the DuBard School program.

Communicating with Classroom Teachers

- DuBard School utilizes **Remind communication system**, a communication platform for educators to communicate directly with families.
- Messages can be sent in real-time to an entire class, a small group, or a single person. Messages can be delivered via text messaging or the Remind communication system App.
- Families will be added to the Remind communication system platform using the contact information provided to the school at the beginning of the school year.
- If you would like to speak directly with your child's teacher, please contact the main office, and the teacher will call you or set up a meeting at her earliest convenience.
- Please send a note if you need to share information with the teacher, especially in the morning. Parents or guardians are asked not to enter the classrooms before school, as this is an important preparation time for the teacher. Notepaper is available at the front office.
- When a student repeatedly neglects to do homework assignments, has a personal problem in

class, or for any important reason, such as recurring discipline problems, the parent or guardian is informed by note or phone call.

- If a student gets hurt at school, parents or guardians will be called immediately if the injury is severe.
- Parents or guardians will be informed by note or orally at the end of the day if a minor injury occurs.
- To ensure notes are delivered, a signature page to sign and return to the teacher is attached to all notes. This precaution is taken if a student deliberately fails to give notes to parents or guardians or has difficulty taking notes home. Administrators are made aware of concerns or more serious items.
- When reports are received concerning related services for enrolled students, the original will be sent to the parent or guardian, and a copy will be placed in the student's file.

Training

Each teacher will schedule a training session for parents or guardians within the first month of the school year. The purpose of this meeting is for teachers to meet with parents or guardians, familiarize them with the classroom curriculum and procedures, and share information about reinforcing school activities, including homework expectations and additional study time, to enhance the child's educational experience. Parents or guardians of new students will be invited to training sessions to learn how to effectively conduct homework activities with their child.

Conferences

Conferences may be scheduled periodically throughout the year to inform parents or guardians of the students' progress, behavior, or related items. Conferences may be requested as needed.

Individualized Education Programs (IEP)

- An IEP will be written for each student who is placed through his or her local school district each school year.
- IEP annual goals and the objectives to meet those goals are developed in accordance with MDE guidelines and the appropriateness for the individual child. These goals are closely monitored for progress and revised as needed.
- **Mastery levels for IEP goals are marked as stated on the student's IEP.** Copies of the IEP goal pages are sent home accordingly.

Individualized Services Plans (ISP)

- An ISP will be written for each student who is parentally placed.
- ISP meetings are set up with the parents or guardians, and the local school district is invited to participate.
- ISP annual goals and the objectives to meet those goals are developed in accordance with MDE guidelines and the appropriateness for the individual child. These goals are closely monitored for progress and revised as needed.

- **Mastery levels for ISP goals are marked as stated on the student's ISP.** Copies of the ISP goal pages are sent home accordingly.

IEP and ISP Conferences

Each spring, a conference to develop and review a student's IEP or ISP is held. DuBard School staff, representatives from the student's local school district, and parents or guardians work together to plan for each individual student.

Re-evaluation Conferences

A reevaluation will be conducted at least every three years and may be a continuation of the current eligibility or a comprehensive reevaluation.

- A limited reevaluation will consist of a review of ongoing progress monitoring data, resulting in a continuation of eligibility under the same disability category with changes only to some services and supports, or
- A comprehensive reevaluation will be conducted when a continuation of current eligibility is not appropriate.
- The IEP Committee, which includes the parent or guardian, will meet to review the reevaluation report and decide regarding eligibility and revision of the current IEP/ISP.

Requests from Parents or Guardians for Student Information for Other Professionals

Parents or guardians are asked to submit requests for copies of records or other information to the child's teacher one week in advance of the date needed. Requests for the DuBard School to send records to professionals or agencies other than their local school district require written permission.

