



OUTCLIENT PROGRAM  
PARENT/STUDENT  
HANDBOOK

Effective August 5, 2024

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## Introduction

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

The outclient therapy program is a division of the DuBard School that serves clients with language or speech disorders, hearing loss, and/or academic disabilities, including dyslexia. This program operates on an 11-month calendar. Services may be provided on an individual or small group basis directly by or under the supervision of a certified speech-language pathologist or academic language therapist. Services may be provided in person or via telepractice as deemed necessary by the DuBard School or at the request of the client. As well as providing services to students and clients, the school and outclient program are practicum sites for graduate and undergraduate students in the School of Speech and Hearing Sciences and the Dyslexia Therapy program. University students who have had the appropriate academic preparation are assigned to work with students/clients under the supervision of a certified professional.

The DuBard Association Method® is a phonetic, multisensory teaching-learning strategy that was designed for individuals with communication disorders. It 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 to more advanced sentence structures, and corresponding questions.

## 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 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, the DuBard School outclient therapy program has as its philosophy to educate the whole person.

We strive to

- Develop each client to his or her full potential according to individual abilities.
- Maintain an orderly atmosphere conducive to learning.
- Provide explicit instruction appropriate for each client.
- Provide systematic instruction appropriate for each client.
- Provide sequential instruction appropriate for each client.

Personal and social development is considered equally as important as language, speech, and academic development. Goals of the DuBard School are to help each client to

- Think and reason independently.
- Develop a good self-concept with appreciation for his or her own personal worth, talents, and abilities.
- Develop respect for others.
- Develop a sense of responsibility for various settings in terms of behavior, homework, and respect for property.

#### Parental/Guardian and Individual Commitment

In an effort to gain maximum benefit from the DuBard School outclient therapy program, parents or guardians and individuals are encouraged to commit to the following:

- Regular attendance at therapy, including on time arrival and departure.
- Regular attendance at scheduled conferences and other meetings.
- Consistent home reinforcement of skills and material taught.
- Consistent use of hearing aids, processors, and glasses at home, as well as at therapy sessions, if applicable.
- Consistent use of physician-prescribed medication which may need to be adjusted for effective therapy.
- Prompt notification of changes in medications.
- Timely, consistent provision of equipment or supplies needed by the client (i.e., glasses, working hearing aids, hearing aid batteries, paper and pencils, school materials).
- Sharing with the staff any concerns regarding emotional, educational, health or safety issues.
- No personal toys, electronic devices, phones, etc., are allowed during therapy unless deemed necessary by the therapist to enhance speech-language-academic therapy.

#### Enrollment Criteria and Discrimination Policy

The DuBard School for Language Disorders outclient therapy program serves individuals who have a diagnosed language, speech or hearing impairment, or a combination of these disabilities.

Included are those whose learning differences are in receptive or expressive language, dyslexia/specific learning disabilities in reading and written language, or a combination.

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.

### Funding

Funding for the DuBard School outclient therapy program is provided through tuition and other fees, United Way, and private gifts. Private support is essential for the school to deliver quality services.

### Tax-deductible contributions to the DuBard School may be made to:

University of Southern Mississippi Foundation

118 College Drive #5215

Hattiesburg, MS 39406-0001

\*Checks should clearly designate the DuBard School as the recipient.

- Engraved bricks for 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 ranging from \$1,000-\$500,000. Contact the development coordinator or the director for information.

### Billing and Payments

- Registration for outclient therapy is billed annually.
- Registration for Language Enhancement and Achievement Program (LEAP) is billed each semester.
- Materials fee is billed each semester  
[Note: Initial materials one-time fee for LEAP is due by the first day of service.]
- Tuition for outclient therapy is billed monthly and is payable within 15 days. Payment must be received promptly to ensure continuation of services.
- If payment is not received by the end of each month, a late fee of \$20 will be added to the following month's invoice.

Account balances more than 30 days past due may result in discontinuation of therapy unless financial arrangements are made.

Outclient Services clients have the option to pay fees by credit or debit cards with a VISA or MasterCard using our online service. We encourage you to take advantage of this option. If you desire this option, please follow the steps below to create an account and/or make a payment:

**Create An Account** (first time users only)

1. Go to the DuBard School's Outclient payment website:  
<http://www.usm.edu/dubard/make-payment.php>
2. Click "Pay Online Now"
3. Click the 3 lines at the top left of the page, sign in, and "Create An Account"
4. Complete the required fields. Click "Continue"
5. "Save password?" Select Save or Never
6. You have successfully created an account. Select "close"
7. Click on "Invoice Payment"/view category
8. Enter the payment amount and relevant information for the client (Note: Invoice # is not required) and add to cart.
9. Click the cart at the top right of the screen. The cart summary will display and select the check out button.
10. The selected items screen will display the outclient payment information and select Continue.
11. "How would you like to pay" screen will request credit card payment information. Complete the requested information. Select continue.

