

## Implementation Checklist – Public Outreach

	To Do	Things to Consider
<input type="checkbox"/>	Publish AI guidance.	<ul style="list-style-type: none"><li>• Is the guidance easy to read and understand?</li></ul>
<input type="checkbox"/>	Communicate and get feedback from parents.	<ul style="list-style-type: none"><li>• Hold one-on-one with parents during parent-teacher conferences.</li><li>• Openly discuss at school board meetings.</li></ul>
<input type="checkbox"/>	Hold public events.	<ul style="list-style-type: none"><li>• Host "Hour of Code" events at night and invite parents.</li><li>• Host AI tool events where you invite parents/students to participate and interact with AI tools.</li><li>• Host an AI literacy week (plan events and provide students with take-home guides to share with parents).</li></ul>