TRANSPORTATION INFORMATION

Identification Signs for Vehicles

- Four signs that state your child's name are given at the beginning of the school year. If additional signs are needed during the school year, please notify the office.
- Place a sign in the right corner of the front windshield when picking up your child.
- For the safety of the students, students are only released to individuals who display the correct signage given by the DuBard School at the beginning of the school year. If a driver does not have the correct sign, they will be asked to park and check in with the office to receive clearance to pick up the student.

Consent to Ride Home with Other Party

- A parent or guardian must notify the child's teacher in writing if his or her student will be riding home with someone other than the usual driver. This includes riding with another student or family.
- If there are unavoidable last-minute changes, parents or guardians may call the main office.
- Teachers are not allowed to transport children except for school field trips.

Parking

- The required paperwork to register your vehicle will be sent home at the beginning of the school year. Vehicles will be registered through the University using your car tag.
- Please be aware that there are persons with disabilities who use the handicapped zone.
- Drivers may pull into the driveway to drop off or pick up a child, but please do not leave your car parked in the driveway or the handicapped zone.
- Do not leave your car double-parked. The University also does not allow cars to be backed into parking spaces. University police will ticket or tow vehicles under these circumstances.
- Drivers for students in the 230 Hall may line up in the driveway for dismissal at 2:15 PM or later. Drivers for students in the 240 Hall may enter the driveway at 2:40 PM., after students in the 230 Hall have been dismissed.

Transportation Reimbursement Forms

- Parents/guardians (or drivers) of students who are enrolled in the full-time program are eligible to receive mileage reimbursement for one round trip per school day. One round trip is defined as miles driven with child(ren) in the vehicle **coming to** school *plus* miles driven with child(ren) in the vehicle **leaving** school.
- Transportation costs of state-funded enrollees are reimbursed to the parents/guardians or drivers at the rate of \$0.20 per mile for one round trip per day of attendance.
- Funds for transportation reimbursements are made available through the MS Department of Education Office of Transportation. DuBard School is not financially impacted by families who choose to/not to take advantage of the reimbursement. We encourage all families to submit the required paperwork each month to be reimbursed for the expense of transporting children to and from school.
- Families are provided transportation reimbursement forms via email at the end of each month. Additional forms may be sent home at the request of parents or guardians. Families are solely responsible for completing and submitting the reimbursement forms.

- Mileage reimbursement forms are due on the last school day of each month, but no later than 7 days after the due date. Reimbursement forms received after the cutoff will **not** be accepted, and reimbursement will not be processed.
- Reimbursement requests are submitted for payment through The University of Southern Mississippi Accounts Payable department. However, questions or concerns regarding check date, amount, or status should be directed to DuBard School's Finance Coordinator.
- Transportation policies for individual and carpool drivers are explained in a memo that is sent home at the beginning of every school year.

LIBRARY/MEDIA CENTER/COMPUTER LAB

Library Policies for Enrolled Students

- The DuBard School Library/Media Center has an open access policy.
- Each class has a scheduled time when students utilize the facility for checking out books, library skills enhancement, browsing, and pleasure reading.
- Students are responsible for appropriate behavior in the library/media center.
- Enrolled students may check out materials from the library for two weeks and may renew for an additional two weeks.
- Students in the 240 Hall may check out a maximum of two books.
- Students in the 230 Hall may check out a maximum of one book.
- Students are responsible for the books checked out to them.
- There are no overdue fines, but materials are considered "lost" if not returned within a month of their due dates.
- *Students are encouraged to take care of books and are expected to pay for lost and/or damaged books. Students who lose or damage books beyond repair will be charged the replacement cost of the book. All lost or damaged books must be paid for before a student may check out other books. All monies will be refunded if a lost book is returned in good condition.*

Parent Resource Collection

The library at DuBard School for Language Disorders has a parent resource collection and a student collection that support students' academic, language, literacy, and recreational reading needs. The parent resource collection provides materials designed to support parents and guardians in understanding and addressing a variety of topics, challenges, and developmental needs that children may experience, particularly those related to language disorders and associated learning differences.