**Make a Payment** (returning user)

1. Go to the DuBard School's Outclient payment website:  
<http://www.usm.edu/dubard/make-payment.php>
2. Click "Pay Online Now"
3. Click the 3 lines at the top left of the page and sign into the account
4. Complete the required fields. Click "Continue"

5. Click on “Invoice Payment”/view category
6. Enter the payment amount and relevant information for the client (Note: Invoice # is not required) and add to cart.
7. Click the cart at the top right of the screen. The cart summary will display and select the check out button.
8. The selected items screen will display the outclient payment information and select Continue.
9. “How would you like to pay” screen will request credit card payment information. Complete the requested information. Select continue.

You will be able to enter information to make a payment. An email confirmation notice will be automatically sent to your email account once your payment has been processed. Remember to log out of the payment screen upon completion of the transaction. If your preference is not to use the online service, payments (cash, checks, or money orders) are also accepted in person and via U.S. mail. All checks and money orders should be made payable to the DuBard School.

Remittance should be made to  
DuBard School for Language Disorders  
118 College Drive #5215  
Hattiesburg, MS 39406-0001

We will supply a monthly statement reflecting charges and payments made to your account. Please contact the finance and operations coordinator with any questions or concerns about your statement.

#### Financial Assistance

Thanks to the generosity of private donors and United Way, limited financial assistance is available to help defray the cost of therapy. An application for financial assistance may be obtained from the office. To be considered for financial assistance, a fully completed application along with your most recently signed tax return should be returned to office personnel who will submit it to the financial assistance committee for review.

#### Insurance

The DuBard School does not bill insurance companies directly. Parents/legal guardians are responsible for all fees.



### 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.

### Schedules

An outclient services calendar is included in this handbook and is available on the school's website: [www.usm.edu/dubard](http://www.usm.edu/dubard). The outclient speech-language pathologist or academic therapist will follow the DuBard School calendar. The outclient therapy program is an 11-month program, with July as a summer break. We ask that families please consider the therapy schedule in June when planning camps and family vacations. Clients who regularly attend the full 11-month program will be given priority for continuation of therapy. For clients to succeed, it is crucial for therapy to be as continuous and intensive as possible. LEAP services are provided on a semester basis following the DuBard School calendar except as noted.

**Please keep the schedule for future reference and mark the family calendar.**

### Attendance

- Regular attendance is crucial for each client to make the maximum progress possible.
- Three unexcused absences from therapy may result in dismissal from therapy.
- Lack of notification prior to therapy time will be considered an unexcused absence.
- If it is necessary to miss therapy, please call the school office at 601.266.5223 and leave a message for the client's speech-language pathologist or therapist prior to therapy time. Voicemail is available 24 hours a day, seven days a week.
- A selected number of absences or cancellations are included within the tuition framework.
- Please be aware that the continuation of therapy services is based, in part, on consistent attendance.

### Arrival and Departure Time

- Outclient therapy is provided for 50-minute sessions with follow-up.
- In order to serve all clients effectively, it is important to arrive and depart on time.
- Clients picked up late will be charged in quarter-hour increments at the individual therapy rate.
- Upon arrival for therapy, each client should check in at the office.
- If the client is under 18 years of age, we ask that the parent or guardian accompany the client to the office and be available at the end of therapy.

- 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.
- Upon entering the building, parents or guardians and others wishing to observe therapy will be asked to present a state or government issued photo identification card to be scanned 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 may be checked in using previously scanned information upon subsequent visits.

A visitor's badge will not be required for those who visit the school simply to drop off clients for therapy.

### Inclement Weather and Unexpected School Closings

- If the DuBard School must be closed unexpectedly due to weather factors or another emergency, families will be notified by the speech-language pathologist/therapist, by automated phone message, or email.
- If school opening or closing is in question due to severe weather such as hurricanes and tornadoes, please watch local media or listen for radio announcements.
- Because many of the clients live a considerable distance from the school, individual decisions may need to be made from time to time regarding the weather in your area.

### Change of Information

Change of address, home, work or cell phone numbers and email address should be reported to the main office as soon as the change is made. It is important that the office records contain the correct information at all times for the safety of the clients.

