



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon A. Perry, Ed.D., Superintendent

DATE: July 28, 2022

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session - 7:00 P.M. - Monday, August 1, 2022 in the District Office Board Room.

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1. [Finance](#)
2. [Ways & Means/Curriculum](#)
3. [Property & Supplies / Use of Facilities](#)

- [Link for Public Comment](#)



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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

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RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Finance

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1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

\$ \_\_\_\_\_

Check # \_\_\_\_\_ to Check # \_\_\_\_\_

Wire # \_\_\_\_\_ to Wire # \_\_\_\_\_

Ach # \_\_\_\_\_ to Ach # \_\_\_\_\_

Purchase Card # \_\_\_\_\_ to Purchase Card # \_\_\_\_\_

from the Capital Reserve Account \$ \_\_\_\_\_

Check # \_\_\_\_\_ to Check # \_\_\_\_\_

from the Cafeteria Account \$ \_\_\_\_\_

Check # \_\_\_\_\_ to Check # \_\_\_\_\_

and from the Construction Account: \$ \_\_\_\_\_

Check # \_\_\_\_\_ to Check # \_\_\_\_\_

for a total of \$ \_\_\_\_\_

[To Agenda](#)



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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon A. Perry, Ed.D., Superintendent

DATE: July 28, 2022

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Ways & Means

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## WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of Mohammad Al- Haddad from Saudi Arabia as a foreign exchange student for the 2022-2023 school year. (Host parents: Ben and Amy Neiderer)
2. ***(Ways & Means/Curriculum)*** Recommend approval of Hina Kaleem from Pakistan as a foreign exchange student for the 2022-2023 school year. (Host parents: Ben and Amy Neiderer)
3. ***(Ways & Means/Curriculum)*** Recommend approval of Dorcas Hizza from Tanzania as a foreign exchange student for the 2022-2023 school year. (Host parents: Wesley and AnJie Doll)
4. ***(Ways & Means/Curriculum)*** Recommend approval of Paula Caha from Austria as a foreign exchange student for the 2022-2023 school year. (Host parent: Joan Hinton)
5. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District 2022-2023 Student/Parent Handbook.

[Link to CVSD Student/Parent Handbook - All Buildings](#)

6. ***(Ways & Means/Curriculum)*** Recommend approval of the attached list of field trips for the 2022-2023 school year.

[Go to Field Trips for 2022-2023](#)

7. ***(Ways & Means/Curriculum)*** Recommend approval of the attached list of additional conferences/professional development for the 2022-2023 school year.

[Go to additional Professional Development in 22-23](#)

8. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Updated Health and Safety Plan for 2022-2023 school year. Available at the meeting and on the website.

[Link to CVSD Health and Safety Plan Update for 2022-2023](#)

9. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District, Instructional Time Template, Section 520.1 for the 2022-2023 school year.

[Go to Instruction Time Template, 520.1 for 2022-2023](#)

10. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Comprehensive Plan - 2022-2025.

[Link to Comprehensive Plan 2022-2025](#)

11. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Induction Plan (Chapter 49) - 2022-2025.

[Link to Induction Plan \(Chapter 49\) - 2022-2025](#)

12. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Professional Development Plan (Act 48) - 2022-2025.

[Link to Professional Development Plan \(Act 48\) - 2022-2023](#)

13. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Academic Standards and Assessment Requirements (Chapter 4) - 2022-2025.

[Link to Academic Standards and Assessment Requirements \(Chapter 4\) - 2022-2025](#)

14. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Students Services Assurances (Chapter 12) - 2022-2025.

[Link to Student Services Assurances \(Chapter 12\) - 2022-2025](#)

15. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Gifted Education Plan Assurances (Chapter 16) - 2022-2025.