Library Hours of Operation: Parents and guardians of currently enrolled students and outclients are allowed to browse and check out materials. Students will check out books every two weeks with their class; these books will stay at school. If you would like books to read with your student at home, you are welcome to check out materials with your student after school. The library is open for assistance, browsing, and check out during non-class times and

Handbook

after school.

Circulation Period: All items are circulated for two weeks. If there is no request for an item, the item may be renewed for an additional two weeks.

While there are no overdue charges, a replacement charge is assessed when materials are more than a month overdue. A Remind communication system email is sent when the material is not returned by the due date. After a period of two weeks another email is sent and finally after a month the replacement fee is assessed. Library materials declared lost or kept at least 30 days beyond the due date will be billed replacement charges as follows:

Items still in print: list price; plus, a \$10 processing fee

Books out of print: a default replacement price not less than \$52; plus, a \$10 processing fee

The patron's record will also be flagged delinquent and borrowing privileges suspended until payment is received for lost books and materials.

Assistance: The library online catalog can be found at dubardsld.booksys.net/opac/dsld/index.html#menuHome If you require additional assistance, please email the librarian at Brooke.Adcock@usm.edu, and the librarian will research your question and respond as soon as possible.

Check Out and Returns: Materials may be checked out from the library during normal library hours. If these hours do not meet your needs, please email the librarian. Materials being returned should be placed in the book return bin on the circulation desk in the library. If this is not possible, return the materials to the reception window and indicate to the receptionist that you are returning library materials.

Contact:

Brooke Adcock

Brooke.Adcock@usm.edu

Little Free Library

The DuBard School for Language Disorders has a Little Free Library, located outside the school at the end of the driveway, thanks to a grant from the Southern Miss Chapter of Phi Kappa Phi. The Little Free Library is a free book exchange (take a book, return a book).

Students may take a book from the Little Free Library at any time. If a student takes a book from the Little Free Library, they do not need to return that exact book, but it is encouraged to return the book at some point or donate a book or books to ensure that there are always books available.

The Little Free Library is an excellent way to promote literacy and a love of reading. Please note that policies and procedures related to the use of books from our regular library remain unchanged. Books from the regular library have a bar code labeled "DuBard School for Language Disorders" and will not be available from the Little Free Library outside.

Textbooks

Teachers and students may check out textbooks.

- There is no circulation time limit on textbooks.
- When a student leaves DuBard School, regardless of the time of year, it is critical that the textbooks being used by students are returned. The student's teacher will make sure that the student has returned the textbook prior to the student's departure.
- The student is responsible for the condition of the textbook while it is in his or her possession. Lost or heavily damaged textbooks will be billed replacement charges as follows:
 - Items still in print: list price, in addition to a \$10 processing fee
 - Books out of print: a default replacement price of no less than \$25, but comparable to the type of textbook lost, in addition to a \$10 processing fee

Technology

- All resources, hardware, software, and all files are the property of DuBard School and, thus, are university property.
- These resources are intended to be used for DuBard School in a manner consistent with our standards of conduct.
- The director and/or assistant director may restrict or discontinue access to some or all Internet resources at any time.

Computer Lab

- The computer lab is available to students and teachers during regular library hours.
- Each class will receive a schedule for regular visits to the lab for computer and keyboarding lessons.
- The computer lab is also available for teachers to schedule times for keyboarding practice, research projects, or other assignments.

Student Technology Usage Policies

- Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.
- General school rules for behavior and communications apply.
- The user is personally responsible for his or her actions in accessing the Internet and utilizing the school's computer resources.
- Students may use a computer and access the Internet only under the direct supervision of a teacher or staff member. Only information that is directly related to the specific subject matter assigned by the teacher may be accessed.
- Students must have the teacher's permission to print any information.
- Students should never use the Internet to transmit personal or financial information, such as name, address, school name, and credit card numbers. Students are not allowed to

purchase goods or services using the school's Internet access.

