



# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

2400 N. Carroll Ave., Southlake, TX 76092 817.949.8222 FAX 817.949.8228 [www.southlakecarroll.edu](http://www.southlakecarroll.edu)

### **Special Education Parent Advisory Committee 2014-2015**

#### **Our Purpose:**

The Carroll Independent School District values community partnerships and seeks collaboration with regard to special education and related services as authorized under Federal and State law. To this end, the District created a Special Education Parent Advisory Committee (“SEPAC”) through the efforts of CISD parents and staff to act as a community liaison, as well as an avenue for sharing information and collaborative planning.

#### **Appointment to SEPAC:**

SEPAC members shall be appointed at the District’s discretion by the SEPAC appointment committee (“Committee”). The Committee shall be comprised of no less than three District representatives, including the Executive Director for Special Programs. SEPAC parent-members selected by the Committee will not include a representative from each District campus, but will include representation from various grade levels. Parent-members shall be selected from a variety of campuses, including elementary, intermediate, and secondary grade levels. District administrators, IDEA stakeholders, and other special education staff may also be appointed by the Committee.

#### **Objectives and Goals:**

SEPAC members should seek and embrace opportunities to share resources and network with each other and also with community members through dialogue regarding programming and educational opportunities for students who have academic, social, emotional or physical challenges resulting in the need for special education and/or related services. Activities to support this goal might include:

- Act as liaison with community on Special Education matters by sharing information gathered from educational programs, workshops, and conferences.
- Serve as a resource network between parents and professionals.
- Seek enrichment of existing special programs by accepting input from SEPAC members.
- SEPAC meetings shall not be a venue for District representatives to field complaints related to current special programs.

*Creating an environment that fosters excellence. . .*

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✓ Excellence ✓ Relationships ✓ Character & Integrity ✓ Innovation ✓ Open & Honest Communication

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- All confidentiality provisions outlined in the Family Educational Rights to Privacy Act (“FERPA”) as detailed in CISD Board policy FL (LEGAL) and FL (LOCAL) shall be strictly enforced during all SEPAC meetings and/or functions.

### **Actions and Membership:**

- Maintain an effective communications network to include SEPAC parent-representatives and CISD staff.
- Share information on upcoming events and other matters of interest.
- Encourage communication between parents and school personnel about questions, issues, or information regarding matters related to disabilities or special education services or process.
- Share information about District programs with parents, teachers and administrators.

### **Organization:**

**The CISD PTO for Special Programs shall remain a separate entity.** The activities of the SEPAC are not governed by the Special Education PTO bylaws. The SEPAC membership year runs from September 1 to June 30. Subcommittees may be established by the SEPAC membership committee to help conduct the work of the committee.

### **Meetings:**

The SEPAC meets four times a year. Subcommittees and the membership committee shall meet as necessary to fulfill their responsibilities.

### **Other Relevant Provisions:**

- CISD will review the purpose and operations and membership of the SEPAC annually.
- Membership will be limited to a one-year term. Members who have served a previous term may apply for membership one school-year after the last term served.
- All members shall acknowledge the SEPAC operating guidelines in writing and agree to abide by all provisions included.