[Link to Gifted Education Plan Assurances \(Chapter 16\) - 2022-2025](#)

16. ***(Ways & Means/Curriculum)*** Recommend adopting the update of the following Board Policies and attachments:

[Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students](#)

[Board Policy 103 - Attachment 4 - CVSD Confidentiality Template Letter](#)

[Board Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff](#)

17. ***(Ways & Means/Curriculum)*** Recommend accepting with appreciation the \$300 donation from the Big Mike's Inc. to the New Oxford SkillsUSA Welding Fabrication Team.

18. ***(Ways & Means/Curriculum)*** Recommend accepting with appreciation the \$500 donation from the Riley Welding & Fabricating, LLC to the New Oxford SkillsUSA Welding Fabrication Team.

19. ***(Ways & Means/Curriculum)*** Recommend accepting with appreciation the \$7,500 donation from the Conewago Valley Youth Basketball Association to the New Oxford High School for the purpose of updating the scoreboards in the gymnasium.

20. ***(Ways & Means/Curriculum)*** Recommend accepting the donation of a utility golf cart for the 2022-2023 (August through May) school year from Golf Cart Services Inc. valued at \$4,000 per semester for a total value of \$8,000.00.
21. ***(Ways & Means/Curriculum)*** Recommend approval of Addendum B to Letter of Agreement for Title I Nonpublic School Services between Conewago Valley School District and the Lincoln Intermediate Unit #12 for the 2022-2023 school year.

[Go to Addendum B](#)

[To Agenda](#)



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TO: All School Directors, Assistant Superintendent, Secretary, Solicitor, Administrative Team

FROM: Sharon A. Perry, Ed.D., Superintendent

DATE: July 28, 2022

RE: Items the Superintendent recommends for study at the School Directors' Committee of the Whole Session – Property & Supplies / Use of Facilities

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## PROPERTY & SUPPLIES / USE OF FACILITIES

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Lincoln Intermediate Unit #12 with Kimberly Hess as representative, to use the Conewago Valley Intermediate School cafeteria and parking lot on August 10, 2022, from 8:00 am to 3:30 pm for August In-Service, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Youth Football and Cheer with Billy Harris as representative, to use the New Oxford Elementary School practice field and parking lot from 5:45 pm to 8:00 pm Monday-Thursday from August 1, 2022 to November 17, 2022 for Youth Football and Cheer Practice, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Youth Football and Cheer with Billy Harris as representative, to use the New Oxford Middle School practice field from 9:00 am to 6:00 pm Saturdays and Sundays from August 27, 2022 to October 30, 2022, also the use of the stadium for 1 game for Youth Football Games, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
4. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Hanover YMCA Discovery Program with Melissa Hartlaub as representative, to use the Conewago Township Elementary School gymnasium, cafeteria, outside ball field and playground from August 23, 2022 to May 26, 2023, for Discovery Program (Before/After Care), with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for NOVA- AAU Volleyball with Diane Rife as representative, to use the New Oxford Middle School gymnasium on Saturdays from 8:00 am to 4:00 pm and Sundays from 12:00 pm to 4:00 pm from November 5, 2022 to May 6, 2023, for NOVA Club Season, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

6. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Band Boosters with Shawn Campopiano as representative, to use the District Auditorium, New Oxford High and Middle School gymnasiums, cafeterias, classrooms, parking lots, high school Crossroads, and middle school auxiliary gymnasium, and library on February 10 and 11, 2023 from 7:00 pm to 11:00 pm, for an Indoor Percussion/Colorguard Competition, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
7. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Youth Lacrosse - Boys with Sarah Clark as representative, to use the District Lax/Soccer Fields and New Oxford Elementary School practice field, and Conewago Valley Intermediate School outdoor basketball courts (if needed due to weather) from 5:30 pm to 7:30 pm Monday, Tuesday, and Thursday games on Saturday (morning and afternoon) and Sundays (afternoons from 12:pm on) as approved by the athletic director from February 27, 2023 to May 25, 2023 for Spring 2023 Season, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.
8. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Adams County Adrenaline with Kelly Yerka as representative, to use the New Oxford High School auxiliary gymnasium, on Saturday mornings from 8:00 am to 10:00 am, from February 4 through March 25, 2023, (facility not available February 11, 2023), for baseball practice, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