- Profane, abusive, or impolite language or content may not be used to communicate, nor may materials be accessed that are not in line with the rules of school behavior. A good rule for students to follow is never to view, send, or access materials that they would not want their teachers and parents/guardians to see. Should students encounter such material by accident, they should report to their supervising teacher immediately.
- Students should never participate or attempt to participate in activities that could disrupt the proper functioning of the network or threaten its security.
- Students should never download or install any commercial software, shareware, or freeware onto school computers unless they have explicit permission from the media specialist.
- Students and staff should not communicate via social networking sites (Facebook. etc.).
- Copyright laws should be obeyed in all uses of the Internet.
- The Internet and its use in education are an extremely dynamic environment; as a result, additional rules may be created as the need arises.
- **Failure to comply with appropriate internet usage may result in removal of internet privileges, contact with parents or guardians, school detention, and/or suspension.**

iPad Guidelines and Procedures

The purpose of the iPad is to provide a one-to-one learning resource, giving students the opportunity to be successful 21st-century learners. It is the DuBard School's intent that iPads be used as learning tools to assist students with their academic requirements and empower them to become organized, self-directed learners.

Student Responsibilities

The following guidelines apply to the use of iPads at school and home.

- Students are responsible for the safety and care of their issued iPad at all times.
- iPads should always be kept in their protective cases.
- Students should take care in inserting the power cable carefully into the iPad to prevent damage.
- Students should use a clean, soft lens cloth or official screen wipe to clean the screen.
- Do not use any cleanser.
- iPads and covers should remain free of any permanent writing, drawing, stickers, or labels that are not the property of DuBard School or USM.
- Students should not remove or deface any DuBard School or USM iPad identification labels or serial numbers.
- Students should not lean on the iPad or place anything near the iPad that could put pressure

on the screen and cause potential damage to the device.

- Students should not overtly misuse the iPad in any way.
- Students should not disassemble any part of the iPad or attempt repairs. Student iPads may be subject to inspection at any time and without notice.
- DuBard School/USM-installed apps must always remain on the iPad.
- Periodic, random checks of iPads may be made to ensure that no DuBard School/USM apps have been deleted.
- DuBard School/USM is not responsible for any charges incurred due to student downloads.

Photos/Video/Audio

Students may not illegally download, install, or transmit copyrighted photos, videos, audio, and/or text.

- All parents or guardians, students, faculty, staff, and administrators have privacy rights and should not be recorded with any electronic device without their knowledge and permission.
- Students may not take, copy, post, or otherwise disseminate pictures or video and/or audio recordings of anyone without their consent.
- Violators are subject to disciplinary action, including, but not limited to, loss of privileges, detention, suspension, and expulsion.
- In the event that a crime may have been committed, DuBard School/USM will contact local authorities.

Network

- DuBard School/USM internet content filter functions on iPads at all times, both on and off campus.
- Students should not attempt to bypass the internet filter using any technology available (proxy servers, remote desktop sharing, etc.).
- Infecting the network with a virus or program designed to damage, alter, destroy, or providing access to unauthorized data or information is a violation of the DuBard School/USM Acceptable & Safe Use Policy for Technology is strictly prohibited.
- Students are not permitted to access any digital material, computer images, website content, or similar files that violate any DuBard School/USM rule, policy, or local, state, or federal laws, statutes, or regulations.
- Processing or accessing information related to hacking, altering, or bypassing network security policies is a violation of the DuBard School/USM Acceptable & Safe Use Policy for Technology is strictly prohibited.

iPad Repairs

Students should report any technical issues to a teacher immediately. If a DuBard School-issued iPad needs repair, students must report the issue to the teacher immediately. The teacher will then inform the librarian/media specialist and the administration to determine how the iPad should be repaired and whether the teacher should request support from USM Tech Support. Lost or stolen iPad(s) should be reported to the administration immediately.

