Formal Apology Letter to Mr. Sylvester

L.O. I can take ownership of my behavior and make concrete, positive changes.

S.L.E. Live out the Gospel Values, Catholic Social Teachings, and the Mission of the Church.

**Assignment**:

Write a two-paragraph, formal apology letter to Mr. Sylvester.

Your letter must:

* Be hand written (unless cleared to type by Mr. Tice or Ms. Rzegocki)
* Be properly formatted and include a greeting to Mr. Sylvester, indenting, a closing, your signature and your parents’ signature.
* Have proper conventions and show that you took time and put in effort.
* **Acknowledge your part** in the problem AND what **you are going to do to repair damage** caused by your actions.

This will be **worth 10 points** in your Language Arts grade.

* 1st paragraph
  + Write down exactly what you did or did not do (by standing) during PE class on Friday, March 23rd
  + Explain the damage your actions caused. Did you harm anyone, physically or emotionally? Did you damage your relationship with Mr. Sylvester? How? **Be specific about how your actions impacted yourself and others.**
* 2nd paragraph
  + Explain how you are going to repair the damage your actions caused.
  + Include the specific actions that directly address the damage you caused, rather than general statements about being better– “I will be nicer to Mr. Sylvester” is not good enough.

**Remember, your letter must be signed by you AND your parent.**

**Due: Thursday, March 29th, 2018**