



## Ways to Use Your Parent Information and Resource Center

# Kiosk Kiosk

### Why did PIRC make a kiosk?

Arizona State PIRC's mission is to strengthen the relationship between school, community, and family for the purpose of improving student achievement. A kiosk affords schools and agencies a one-stop method to provide important information to families. Often times the very programs intended to assist students are not completely understood by families due to the complexity and heavy usage of acronyms and other educational terminology.

PIRC has created brochures on important topics such as NCLB, School Choice, Title I, Supplemental Educational Services, and School Report Cards and provided introductory information in a manner better understood by families. This allows families to have a reference and basic understanding of programs which in turn opens the door for more in-depth conversations with the school, assisting them in making the best decision for their child. Ultimately, this assists families in becoming informed participants in their child's education.

### *Rules of Kiosk Engagement:*

- The kiosk has no magical powers, it will not of its own volition draw flocks of people to grab brochures from its information holders. However, when used as part of the school's operating procedures, you may direct individuals to the kiosk, much like you would connect them with other services, such as tutoring, after school care, or other stated needs and interests
- Please do not substitute the kiosk for personal communication
- The kiosk is YOURS. If you find that one or more of the brochures do not meet a need in your school community, please replace it with your own school material or notice
- Make it personal; customize information to your school community
- Information is NOT just for parents. School staff, teachers, administrators will also find the content useful
- The kiosk was innovatively designed (hollow center and flat panels) NOT to be a dust collector. Make it an active resource by frequently giving out the material, having it available at all events and promoting it at every opportunity
- Place in a prominent place that is frequently visited by families

### *Getting the Most Out of Your PIRC Kiosk:*

- Share with parents that this a resource intended to provide them with information, and staff is available to answer questions they may have
- If you find that families are unaware the information is in Spanish and English, make a sign that says "Informacion es disponible en Español" and post on front of kiosk
- Have a school "unveiling" of the kiosk to share with the school staff and families. You may choose to review the tip sheet at this time so everyone receives maximum benefit

- **Share the kiosk information with the general community and neighboring schools by notifying them of its availability**
- **Have new teachers and staff review the materials as part of an “introductory” orientation**
- **Include a question or topic of the month, such as “*What percentage of our students met the standards in reading*” in the school newsletter or campus bulletin board and direct families to your school’s report card and School Report Card Brochure in the kiosk “for more information.”**
- **Feature the kiosk during a performance or sports event. Some schools have found that parents are more apt to look through the information when the kiosk is brought out during a “fun” event**
- **Have the kiosk available during “Literacy Night,” or “Meet the Teacher.” Place information in the kiosk regarding school schedules, recommended reading materials, reading tips, and use the Parent Involvement brochure to connect parents with student learning. Keep it fresh and updated. Rotate material provided in the kiosk and include seasonally pertinent information, such as Getting Ready for Kindergarten (during Kinder registration), Back to School Tips, Testing Tips during Aims, etc. This keeps families engaged in checking the kiosk for continued information**
- **Use it during Open House or Parent Orientation. It is a good time to familiarize parents with School Report Cards, Conference Tips, Early Intervention, and State Assessments.**
- **Use the material to present workshops to parents**
- **Pass out the Title I brochure and have the kiosk available during the annual Title I meeting. Encourage families to review all the material in kiosk**
- **Refer to the kiosk in your website, newsletter, and parent meetings**
- **Ask parents, teachers, and community members for information they would like to see included**
- **If parents frequently have breakfast with their children, keep the kiosk in the cafeteria and have a “Kiosk and Coffee” time where you share upcoming school events, programs, and resources available to support learning**
- **Distribute Special Needs Brochure at IEP meetings or initial assessments to help parents understand what can be an intimidating process**
- **Have kiosk material available during PTA/PTO Meetings**

**PARENT INVOLVEMENT** *Pencil it in!*<sup>™</sup>