Digital Responsibility

Students are to be digitally responsible citizens by behaving safely, responsibly, and ethically in the following ways:

- Students are required to follow all DuBard School Policies, including, but not limited to, DuBard School Acceptable & Safe Use Policy for Technology.
- Students should recognize that being safe is more important than anything else.
- Students should keep their passwords private.
- Students should only post things they would like parents or guardians, teachers, or community members to see.
- Students should report potentially inappropriate content.
- Students must inform an adult if anything potentially dangerous happens online.
- Students should refrain from sending mass or inappropriate emails/airdrops/texts messages.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Behavior Management

The staff of the DuBard School strives to create a positive environment in which positive behaviors are recognized and praised, and students are encouraged to be the best they can be. To create an atmosphere that promotes learning, it is necessary to maintain certain levels of conduct. Students have natural and reasonable consequences of their actions, whether positive or negative.

DuBard School's principles of behavior management, which are used to ensure order and to facilitate personal growth, include:

- Teaching students appropriate behavior along with the corresponding appropriate language and recognizing when students exhibit positive behavior.
- Encouraging good choices for behavior and teaching strategies for self-regulation when negative behaviors occur.
- Role-playing appropriate and inappropriate behaviors or responses to situations may be used.
- Explanations are given to each student on a level that he or she can understand.
- Some behaviors may result in the removal of the student from activities, being placed into in-school suspension, or being sent home for out-of-school suspension.
- Disciplinary action will be directly related to the unacceptable behavior.
- Discipline will not be cruel or unusual; DuBard School does not participate in corporal punishment.
- Withdrawal of freedoms or privileges related to the offense(s) that negatively impacted the learning environment may be used.

- Profanity and obscenity in any form are prohibited.
- Conscious Discipline is an approach to behavior management and self-regulation that is used in DuBard School. For additional information, see <http://consciousdiscipline.com>.

School Violence or Threat of Violence

Violence or inappropriate behavior that disturbs the educational setting will not be tolerated at the DuBard School for Language Disorders. The administration and school staff will handle violence or verbal/nonverbal threats according to the Mississippi Code and regulations for students with disabilities. Students are required to accept responsibility for their behavior, and parents or guardians are asked to cooperate and assist with any improvement plan. For discipline to be effective, it is very important that good communication exists between home and school, and those consistent, clear expectations exist in both settings.

Minor Infringements

- Failure to observe school rules
- Failure to return communications that require a parent's or guardian's signature
- Rudeness or discourtesy
- Inappropriate behavior as determined by the administration

Major Infringements

- Stealing
- Cheating
- Damage or defacement of school property or the property of others
- Any action endangering the safety of others
- Vulgar or obscene language or behavior
- Oral or written threats
- Inappropriate behavior as determined by the administration
- Use or possession of weapons
- Use of an object for a purpose other than for which it was intended (example, throwing a chair)
- Use or possession of drug paraphernalia, drugs, alcohol, or dangerous items

Mississippi Code Regarding Bullying

§ 37-1 1-67. Bullying or harassing behavior in public schools is prohibited.

(1) As used in this section and Section 37-1 1-69, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived

differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
- (2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
 - (3) No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.
 - (4) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
 - (5) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

HISTORY: SOURCES: Laws, 2010, ch.508, § 1, eff from and after July 1, 2010.

Mississippi Law Regarding Possession of Controlled Substances or Weapons

Section §37-11-18, Mississippi Code of 1972 as Amended: "Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case-by-case basis. Such expulsion shall take effect immediately, subject to the student's right to appeal to the local school board."

Disciplinary Action Form

If a student's behavior warrants disciplinary action by the administration, the parents or guardians are notified through a disciplinary action form that describes the incident and the consequences of the action. At the discretion of the administration, disciplinary action may include, but is not limited to, a warning, in-school detention for part or all of day(s), or out-of-school suspension. Parents or guardians are requested to discuss the action with the student and return the signed disciplinary action form. The goal is for this to be a corrective learning process.

