Description

The apology letter below was submitted to my mentor for approval to implement when dealing with a behavior conflict that occurred at the school. After discussion and observation of several behavior incidents we agreed I would use this while acting as administrator. I also printed this out for the counselor to use with a behavior incident that happened that day as well.

Apology Letter for Conflict Resolution

According to Sande's (2002) Peacemakers in Training manual, conflict resolution has several parts. One part includes making the right choices in a conflict and applying the principles of honesty, change, and forgiveness (Sande, 2002). Change is understanding you made a choice that is harmful and you are willing to take responsibility and you want to behave differently (Sande, 2002). Honesty, is openly admitting, to the people you have hurt or offended, you know you were wrong. Forgiveness is making a commitment to not hold a grudge against another person (Sande, 2002). These are illustrated by Sande's 5A's for conflict resolution, diagram pasted on page two. Please note the diagram was slightly altered to omit a religious part for a secular public school setting.

5A's:

1. Admit
2. Apologize
3. Accept (the consequences)
4. Ask (for forgiveness)
5. Alter (your choices)

Using the 5A's write out an admission that you could give to _____."

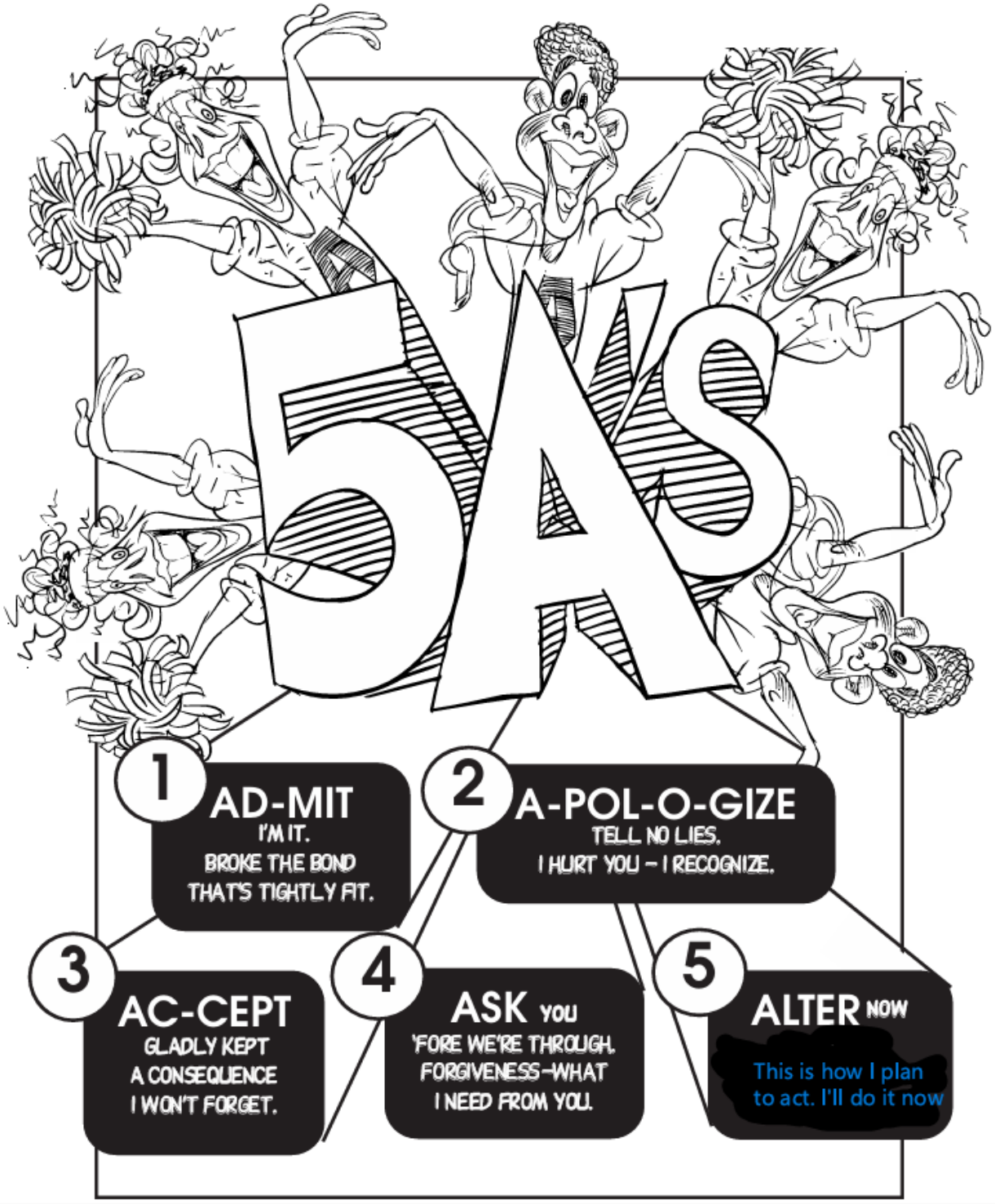
1. "I admit I was wrong when I _____."

2. "I am sorry for _____."

3. "I understand why _____."

4. “Will you please forgive me?

5. “Next time I will _____.”


5A's
1
AD-MIT
I'M IT.
BROKE THE BOND
THAT'S TIGHTLY FIT.
2
A-POL-O-GIZE
TELL NO LIES.
I HURT YOU – I RECOGNIZE.
3
AC-CEPT
GLADLY KEPT
A CONSEQUENCE
I WON'T FORGET.
4
ASK YOU
'FORE WE'RE THROUGH,
FORGIVENESS–WHAT
I NEED FROM YOU.
5
ALTER NOW
This is how I plan
to act. I'll do it now

References

Sande, C. (2002). *Peacemakers in training: Teaching students in grades 4-8 peaceable solutions to conflict*. National Center for Youth Issues.