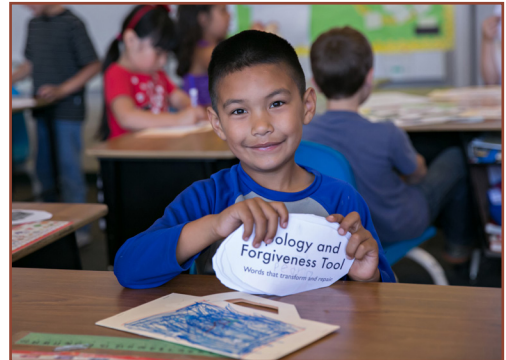# TOOLBOX
BY DOVETAIL LEARNING

Building Resilience, Self-Mastery, & Empathy for Others

What Is TOOLBOX™?

TOOLBOX™ is a Kindergarten through 6th grade program that supports children in understanding and managing their own emotional, social, and academic success. The foundation of TOOLBOX is 12 human capacities that reside within all of us. Through its simple and profound metaphor of Tools inside us, TOOLBOX brings forward a set of skills and practices that help students access their own inner resilience at any time, in any context.

Children learn 12 simple yet powerful Tools. With practice, these Tools become valuable personal skills: self-awareness, self-management, and relationship-building which, in turn, foster responsible decision-making. Because the techniques are simple and the language is shared, children adopt the Tools and master them quickly.

TOOLBOX begins with a teacher providing instruction on how to use the Tools. Through modeling and daily classroom practices, the teacher subsequently supports his/her students to use the Tools to build self-knowledge and self-trust. Schools note rapid improvements in communication, civility, and conflict resolution in the classroom, on the playground, and across the entire school community. Providing parents and caregivers with the Tools and information on how to incorporate the practices into the home setting allows for continuity and reinforcement of skills for students.

The Collaborative for Academic, Social, and Emotional Learning (CASEL) defines social and emotional learning (SEL) as "the processes through which children and adults acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions." CASEL has identified five interrelated social and emotional competencies: self-management, self-awareness, social-awareness, relationship skills and responsible decision-making. The skills and practices of TOOLBOX directly build the five competencies defined by CASEL.

Welcome to TOOLBOX™!

The 12 Tools

Breathing Tool

Quiet/Safe Place Tool

Listening Tool

Empathy Tool

Personal Space Tool

Using Our Words Tool

Garbage Can Tool

Taking Time Tool

Please & Thank You Tool

Apology & Forgiveness Tool

Patience Tool

Courage Tool

How TOOLBOX™ Works

While TOOLBOX is taught formally through lessons, the essence of TOOLBOX is its common language and practices used multiple times each day in every school context. Daily use of TOOLBOX is both an inquiry and an invitation. Teachers are encouraged to engage students in the 12 Tools using an inquiry-based approach. Inquiry opens a child's mind to their own inherent possibilities, allowing a child to think for him/herself and to discover personal competence as a problem-solver, which builds confidence. An inquiry-based approach also invites children to make their own choices. A frequent conversation in the classroom or during playground conflicts at TOOLBOX schools involves a teacher asking, "What three Tools did you try?" and students responding by citing the various Tools they employed to resolve their conflict. This moves the conversation to higher-order thinking.

Every Tool has a corollary icon and hand gesture so teachers and students can call on Tools visually and non-verbally throughout the day. TOOLBOX can be enhanced by supplementary children's literature through which each Tool can be introduced and reinforced. Additional support materials available to schools include TOOLBOX manila toolboxes that students decorate and personalize; Fan Decks on lanyards which summarize the 12 Tools and are worn by teachers and staff; and age-appropriate posters which reinforce the Tools. All of these visual representations work together to concretize the Tools in the minds of young learners. After students initially gain familiarity with the Tools through introductory lessons, teachers can employ further lessons that include: puppets, role-plays, journaling, pair-share, group discussion, and instructional prompts. TOOLBOX is integrated into academic learning in a classroom and embedded in all school contexts (e.g., classroom, playground, discipline, and parent communication). TOOLBOX is implemented in schools through training provided to administrators, teachers, and support staff.