Recurring Discipline Problems

- Parents or guardians of the student will be notified by a written note, and then by phone.
- After 3 major infringements, there will be a meeting with the director and/or the assistant director, the teacher, the parents or guardians, and any other professional involved (i.e., social worker) to formulate a plan of action.
- The director and the assistant director determine other disciplinary actions.
- If a student's behavior becomes his or her primary disability, he or she may be referred back to his/her local school district so that this disability may be addressed appropriately.

SAFETY AND EMERGENCY PROCEDURES

The safety and well-being of each student and staff member are the first priorities at DuBard School. Policies, procedures, and equipment are in place to help ensure safety. These include:

- A security camera system indoors and outdoors. Camera usage may be monitored by the director, assistant director, and the University Police Department. Camera usage follows the policies of The University of Southern Mississippi, found at https://www.usm.edu/police/policies_legislation.php
- The Raptor Technologies Visitor Management System
- A layered entry system that includes both external locked doors and doors to the hallways that remain closed during school hours and may be opened with a security card or from the office.
- Classrooms and therapy rooms have a two-way intercom system.
- Classroom and therapy doors are equipped with deadbolt locks.
- The school utilizes the University Police Department and Safety Department for consultations and to conduct drills periodically throughout the year.

The University of Southern Mississippi has an emergency warning siren located on the top of Owings-McQuagge Hall. The siren is used to notify people of impending bad weather. If a tornado or hazardous weather is threatening the campus, the siren will be activated and followed by the voice message, "A warning _____ has been issued for the Hattiesburg area. Please seek shelter." In addition, during bad weather, DuBard School personnel monitor weather conditions.

The DuBard School has procedures in place for the following emergencies:

- Fire
- Tornado
- Hazardous Materials Threat
- Situations Requiring Lockdown

Official and unofficial fire, tornado, and lockdown drills are held throughout the school year. Official fire drills are conducted in conjunction with the University Safety Department. For more information about university safety information, see

<https://www.usm.edu/police/emergency-management-planning-and-response.php>.

In the event of an emergency threat to DuBard School, the **Remind communication system** will be used to notify parents/guardians.

DAILY SCHEDULE
DUBARD SCHOOL FOR LANGUAGE DISORDERS

230 HALL		240 HALL	
7:45	early arrivals go straight to classrooms	7:45	early arrivals go straight to classrooms
8:00	class begins	8:00	class begins
8:00 – 9:50	class	8:00 – 10:10	class
9:50	begin recess	10:10	begin recess
10:05	end recess transition to class	10:25	end recess transition to class
10:10	class begins	10:30	class begins
10:10 - 11:45	class	10:30 – 12:15	class
11:45	begin lunch	12:15	begin lunch
12:10	end lunch transition to PE	12:40	end lunch transition to PE
12:15-12:40	Physical Education	12:45-1:10	Physical Education
12:40	end PE transition to class	1:10	end PE transition to class
12:45	begin class	1:15	begin class
12:45 – 2:30	class	1:15 – 2:30	class
2:30	dismissal	2:40	dismissal

2026-2027 Enrollment Calendar

DuBard School for Language Disorders

2026-2027 School Calendar Extended

July 2026							August 2026							September 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October 2026							November 2026							December 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January 2027							February 2027							March 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April 2027							May 2027							June 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

	School Closed		Staff Development (no school for students)
	Early Release Day		ESY Days
	First and Last Day of School		

July 30-31, Aug. 3 Planning/Staff Development Days

Aug 3 Meet the Teacher 3:30-5:30

Aug 4 First Day of School

Sep 7 Labor Day - No School

Oct 7 Staff Development - No Students

Oct 8-9 Fall Break - No School (weather make up days)

