

Reflection Tool for Family Engagement in UCS Activities

UCS Family Engagement Toolkit

Designed For

Program leads and Special Olympics liaisons, and other school staff.



Time Estimate

10-15 minutes for individual reflection; 30-60 minutes for team reflection/debrief.

**Grow and Sustain
the UCS Program**

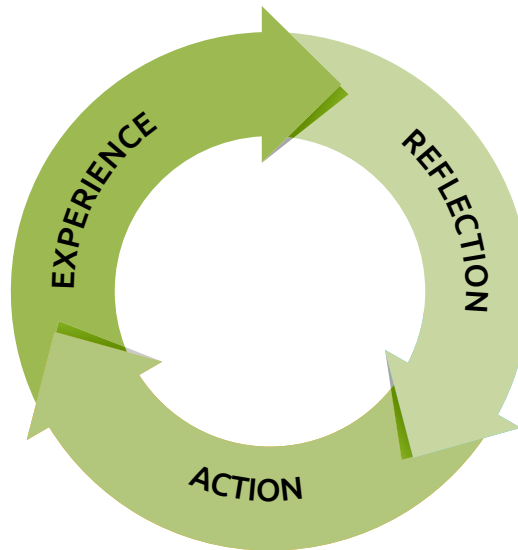
Why would I use this tool?

Self-reflection is a powerful tool that gives you a chance to step back from the activity or event and think about what worked, why it worked, what surprised you. You may also reflect on what you might change or do differently and set your intention for what you want to do next. You can use this tool to reflect on a recent SO-related activity, or you can use the tool with your team to “debrief” on an activity together. The value of self-reflection is both personal — how to be more self-aware of your actions, understanding, and feelings — and professional — how to be more successful at your work.

When should I use this tool?

After you have completed an activity or event, review the self-reflection questions. If you are working with other staff, get together as soon as you can after an activity or event, so your memories are still fresh in your minds.

The ERA Cycle of Reflection



How should I use this tool?

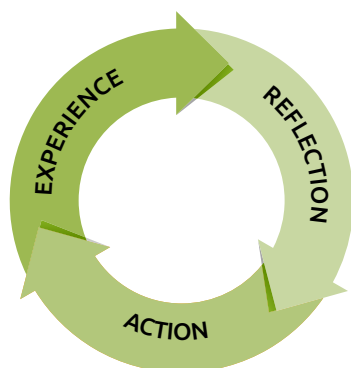
This reflection tool includes a self-reflection worksheet and team debrief guide to process a recent activity or event using the **Experience** → **Reflection** → **Action** (ERA) cycle of reflection.²¹

The ERA process of reflection is a simple way to develop an individual and team practice of ongoing reflection in support of increasing family engagement with the Unified Champion Schools (UCS) program.

- Write about the **EXPERIENCE** as soon as possible after the event or activity, note your impressions of the event or activity in a personal notebook or using a shared online document. This may include a description of the event, your feelings about it, your role, and other impressions.
- Create time for **REFLECTION**.
 - If you are working alone, block out time to review your notes and to answer the self-reflection questions.
 - If you are working with a team, find time to meet soon after the event or activity to share group reflections. Alternatively, your team may identify a regular time (e.g., 8-9 am on Fridays; every 4th Monday) to reflect on your experiences engaging families in UCS programs.
 - You do not have to answer ALL the questions for every event or activity. After you have used the tool a few times, you will have a sense of which questions are most useful to you.
- Identify **ACTION** steps. Taking actions based on your reflections will provide a way to continually improve and to understand your progress. Note what you and your team will do differently or what you will continue to do the same for the next event/activity. Also, note any action steps required to get the resources and support you need for the next event/activity.

²¹ Jasper, M., Rosser, M., and Mooney, G. (2013). *Professional development, reflection, and decision-making in nursing and healthcare*. Advanced Healthcare Practice, 2nd ed.

Reflection Tool for Family Engagement in UCS Activities



Instructions for individual self-reflection: Reflect on your own engagement with families during the event/activity. Consider your interactions, level of involvement, and any challenges faced.

Instructions for team debriefs: Reflect on your performance and provide feedback on the team's collaboration during the UCS activity or event (or situation) involving families. Your honest responses will help to identify strengths and areas for improvement.

Step 1. Describe the UCS Activity or Event

Begin by identifying a specific UCS event, activity, or other situation that involved families of the students who participated in UCS activities. Write down the activity name, date, timeframe (if applicable), who was involved (staff and families), and how many people attended.

Name of UCS event or activity	
Date/Timeframe	
Location	
Types and number of participants	
My role before, during, and after event or activity	

Rate your overall engagement of families for this event:

Very Poor	Poor	Fair	Good	Excellent
1	2	3	4	5

Ask Questions about the Experience

Describe the event or activity. Include how you felt during and after the event. Include comments from family members and others involved.

[Type/write your response here]



Rate Your Perceptions of the Experience

Rate the statements below based on your perceptions of the event or activity.

Perception statements	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The family engagement goals or outcomes of the event were well-defined.	1	2	3	4	5
We communicated clearly about the event to families.	1	2	3	4	5
We offered opportunities for families to help at the event.	1	2	3	4	5
We had the resources we needed to produce the event.	1	2	3	4	5
We provided opportunities for families to participate virtually (if applicable).	1	2	3	4	5
We provided opportunities for families to provide feedback about the event.	1	2	3	4	5
The event was valuable to participating families.	1	2	3	4	5
Our team worked well together.	1	2	3	4	5

Step 2. Ask Reflection Questions

Consider your responses to the statements above to analyze what happened.

Reflection questions may include:

- What were our goals for this activity?
- How were families engaged during the activity?
- How were we successful in engaging diverse families?
- How could we have been more effective in engaging diverse families?
- What was the most satisfying part of the UCS event?
- What was the most frustrating part of the UCS event?
- How do you know the event was valuable for participating families?

[Type/write your response here]



Step 3. Identify Next Steps and Take Action

Identify what you will do as a result of your reflection on the experience. Keep in mind that building relationships and ongoing communication are important for family engagement.

For self-reflection, share your takeaways with a colleague and/or administrator and discuss next steps. When conducting a team debrief, describe what each member will do based on the takeaways. Share your takeaways and next steps with an administrator.

[Type/write your response here]



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Family Engagement Toolkit

For questions or comments about the Toolkit, please contact:

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