



K-12 AI Stakeholder Engagement Guide

From draft policy to shared ownership in 4 phases and 12 weeks

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Purpose

Artificial Intelligence (AI) policy holds only when the people it affects helped build it. This guide moves a K-12 digital learning program from a draft policy to shared ownership in 4 phases over roughly 12 weeks.

It is the working tool for Stage 3, Architect, of the Ascend AI NOW™ Framework for Responsible AI (Diagnose, Govern, Architect, Deploy, Scale), and it pairs with the K-12 AI Policy Design Template.

Stakeholder Map

Each group needs something different from the process and brings something the policy cannot work without.

Group	What they need	What they contribute	Best channel
Teachers and instructional staff	Clear rules, time, and role-specific training	Classroom reality: which tools work and where integrity breaks down	Grade-level or department meetings, short surveys
Students	A voice, fair integrity rules, and equal access	How AI is actually used today, including outside school	Student advisory council, class focus groups
Families	Plain-language explanation and a way to ask questions	Trust, home context, and consent expectations	Family nights, multilingual one-pagers, PTA or PTO
Counselors, advisors, and special education staff	Guardrails for high-impact decisions	Knowledge of which decisions harm students when automated	Small working sessions
Technology and data privacy staff	Vendor standards and an AI Tool Inventory	Technical review and contract enforcement	AI Ethics Committee seat
Governance bodies (board, leadership cabinet)	Risk visibility and evidence for decisions	Authority, budget, and policy adoption	Board work session, annual report
Community partners and unions	Early notice and a defined role	Workforce perspective and community trust	Advisory briefings

Engagement Roadmap

The work runs in 4 phases over roughly 12 weeks, and no phase starts until the gate before it is met.



Each phase ends at a gate before the next one begins. After adoption, the AI Ethics Committee reviews the policy every 12 months.

Phase-by-Phase Actions

Phase 1. Prepare (weeks 1 to 2)

1. Name an executive sponsor and a project lead.
2. Charter the AI Ethics Committee (charter starter below).
3. Share the [Readiness Diagnostic](#) results so every group starts from the same facts.

Gate: the committee charter is approved by the sponsor.

Phase 2. Listen (weeks 3 to 5)

1. Survey teachers and students on current AI use; keep surveys under 10 minutes.
2. Hold 2 family listening sessions, at least 1 in the evening and 1 in a second language your community uses.
3. Run 1 working session with counselors, advisors, and special education staff on high-impact decisions.

Gate: a 1-page findings summary is shared back with every group that participated.

Phase 3. Co-create (weeks 6 to 9)

1. The committee drafts the policy using the K-12 AI Policy Design Template.
2. Circulate the draft for a 2-week comment window; publish what changed and why.
3. Complete legal counsel review.

Gate: committee and counsel sign-off on the final draft.

Phase 4. Adopt and Communicate (weeks 10 to 12)

1. Present the policy at a board work session, then for adoption.
2. Publish a plain-language version for families and students.
3. Schedule role-specific training before any approved tool reaches students.

Gate: board adoption is recorded. The committee then reviews the policy every 12 months.

AI Ethics Committee Charter Starter

Element	Recommended setting
Members	7 to 11: teachers, a counselor or special education lead, a technology or data privacy lead, an administrator, 2 family representatives, and 1 to 2 students
Chair	A senior leader who is not the technology lead, so review stays independent of procurement
Meets	Monthly during policy development, then quarterly
Decides	Tool approvals, annual bias and equity review, policy revisions
Reports to	[Superintendent or designee] and the board, once a year

Family Communication Starter

Copy, adapt, and translate:

"[District Name] is building an Artificial Intelligence (AI) policy to protect your child's privacy, keep learning fair, and prepare students for the future. We want your voice in it. Join us on [date] at [location or link], or share your thoughts at [survey link]. Questions: [contact]."

Engagement Checklist

- ☐ Executive sponsor and project lead named
- ☐ AI Ethics Committee chartered with family and student seats
- ☐ Teacher and student surveys completed
- ☐ 2 family listening sessions held, with interpretation available
- ☐ Findings summary shared back with participants
- ☐ Draft circulated for a 2-week comment window
- ☐ Legal counsel review completed
- ☐ Board adoption recorded
- ☐ Plain-language version published



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Let us continue to close "The AI Power Gap™," one LLM at a time.