### 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 zones. You may pull into the driveway or handicapped zone to drop off or pick up a client, but **PLEASE DO NOT LEAVE YOUR CAR PARKED IN THE DRIVEWAY, HANDICAPPED ZONE, OR DOUBLE PARKED.** Campus police will ticket, or tow vehicles found under these circumstances.

## Illness

- If the client is sick and is unable to put forth reasonable effort, we ask that he or she remain at home.
- If the client has had fever, he or she must be FEVER-FREE FOR 24 HOURS without the use of fever-reducing medication before returning.
- If the client has the norovirus, or stomach virus, the Centers for Disease Control (CDC) recommend isolation for 48-72 hours after the symptoms (vomiting, diarrhea) stop to avoid spreading the illness.
- If the client has a communicable illness, a written clearance from a doctor is required before returning to therapy.

## COVID-19

The DuBard School will follow guidelines of The University of Southern Mississippi and the Mississippi Department of Education for attendance requirements during COVID-19.

## Chronic Health Problems

If the client has chronic health problems, such as allergies, ADHD, or other problems such as anxiety or mental health issues, please make his or her therapist aware of these concerns. We will do all that we can to help manage the health and well-being of all our clients.

## Medical Reports

If the client has a chronic illness (such as an ear infection or other illness) or sees a physician for a condition that may affect performance (such as ADHD), please ask the doctor to send a report to the school:

DuBard School for Language Disorders  
Assistant Director/Clinical Coordinator  
118 College Drive #5215  
Hattiesburg, MS 39406-0001  
601.266.5223  
601.266.6763 (fax)

### Dress Code

Clients should dress comfortably for therapy. For underage clients, it is the parent's or guardian's responsibility to see that they are dressed appropriately for therapy and weather.

In addition, the following rules should be followed:

- Cleanliness of person and clothing is required.
- Shoes should be worn at all times.
- Use of disrespectful symbols or print on clothing is not permitted. Anything that promotes drugs, alcohol, tobacco products, or things of a violent nature is not allowed.
- Tank tops, see-through clothing, bare midriffs, very short shorts, or other similar attire are not allowed.
- Distracting accessories (dangling earrings, heavy chains, or chokers) are not allowed. These items may present a safety hazard.
- Clothing that is distracting or disruptive in the educational environment should be avoided.
- Family support for these guidelines is appreciated.

### Home Therapy Plan

It is important for each client to complete follow-up reinforcement activities (homework) on a daily basis while therapy is in session and during therapy breaks. This helps to stabilize progress, lets the client know that his or her performance in therapy is important, and promotes independent learning and responsibility for his or her own learning.

If the client does not have a written assignment from the speech-language pathologist or therapist, an appropriate choice of reinforcement activity should be completed at an appropriate time and place. Follow-up reinforcement activities should be done at a table in a quiet atmosphere and before the client is too tired at the end of the day. If you need guidance on reinforcement activities, please ask the speech-language pathologist or therapist.

### Conferences

- Conferences with the parents/guardians or adult clients will be held each semester to review the client's progress. A written progress report will be provided if the account is current.
- Two conferences are included within the tuition structure.
- Parents or guardians will receive a copy of the report during the conference if the account is current. Written reports are not given when the account is past due.

- If parents or guardians request to have a conference at another time, or if the client's therapist has a need to do so, other conferences may be arranged. These conferences will be charged at the individual therapy hourly rate.

### Observation

Observations of and participation in therapy sessions are encouraged unless otherwise deemed likely to reduce the safety of the client(s) and/or staff. Upon entering the building, parents or guardians and others wishing to observe therapy will be asked to present a state or government issued photo identification card to be scanned into the Raptor Technology Visitor Management 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 may be checked in using previously scanned information upon subsequent visits.

### Telephone

If you need to phone the school, please call the school directly, 601.266.5223. If the office staff is out of the office, your call will be automatically directed to the school's 24-hour voice mail which is checked regularly for messages. Please do not call the therapist during therapy hours.

### Use of Photographic Images or Other Personal Information

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

### Client Technology Usage Policies

- Clients are to use a DuBard School computer and access the Internet only under the direct supervision of a therapist or staff member. Only information that is directly related to the specific subject matter assigned by the therapist may be accessed.
- Clients must have the therapist's permission to print any information.
- Copyright law should be obeyed in all uses of the Internet.
- The Internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as the need arises.