Nov 23-27 Thanksgiving Holidays - No School

Dec 18 Early Release - 11:30 dismissal

21-1 Winter Break - No School

Jan 18 Martin Luther King, Jr. Day - No School

Feb 8-10 Long-range Planning/Staff Development - No Student
(10 - weather make up day)

March 15-19 Spring Break

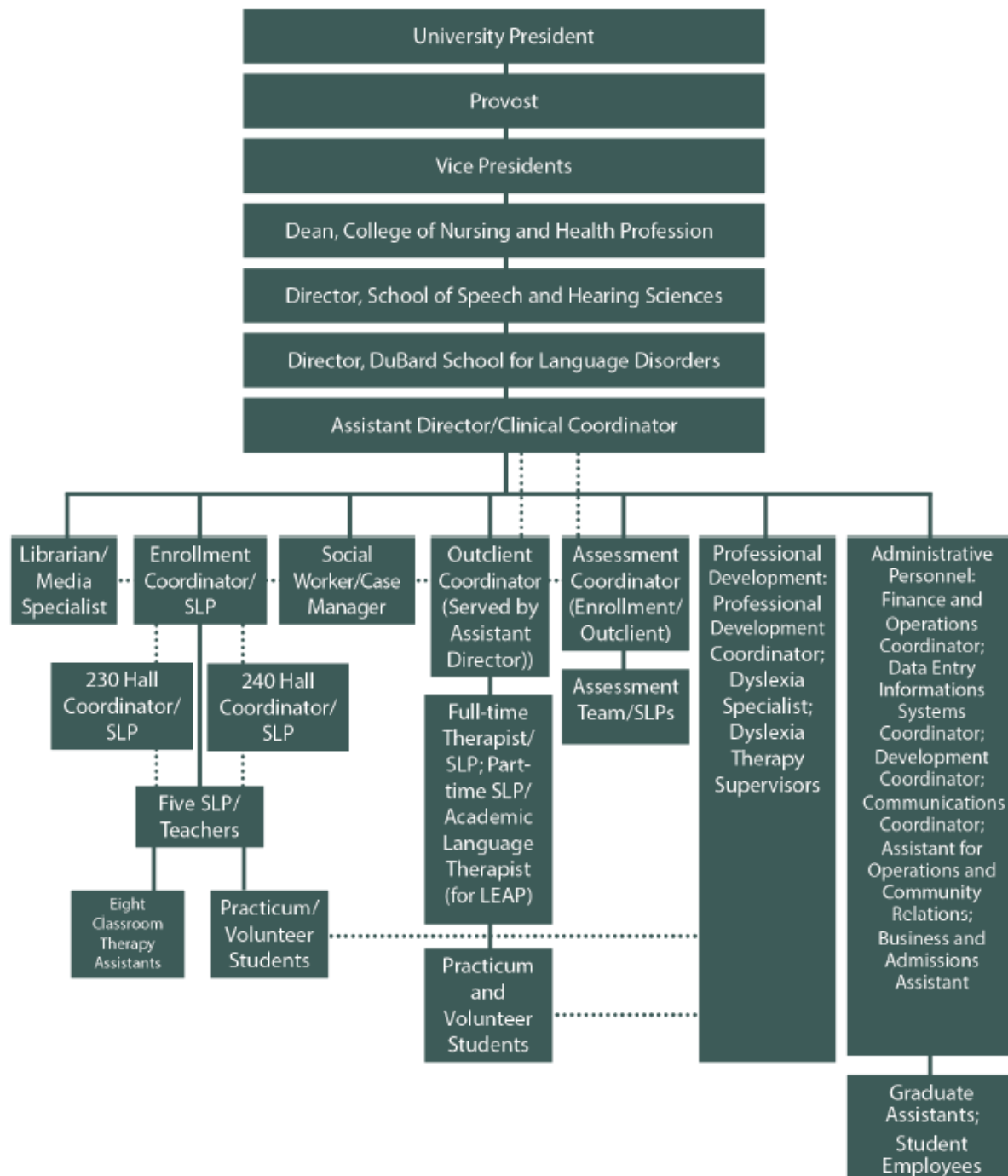
March 26 Good Friday

May 21 Last Day of School - 11:30 dismissal

May 24-June 4 May Holidays - No School

June 7-July 1 ESY (M-Th)

