

Decision Making Class & Apology Letter(s)

You will need to complete the following two assignments before your next scheduled appointment on :

- 1) You will need to complete the on-line JUVENILE DIVERSION DECISION MAKING CLASS at www.hallcountyclass.com

AND

- 2) You will need to write or type your apology letter(s). Then you can email it to your Diversion Officer (as an attachment-- but not as a Google doc) or bring it to the office at your next appointment date/time above to be reviewed. Once approved, the Diversion Office will mail the letter to the victim.

<p>ALCOHOL EDUCATION FOR MINORS</p> <p>ENROLL HERE</p>	<p>ANGER MANAGEMENT</p> <p>ENROLL HERE</p>	<p>JUVENILE DIVERSION DECISION MAKING CLASS</p> <p>ENROLL HERE</p>
<p>MARIJUANA/THC</p> <p>ENROLL HERE</p>	<p>VAPING, TOBACCO, & NICOTINE AWARENESS</p> <p>ENROLL HERE</p>	<p>TRUANCY INTERVENTION FOR STUDENTS</p> <p>ENROLL HERE</p>

HALL COUNTY JUVENILE SERVICES DECISION MAKING CLASS

www.HallCountyClass.com

HOW TO REGISTER and BEGIN THE CLASS

How It Works: Classes are available online, 24/7 and are self-paced. Complete from any computer, mobile device, or tablet. Your time is registered when you're logged in and your work is saved when you log out.

STEP 1: Go to: www.HallCountyClass.com and select **JUVENILE DIVERSION DECISION MAKING CLASS "ENROLL HERE"** (yellow box)

STEP 2: Sign up as a "New User" and click "SUBMIT" *
(Be sure to keep track of the email and password you use to enroll)

STEP 3: Complete your class and print your certificate
(The entire course should take you a total of about 3 hours and you can log in and out as many times as necessary to finish the class)

HOW TO RESUME/RETURN TO YOUR CLASS

STEP 1: Go to: www.HallCountyClass.com

STEP 2: Look for the Already Registered? 'Click HERE button

STEP 3: Submit your **email address** and **password**

STEP 4: Once logged in, find your class under "My Training" to continue.

*If you need technical support or assistance, please call:
1-830-372-4555 (or view Support/Troubleshooting link on the home page)*

During the course there are times when they will give you a number code/password to remember. Please write that password down because you will need it to continue with the course later on. Do not confuse this code/password with the actual password that you created when you registered. If you fail a chapter, you can immediately retake it to get a passing score.

Please answer all "fill in" and "essay" questions completely. Your Diversion Officer will be able to review all of your answers given to the questions/quiz during the class and may go over them with you during your next appointment.

At the end of the class and final exam the program will ask you if you want a completion certificate --- Be sure to select YES so that you will have a certificate AND that will also generate a copy of your certificate to be sent to the Diversion Office to verify that you have completed the class.

After you have completed the class you will need to complete your “apology letter(s)” to the person(s) identified during your intake appointment as the “victim” in your case. ** See Apology Letter Instructions

2) Apology Letter Instructions:

Writing an apology letter is a great way to clean up a mistake. It gives you a chance to be responsible. You can do a lot of fixing and a lot of restoring with an apology letter. You can also share your thoughts and feelings and you can practice understanding the thoughts and feelings of others. In order to write the letter and really mean it, you have to be ready and willing to be responsible for whatever you did. If you are not ready to be responsible for your mistakes/actions talk to your Diversion Officer. If you do not remember who you were supposed to write the apology letter to please contact your Diversion Officer (it was discussed during your Intake Appointment and also should be written on your Diversion Contract).

In order to write the letter well, include each of the following pieces. You can have each piece be a separate paragraph with 2-3 sentences each. (You should not #number each of the paragraphs and it should not be a question/answer form – it should read like an actual letter to the person).

1. Apologize for what you did. Be complete in your description. Be sure to apologize for all pieces of the incident or situation. There is almost always more than one thing to apologize for, and including all the pieces helps you and the other party feel complete.
2. Share one or more things that you could have done differently to either avoid the situation or reduce the impact once you were in it.
3. State what the damage was that you think you caused. What was the impact of the mistake? You likely know some of this, but it will help to think about the experience through the eyes of the other party. What was it like for them? What damage was caused? This often includes things that are not just physical. Consider the impact your actions had on their stress, worry, times, resources, etc.
4. State what the person/people can count on from you in the future. How will you be more responsible? If this situation arises again, how will you respond differently?
5. State what you learned from this situation?

Use care with your letter. Be sure to use complete sentences, correct punctuation and proper spelling. Do not use any type of “blaming words”. We may send your apology letter back to you to be rewrite if it does not seem complete and appropriate!

Please TYPE the letter and when you are done with your letter, SAVE the letter as (yournameApologyLetter) and then open up a new email, attach the letter, and hit send--- Send it as an email ATTACHMENT to your Diversion Officer (not a Google Doc please):

If you are unable to type your letter because you do not have a computer available, then you will have to write your letter and bring it into the office.

Your Diversion Officer will review the letter(s) and if it seems complete and appropriate, we will mail it out to the victim.