### Client Resource Collection

- The collection consists of videos, books, and vertical file materials such as brochures and pamphlets.
- Adult outclients and parents or guardians are allowed to browse and check out these materials in the Client Resource Collection.
- For items in the Client Resource Collection, the library is open for assistance, browsing and material check out Monday through Friday from 8 a.m. to 3:00 p.m. during the school year except when classes are visiting the library.
- If the library is closed, a Materials Request/Inquiry Form is available from the office. Please complete it and leave it with office personnel. The librarian will research your question or arrange for the materials to be checked out and placed with the office personnel. The form will be returned to you as soon as possible.
- All client resource items are circulated for two weeks. If there is not a request for the items, they may be renewed for an additional two weeks.
- Materials should be returned to the office personnel, with notice that you are returning library materials.
- While there are no overdue charges, a replacement charge is assessed when materials are more than a month overdue. A reminder letter is sent when the material is not returned by the due date. After a period of two weeks another letter is sent; and, finally after a month, the replacement fee is assessed.
- If an item is designated as "lost," the client must pay for the item by the end of the semester. 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, in addition to a \$10 processing fee.
  - Books out of print — a default replacement price not less than \$52, in addition to a \$10 processing fee.
  - Non-print video and film materials not available from producers or distributors - a default replacement price not less than \$75, plus a \$10 processing fee.

The patron's record also will be flagged delinquent and borrowing privileges suspended until payment is received for lost books and materials. Lost library materials returned within one year of charge are eligible for partial credit of the replacement price but not the processing fee.

### Duty to Report Suspected Abuse

In accordance with Section 43-21-105 of the Mississippi Code of 1972, Annotated, "Abused Child means a child whose parent, guardian or custodian or any person responsible for his care or support, whether legally obligated to do so or not, has caused or allowed to be caused upon said child sexual abuse, sexual exploitation, emotional abuse, mental injury, non-accidental physical injury or other maltreatment. Provided, however,

that physical discipline, including spanking, performed on a child by a parent, guardian or custodian in a reasonable manner shall not be deemed abuse under this section. "

Regarding physical abuse, it is important to understand that although parents, guardians and custodians are legally allowed to utilize corporal punishment, they are not allowed to cause bruises, marks or other injuries to children when utilizing corporal punishment. Any evidence of such will constitute abuse by the Mississippi Department of Human Services.

All states, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands have statutes identifying mandatory reporters of child maltreatment. A mandatory reporter is a person who is required by law to make a report of child maltreatment under specific circumstances. Approximately 48 states, the District of Columbia, Puerto Rico, and the territories have designated individuals, typically by professional groups, who are mandated by law to report child maltreatment. Individuals typically designated as mandatory reporters have frequent contact with children.

Such individuals may include

- Social Workers
- School Personnel
- Health Care Workers
- Mental Health Professionals
- Childcare Providers
- Medical Examiners or Coroners
- Law Enforcement Officers

A report may be made to the Mississippi Department of Child Protection Services or to the Hotline, 800.222.8000, statewide toll-free, 24-hour line that is answered seven days a week.

Indicators of Abuse:

- Physical Abuse — unexplained bruises, welts, human bite marks or 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, or increased severity in existing conditions

**The DuBard School for Language Disorders staff is required by law to make a report to the Department of Human Services (800.222.8000) if abuse is suspected.**

### Safety and Emergency Procedures

The safety and well-being of each student/client and staff member are the first priorities at the DuBard School. Policies, procedures, and equipment are in place to help to 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](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.
- Front doors remain locked from the inside at all times. A camera with an electronic doorbell is used to allow clients/families to enter upon request.
- 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 Lock Down



Official and unofficial fire drills, tornado drills 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 [www.usm.edu/safety](http://www.usm.edu/safety). In case of an emergency threat to the DuBard School, the automated voice mail and email system will be used to notify families.

**OUTCLIENT PROGRAM  
DUBARD SCHOOL FOR LANGUAGE DISORDERS**

**Fall 2024 Schedule**

August 5	Staff Retreat
August 5-8	Pre-testing of Clients- Scheduling
August 12	Therapy/LEAP begins
September 2	Holiday: Labor Day
November 21	Therapists' workday - No Therapy/No LEAP
November 25-29	Holiday: Thanksgiving
December 12	Last Day of Therapy/LEAP before Christmas Holidays
December 16	Outclient Therapy Parent Conferences Begin