ORGANIZATIONAL CHART



Staff of the DuBard School for Language Disorders 2026-2027

Alison Webster, Ph.D., CCC-SLP, CALT-QI
Patricia Martin, Ph.D., CCC-SLP, CALT-QI

Director
Assistant Director/Clinical Coordinator

Enrollment Program

Brooke Adock, M.A.
Heidi Authement, M.S., CCC-SLP, CALT
Morgan Berrier, B.S.
Alyssa Bussolati, B.S.
Olivia Carter, B.S.
Rebekah Clark, M.S., CF-SLP
Tara Courtney, M.S., CCC-SLP, CALT
Christine Dawkins, B.S., LCSW
Kenyon Greer, M.S., CCC-SLP, CALT
Donna Guthrie
Stephanie James, B.S.
Abby Marks, M.S., CF-SLP
Audreina Newell, B.S.
Kristi Nobles, B.S.
Cearra McGehee, M.S., CCC-SLP
Haylee Morgan, B.S.
Jasmyrn Perkins, B.S.
Lauren Robinson, Ed.S., CCC-SLP, CALT
Kaitlyn Smith, M.S., CF-SLP

Librarian/Media Specialist
Speech-Language Pathologist
Classroom Therapy Assistant
Classroom Therapy Assistant
Classroom Therapy Assistant
Speech-Language Pathologist
Speech-Language Pathologist
Student Support Specialist
Speech-Language Pathologist
Classroom Therapy Assistant
Classroom Therapy Assistant
Speech-Language Pathologist
Classroom Therapy Assistant
Classroom Therapy Assistant
Speech-Language Pathologist/230 Hall Coordinator
Classroom Therapy Assistant
Classroom Therapy Assistant
Speech-Language Pathologist/Enrollment Coordinator
Speech-Language Pathologist

Evaluations

*Anna Curtis, M.Ed., CALT
Chelsea Colip, M.S., CCC-SLP, CALT
*Misha Lee, M.S., CCC-SLP, CALT-QI
Rachel Ryan, M.C.D., CCC-SLP, CALT

Dyslexia Specialist and Psychometrist
Enrollment Assessment Coordinator/SLP
Speech-Language Pathologist
Outclient Assessment Coordinator/SLP

Outclient Services

Dedra Clark-Allen, Ed.S., CCC-SLP
Erica Palmer, M.S., CCC-SLP

Speech-Language Pathologist (Hattiesburg)
Speech-Language Pathologist and Psychometrist (Gulf Park)

Professional Development and Dyslexia Therapy

*Anna Curtis, M.Ed., CALT
Alex Day, Ed.D., CCC-SLP, CALT
*Misha Lee, M.S., CCC-SLP, CALT-QI
Missy Schraeder, Ph.D., CCC-SLP, CALT-QI

Dyslexia Specialist and Psychometrist
Training and Accreditation Manager/SLP
Speech-Language Pathologist
Transition and Training Specialist/SLP

Administrative Personnel

Grace Blackshear, B.S.
Michelle Gilstrap, B.S.
Jenn Hudson, B.F.A.
Katie Kuehn, M.A., M.L.S.
Christopher Pellecchia, Ph.D.
Melissa Williamson, Ed.S.

Assistant for Operations and Community Relations
Finance and Operations Coordinator
Communications Coordinator
Data Entry/Information Systems Coordinator
Outreach and Development Manager
Business and Admissions Assistant

Revised 7/29/2026