

**BASIC INSTRUCTIONAL PROGRAM  
(REGULATION)***Adoption Date:* 5/11/2010*Revision  
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In accordance with the policy of the board of education, the following regulation shall govern the CLEP committee:

1. Selection of chairperson
  - A. An administrator will serve as chairperson.
2. Selection of members:
  - A. Principals of each building will suggest teachers from their building to serve as potential members.
  - B. Individual teachers will be confirmed by the appropriate building principal for serving on the committee.
  - C. The number of teachers to be selected from each building will depend upon the size of the district.
3. Responsibilities of chairperson
  - A. To keep the superintendent informed concerning progress and direction of the committee.
  - B. To set meeting times and places with members of the committee.
  - C. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.
  - D. To help determine parent and student membership on the committee.
  - E. To keep an accurate record of individual committee members' attendance at all meetings.
  - F. To report to the superintendent and the board of education the results of the CLEP Plan process.
4. Responsibilities of committee members
  - A. To participate actively in the committee's activities.
  - B. To attend all meetings and report back to building faculties on the progress of the committee at appropriate times. Ideas and suggestions from teachers not on the committee will be sought by the committee members to create total faculty involvement.