

How to Make & Use: You've Got Mail

	You will need the following materials:
YOU'VE GOT MAIL	 Dry erase marker Velcro dots Laminating sheet/laminator Print out of you've got mail template Materials associated with the activities being used with the student.
Step 1	Setting up the intervention with you've got mail
Lello! Inneeded a short break from the group. I've come to say "hello." In a few minutes I can return to my Broup. Please ask me to do :	 Please see the you've got mail template Discuss the plan with the other adults involved Select and prepare other materials that will be used; (balls, books, paper). Store them where they will be used; (at location or at destination). No explanation should be given to the student prior to the time of use (this will make it seem like a real needed task).
Step 2	Activities for you've got mail
	 Delivering books, sending a note Carrying equipment Doing jumping jacks, kangaroo hops, burpees Distributing papers to several adults Getting to play with a soft ball in the hall for a few minutes after completing the task (removes the negativity associated to needing a break to a positive reward for helping)
Benefits	Why should you use you've got mail
	When we avoid labeling the break, students have a discreet way of getting to move without publicizing it. They feel helpful and important when asked to run an errand for the adult. It will give them a sense of freedom and that they are trustworthy. This break is beneficial to the student but sometimes as well to the teacher and classmates. The mail can be delivered to an adult that is significant to the student. This can support transitioning to a new teacher, foster new relationships and an opportunity to remind them of their good intentions.