**Spring 2025 Schedule**

January 6	Therapy begins/LEAP begins
January 20	Martin Luther King Holiday
February 17	Staff Long-Range Planning (make up day if needed) Therapy resumes at 3:30
March 17-21	Spring Break
April 21	Easter Monday – No Therapy/No LEAP
April 24	Therapists' workday - No Therapy/LEAP
May 15	Last day OC Therapy/LEAP
May 19	Outclient Therapy Parent Conferences Begin

**Summer 2025 Schedule**

June 2	Therapy resumes/LEAP resumes
June 26	Last day of therapy
July 3	Last day of LEAP

**Please Note: Schedule is subject to change due to weather, university closure, and/or staff development needs**

DuBard School for Language Disorders  
Advisory Board  
2024-2025

Mr. Dustin Autry	Mr. Ed Langton
Mrs. Libby Backstrom Elected Parent Representative	Mrs. Melinda Lott
Mr. Charlie Banks	Dr. Maureen Martin
Mr. Wes Brooks	Mrs. Colleen Munkel Elected Parent Representative
Mr. William C. (Billy) Browning	Mr. Michael Reed
Dr. Beverly Bryant	Dr. David Richardson
Mrs. Jessica Cloyd, Vice-Chair	Dr. Elizabeth Rose
Dr. Steve Cloud, Director, School of Speech, and Hearing Sciences	Mrs. Lauren Shifalo
Mrs. Daphne Cornett	Mr. L. O'Neal Williams, Jr.
Dr. Christopher Crotwell, Chair	Mr. Brad Wood Finance and Development Committee Legislative Chair
Mrs. Hilliary Culpepper	
Mrs. Tracie Fowler, United Way of Southeast Mississippi Representative	
Ms. Betsy Ivey, United Way of the Pine Belt Region Representative	
Ms. Jill Hershberger	
Mr. Kyle Ladner	

Staff of the DuBard School for Language Disorders

2024-2025

Missy Schraeder, Ph.D., CCC-SLP, CALT-QI  
Patricia Martin, Ph.D., CCC-SLP, CALT-QI

Director  
Assistant Director/Clinical Coordinator

Enrollment Program

Heidi Authement, M.S., CCC-SLP, CALT  
Shae Bennett  
Desirae Blackwell, B.S.  
Alyssa Bussolati, B.S.  
Olivia Carter, B.S.  
Chelsea Colip, M.S., CCC-SLP, CALT  
Tara Courtney, M.S., CCC-SLP, CALT  
Alex Day, M.S., CCC-SLP, CALT  
Kenyon Greer, M.S., CCC-SLP, CALT  
Donna Guthrie  
Stephanie James, B.S.  
Sarah Lowery, M.S., CCC-SLP, CALT  
Cearra McGehee, M.S.  
Haylee Morgan, B.S.  
Cherrie Nobles, B.S., LSW  
Lauren Robinson, M.S., CCC-SLP, CALT  
McLean Stooksberry

Speech-Language Pathologist  
Classroom Therapy Assistant  
Classroom Therapy Assistant  
Classroom Therapy Assistant  
Classroom Therapy Assistant  
Speech-Language Pathologist  
Speech-Language Pathologist  
Speech-Language Pathologist/230 Hall Coordinator  
Speech-Language Pathologist  
Classroom Therapy Assistant  
Classroom Therapy Assistant  
Speech-Language Pathologist/240 Hall Coordinator  
Speech-Language Pathologist  
Classroom Therapy Assistant  
Social Worker/Case Manager  
Speech-Language Pathologist/ Enrollment Coordinator  
Classroom Therapy Assistant

Outclient Services

Erica Palmer, M.S., CCC-SLP

Speech-Language Pathologist

Evaluations

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

Dyslexia Specialist and Psychometrist  
Speech-Language Pathologist  
Speech-Language Pathologist/ Assessment Coordinator

Professional Development and Dyslexia Therapy

\*Anna Curtis, M.Ed., CALT  
\*Misha Lee, M.S., CCC-SLP, CALT -QI  
Alison Webster, Ph.D., CCC-SLP, CALT-QI

Dyslexia Specialist and Psychometrist  
Speech-Language Pathologist  
Speech-Language Pathologist/ Professional Development  
Coordinator

Library

Brooke Adcock, M.A.

Librarian/Media Specialist

Administrative Personnel

Grace Blackshear, B.S.  
Rebekah Dorgan, B.S.  
Michelle Gilstrap, B.S.  
Katie Kuehn, M.A., M.L.S.

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

Sara Odom, A.A.  
Trish Roberson, B.S.

Revised 5/14/2024

# ORGANIZATIONAL CHART