TOOLBOX™ Teaches Children:
by Mark A. Collin

- How to realize their innate goodness and intrinsic wholeness
- How to belong and contribute their uniqueness
- How to achieve emotional balance and emotional intelligence in 3-5 seconds
- How to be proactive rather than reactive
- How to organize and understand their internal experiences (self-knowing)
- How to care for themselves and experience empathy for others
- How to understand and make sense of what is going on around them
- How to find their voice and speak up
- How to listen to their inner voice non-judgmentally and make fair self-assessments
- How to let the little things go
- How to use time wisely
- How to be grateful and give thanks from a place of authenticity
- How to be forgiving when it is time
- How to apologize when aware of harming others
- How to understand the value and intelligence of patience
- How to be courageous when others are not using their Tools

www.dovetaillearning.org

TOOLBOX™ Implementation

TOOLBOX™ Training (6 hours)

Target Audience: Schools and Districts—this in-person training is for teachers, administrators, and all school staff.

The *TOOLBOX™ Training* prepares you to implement TOOLBOX across all school contexts (e.g., embedded in classroom practices, outside class time, positive behavior supports, and home connections). The training focuses on using the 12 Tools as strategies for children and adults to build resilience, self-mastery (self-management), and empathy. Topics include: introduction to the 12 Tools, TOOLBOX pedagogy, common language, school-wide implementation, and use of the *TOOLBOX Primer* and *TOOLBOX Lesson Plans*.

Curricula

TOOLBOX™ Primer: Empower your students with Tools to build resilience, self-mastery, and empathy for self and others. Written for teachers and all school staff, this guide is the foundation for using TOOLBOX™ across all school contexts to create a safe and caring environment for optimal learning. Instruction is provided on how to introduce each of the 12 Tools and apply them on a daily basis, with classroom practices and supporting pedagogy. Purchase of the *Primer* includes access to the TOOLBOX Web Portal for videos, electronic documents, and more.

TOOLBOX Lesson Plans K–3 or *4-6* (supplement to *TOOLBOX Primer*): *Lesson Plans* provide a full range of instructional activities for teaching TOOLBOX. Teaching practices are outlined for a robust first-year in tandem with the *Primer,* or following the *Primer* in subsequent years of implementation. *Lesson Plans* include instruction on: using children's literature to introduce each Tool, pair-share and circle activities, expressive arts activities, imagination proficiency, academic integration, role-plays and journaling prompts for older students, puppet plays for younger students, and parent/caregiver connections for bringing TOOLBOX home. Purchase of *Lesson Plans* includes access to the TOOLBOX Web Portal for videos on each Tool and downloadable support documents for all units.

Teaching Materials available with purchase of *TOOLBOX Lesson Plans*:
- TOOLBOX Student Journal 4-6
- Toolboxes K-3 (manila cardstock; sets of 30)
- Large Tool Cards K-3 (12 cards, sets of 30) — English or Eng./Spanish
- Small Tool Cards 4-6 (12 cards, sets of 32) — English or Eng./Spanish
- Fan Deck (12 Tool cards on a lanyard) — English or Eng./Spanish
- Feelings Poster K-3 or Feelings Poster 4-6 (each 24" x 36")
- 12-Tools Poster K-3 or Tools for the Journey Poster 4-6 (each 24" x 36") — English or Spanish
- Puppet Set K-3 (4 characters)
- Book Sets: K-1, 2-3, 4-6, and K-6 (literature that aligns with each of the 12 Tools)—38 books

TOOLBOX™ Administrator's Guide:

Be informed on all facets of implementing TOOLBOX™. For administrators or SEL leaders, this guide is an introduction to TOOLBOX pedagogy and school-wide approaches, including its common language, inquiry-based approach, academic integration, positive behavior strategies, connection to Common Core State Standards and research, as well as appendices of best practice implementation strategies. Purchase of *Administrator's Guide* includes access to the TOOLBOX Web Portal for videos on each Tool and downloadable support documents for administrators.

TOOLBOX
BY DOVETAIL LEARNING

The 12 Tools
Tools for Learning • Tools for Life

Breathing Tool
I calm myself and check-in.

Quiet/Safe Place Tool
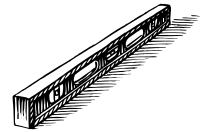*I remember my quiet/safe place.*

Listening Tool
I listen with my ears, eyes, and heart.

Empathy Tool
I care for others. I care for myself.

Personal Space Tool
I have a right to my space and so do you.

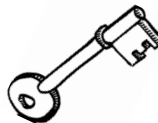## Using Our Words Tool
I use the "right" words in the "right" way.

Garbage Can Tool
I let the little things go.

Taking Time Tool
I take time-in and time-away.

Please & Thank You Tool
I treat others with kindness and appreciation.

Apology & Forgiveness Tool
I admit my mistakes and work to forgive yours.

Patience Tool
I am strong enough to wait.

Courage Tool
I have the courage to do the "right" thing.

www.dovetaillearning.org