

# OUTCLIENT PROGRAM PARENT/STUDENT HANDBOOK

Effective August 5, 2024

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### 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

- 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



## Dress Code

Clients should dress comfortably for therapy. For underage clients, it is the parent 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 sharp chokers) are not allowed. These items may present a safety hazard.
- Clothing that is distracting or disruptive in the educational environment should be avoided.
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- 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, 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 their 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 hour.

### 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 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, 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:
  - o Items still in print — list price, in addition to a \$10 processing fee.
  - o Books out of print — a default replacement price not less than \$52, in addition to a \$10 processing fee.
  - o Non-print video and film materials not available from producers or distributors — 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 43-105 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, nor 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 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, abrasions.
- Neglect Abuse — abandonment, unattended medical needs, consistent lack of supervision, consistent hunger, inappropriate dress, 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 wellbeing of each student 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

## Outclient Calendar

### 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

Mrs. Libby Backstrom  
Elected Parent Representative

Mr. Charlie Banks

Mr. Wes Brooks

Mr. William C. (Billy) Browning

Dr. Beverly Bryant

Mrs. Jessica Cloyd, Vice Chair

Dr. Steve Cloud, Director, School of Speech,  
and Hearing Sciences

Mrs. Daphne Cornett

Dr. Christopher Crowell, 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

Mr. Ed Langton

Mrs. Melinda Lott

Dr. Maureen Martin

Mrs. Colleen Munkel  
Elected Parent Representative

Mr. Michael Reed

Dr. David Richardson

Dr. Elizabeth Rose

Mrs. Lauren Shifalo

Mr. L. O'Neal Williams, Jr.

Mr. Brad Wood  
Finance and Development Committee  
Legislative Chair

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,

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

SLP, CALT

