

FRONT

Cool Schools — AI in the Classroom (and in your office)

For educators, librarians, principals, district staff, and instructional coaches

The Sunday-Night Rescue Kit

Four moves that save your weekend:

Move	Tool	One-line prompt
Differentiate a reading	Google Gemini	<i>"Rewrite this passage at 3rd, 6th, and 9th grade. Keep all key facts."</i>
Soften a parent email	Google Gemini	<i>"Rewrite this for a parent who's also overwhelmed. Keep the boundary. Drop the snark."</i>
Build a 5-slide lesson deck	Gamma	<i>"5 slides on [topic] for [grade], include 1 hands-on activity slide."</i>
Make an audio version for ELL/SPED	ElevenLabs	<i>Paste the paragraph → choose a voice → download MP3</i>

NotebookLM — Your Lesson Planning Superpower (Free with Google)

1. Go to **notebooklm.google.com**.
2. Upload your textbook chapter, last year's slides, or 5 articles on a topic.
3. Ask: *"Give me 5 discussion questions, 3 vocab words, and a 1-paragraph student-friendly summary."*
4. Click **"Audio Overview"** → get a podcast about your lesson, with two AI voices having a conversation. Great for absent students or ELL replay.

My Classroom AI Policy (3 sentences — write yours)

Students MAY use AI for _____.

Students MUST disclose when _____.

I will use AI for _____ and WILL NOT use it for _____.

BACK

The 3 Non-Negotiables for Educators

FERPA first. Never paste a student's name + grade + identifier into a free tool. Use initials, fake names, or your district's approved tier (most districts have Google Workspace for Education or Microsoft 365 with data protections — ask your IT).

Model what you teach. If you use AI to draft something you send to students, parents, or admin, say so. *"I drafted this with AI and reviewed it."* You're modeling citation, not hiding it.

Human-in-the-loop. AI never writes the final IEP, the final grade, the final report to CPS. AI drafts. You decide.

Glean (for districts that have it)

If your district uses **Glean**, you can ask one question across all of your district's Drive, SharePoint, and Docs: *"What did we tell parents about last year's curriculum night?"* — and get the actual email, with permissions respected. Ask your district IT if Glean is on the roadmap.

The 3 Rules (always)

1. Never paste private data into a free tool.
2. Two-eyes rule before it goes to a student, parent, or admin.
3. Keep the receipts.

Keep Learning (free)

- **aiEDU classroom curriculum** → aiedu.org/curriculum
- **NCESD AI resources** → ncesd.org
- **Common Sense Education AI literacy** → commonsense.org
- **AIGovOps Foundation** (for the "policy" conversations with admin) → aigovops-foundation.com
- **Clock hours** available — sign in at the registration desk!

My Win Today

The lesson, email, deck, or policy I built: _____
