Lake Orion Community Schools

Interoffice Memo

from the Office of the Assistant Superintendent
of Teaching and Learning

To: Heidi Mercer, Superintendent

From: Drew Towlerton
             Assistant Superintendent of Teaching and Learning

Date: September 19, 2025

RE: **Spring Scheduling Proposal LOCS 2025-2026 (Section 21f)**

LOCS will again look to utilize scheduling flexibility under Section 21f of the State School Aid Act (MCL 388.1621f). Under this act, 15 days are allowable as virtual days of instruction. LOCS plans to use 3 of the 15 days for high school level testing, utilizing this schedule during the state testing window in April 2026.

Additionally, should unforeseen circumstances such as extreme inclement weather or other school closures past the allowable days provided by MDE occur, utilization of section 21f will allow for additional options in providing instruction to students at all levels under the State School Aid Act.

<p align="center">**21f Emergency 15 Day Proposal**
Lake Orion Community School District 2025-2026</p>

<u>*Objective:*</u> To provide Lake Orion Community School District with a specific plan for virtual instruction in emergency situations. Emergency situations are defined under Section 21f of the State School Aid Act (MCL 388.1621f).

1. To give our Lake Orion Community School District the flexibility to provide virtual instruction instead of in person instruction in cases of emergency. Under Section 21f of the State School Aid Act (MCL 388.1621f) cases of emergency are emergency closures, student testing days, and professional development.
   a. *Virtual School Day:* Students would participate in all classes through virtual instruction. Each hour would have its assigned time that teachers could implement virtual instruction or be available through multiple communication sources. The schedule would be communicated to students and parents/guardians before enacting the emergency day of virtual instruction.
      i. During testing days, students would be in person in the morning and teachers would be available for them in the afternoon.

Here are several examples of how teachers can deliver virtual instructions, but not limited to:

1. Live Virtual Lessons (Synchronous Instruction)

- **Video Conferencing Platforms**: Teachers can use platforms such as Zoom, Google Meet, or Microsoft Teams to conduct real-time lessons where they can present material, engage in discussions, and answer student questions.
- **Interactive Presentations**: Tools such as Nearpod or Pear Deck allow teachers to make presentations interactive, embedding quizzes, polls, and discussion prompts to engage students actively during live lessons.

2. Pre-recorded Lessons (Asynchronous Instruction)

- **Instructional Videos**: Teachers can create pre-recorded video lessons using tools such as Loom, Screencastify, or Flipgrid, where they walk students through concepts, demonstrations, or instructions at their own pace.
- **Flipped Classroom Model**: In this model, students watch instructional videos at home, then join a live virtual class for discussions, practice, and deeper exploration of the topic.

3. Online Discussion Forums

- **Classroom Discussion Boards**: Teachers can create discussion boards using platforms such as Google Classroom, Canvas, or Schoology. These allow students to engage in discussions, ask questions, and collaborate on topics outside of live instruction.
- **Structured Debates or Peer Review**: Students can engage in formal debates or peer reviews of each other's work, helping to foster collaboration and critical thinking skills.

4. Collaborative Projects

- **Shared Documents and Whiteboards**: Using Google Docs, Microsoft OneNote, or Jamboard, teachers can assign group projects where students collaborate in real-time to create presentations, solve problems, or complete research.
- **Breakout Rooms**: During live virtual lessons, teachers can use breakout rooms to divide students into smaller groups for collaborative tasks or discussions before regrouping to share insights.

5. Interactive Assessments and Activities

- **Online Quizzes and Polls**: Tools like Kahoot, Quizizz, or Google Forms allow teachers to assess student understanding in real-time or asynchronously through interactive quizzes, surveys, and exit tickets.

6. Virtual Labs or Simulations

- **Virtual Science Labs**: Teachers can use platforms like to conduct virtual experiments and simulations that students can explore and manipulate on their own.
- **Math and STEM Simulations**: Allow students to engage in interactive problem-solving and design activities in subjects such as math and engineering.

Each of these methods leverages the power of technology to create engaging, interactive, and personalized learning experiences for students in a virtual setting.

Attendance for both Virtual Days:
Attendance & Accountability: Attendance will be taken by Lake Orion Community Schools Teaching Staff by utilizing completion of a lesson with task which directly connects to a current unit of study in their classes. All Lake Orion Community Schools students who are testing on an emergency day will have attendance taken in person.

Access to Technology:
All students in Lake Orion Community Schools are 1:1 in regard to devices. LOHS/Learning Options students received a school issued laptop at the beginning of the year. Students can utilize their student devices to contact staff on the virtual learning days.

Communication:
In order to effectively communicate with parents and students regarding the calendar changes, Lake Orion Community Schools building administration plan to utilize our student information system, Parent Square, to send a mass email to both students and parents.