

Teacher Mailbox

Time needed: 20 minutes

Recommended Level: Grades PK-4

Categories: Bystanders, Empowering, Friendship issues,
Helping victims, Reporting

Common Core Standard(s): Writing to convey information,
Speaking & Listening

Purpose: The students of the classroom will learn how to
communicate bullying issues with the teacher.

DISCUSSION:

Explain to students that they will be creating a mailbox to communicate with the teacher.

ACTIVITY:

Use a cardboard box such as a shoebox and cut a small slot in the top. Put the mailbox in an area of the classroom which will be out of the way and will not disrupt the classroom environment.

Explain the role of the mailbox and the directions to its use:

- The purpose of the mailbox is to tell the teacher about a problem you may be having at school.
- To use the mailbox, write a note and drop it in the box. Sign your name so the teacher can reply to you personally. Emphasize the importance of also leaving names as well as those involved so that as the teacher you can talk with those involved and resolve the issue.
- The teacher will check his or her mail daily.

Describe when it is appropriate for a message to be left in the center. 1.) When a rumor is being spread about themselves or a classmate(s). 2.) When gossip is being heard in regards to themselves or a classmate(s). 3) When a student is a victim of or witnesses other types of bullying.

Also in the discussion, talk about the importance of making these issues known to the teacher. Explain that just because you are bringing it to his/her attention, that does not mean you will necessarily get into trouble; but that we are working as a team to create a bully-free zone in the classroom by stopping rumors and gossiping.

You may choose to use the template below as slips for the mailbox, or students can use their own paper to report problems.

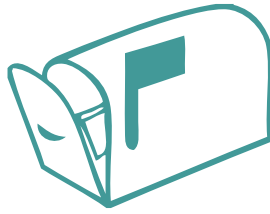
FOLLOW-UP:

Check the mailbox daily and follow through on the mail.

Administer to the various situations as needed individually or in a whole group setting.



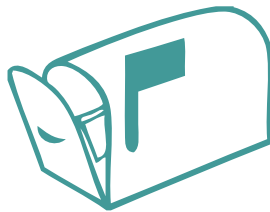
Helping Everyone with Anti-Bullying,
Respect & Tolerance



Your Name: _____

Please describe the problem you are having. Be sure to include **where** this problem is happening, **when** it is happening, and **who** is involved:

What have you done to try to solve this problem on your own?



Your Name: _____

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