

Overview of Form 24

Christian Leadership School Grievance

This form has been designed to establish a formal procedure for reporting concerns, constant problems, and other violations that are identified with CLS policies, procedures, and personnel. Grievances are not taken lightly; therefore, it is very important to know that all reasonable measures have been exhausted before submitting a formal grievance.

Grievances are to be submitted to the Director of the Division of Christian Education of the Sunday School Publishing Board. This form is available for COPP Students, Instructors, Deans, State Directors and Presidents. When there are continuous violations of the policies and procedures established by the Division of Christian Education, individuals may request a grievance form. The Dean of Record and State Directors shall make available the proper forms.

Since COPP students do not have direct access to the CLS process, it is required that they are made aware of the grievance form for various reasons, including reporting instructors who fail to use the required textbook or fail to provide instruction in the required subject matter, etc.

It is our goal to achieve excellence in Christian education. Should it become necessary to submit Form 24, and the complaint is genuine, the matter will be reviewed with the strictest sense of gravity. Failure to adhere to the policies and procedures as set forth in the CLS Manual may result in reprimand, probation, or suspension for individual(s), and Christian Leadership Schools may lose their accreditation.

The office of Christian Education operates to assist you in successfully negotiating the CLS process. Professional courtesy and accurate, timely service are expected at all times. Form 24 may be used when constant issues occur when interacting with the office of Christian Education.

Form 24—CLS Grievance Form will not be accepted anonymously. When submitting this form, all required areas must be completed. Grievances are not designed to penalize but to ensure that the process is being correctly implemented and fair treatment to all. Form 24 is to be submitted to:

The Director of Christian Education
Sunday School Publishing Board
P.O. Box 70990
Nashville, TN 37207-0990