**LIU #12 - \$30 Rental Charge, \$25 Utility Charge, \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$55.00.**

**New Oxford Youth Football and Cheer practices - Field Painting Charge = \$1,560.00.**

**New Oxford Youth Football and Cheer games -**

**\$25 Outdoor Utility charge for games on the middle school field.**

**Anticipated Charges for 1 game in the stadium - \$35 per hour Custodial Charge, \$15 per hour Lighting Charge, \$40 per hour Event Manager Charge (minimum 2 hours).**

**Total charges to be determined based on actual usage.**

**Hanover YMCA - \$500 Utility Charge, \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$500.**

**NOVA - AAU Volleyball - \$400 Utility charge, \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$400.**

**New Oxford Band Boosters - \$25 Utility Charge, \$35 per hour Custodial Charge. Total charges to be determined, based on usage.**

**New Oxford Youth Lacrosse - Boys - Field Painting Charge = \$1,105.00.**

**Adams County Adrenaline - \$80 Rental Charge, \$25 Utility Charge, \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$105.00.**

# CVSD 2022-2023 Field Trips

## CTE

NAME		GRADE	DATE	TITLE/PLACE
Gallagher	Fran	3	4/20/2023	State Capitol and PA State Museum
Gallagher	Fran	3	5/20/2023	SAVES Health Fair
Gantz	Melissa	All K, 1, and 2	4/17/2023	Appell Center's Stage the Page
Hartlaub	Laura	Kindergarten	10/20/2022	Smyser's Pumpkin Patch
Meckley	Amie	2nd Grade CTE	4/1/2023	Oaks Museum (Messiah College)
Stoner	Wendy	First Grade	5/17/2023	JoBo Holstein Farm

## NOE

NAME		GRADE	DATE	TITLE/PLACE
Abendschein	Katie	2	11/1/2022	2nd Grade NOE Post Office
Abendschein	Katie	2	5/3/2023	2nd Grade NOE
Abendschein	Katie	2	5/4/2023	2nd Grade NOE
Lewis	Cindy	1	9/20/2022	Hollabaugh's Fruit Farm
Lewis	Cindy	1	5/24/2023	Zoo America
Shearer	Jennifer	Kindergarten, First Grade, Second Grade	4/25/2023	Stage the Page
Teal	Lisa	Kindergarten	10/13/2022	Fire Safety walking field trip to United Hook and Ladder
Tyson	Darcy	Kindergarten	5/18/2023	JoBo Dairy Farm and Kids Kingdom Playground
Yingling	Michael	Third Grade - PA History	5/5/2023	PA State Capitol and State Museum

## CVIS

NAME		GRADE	DATE	TITLE/PLACE
Peterman	Kristina	6	5/9/2023	CAMP CARES
Plank	Jessica	4	9/28/2022	Codorus State Park
Wagner	Tina	5	10/7/2022	Gettysburg Visitor Center and Ranger Program
Wildasin	Becky	6	1/18/2023	Junior Achievement BizTown
Wildasin	Becky	6	1/19/2023	Junior Achievement BizTown
Wildasin	Becky	6	5/18/2023	Junior Achievement BizTown
Wildasin	Becky	6	5/19/2023	Junior Achievement BizTown
Yingling	Megan	5	10/5/2022	Nixon Park

## NOMS

NAME		GRADE	DATE	TITLE/PLACE
Angelini	Anthony	NOMS + NOHS	1/21/2023	CVSD Ski and Snowboard Club
Angelini	Anthony	7th; Team 7-3	5/12/2023	Experiencing World History
Beeman	John	8th grade	5/24/2023	8th Grade PBIS Promotion Celebration
Connolly	Joe	8	10/14/2022	Construction Wars
Connolly	Joe	8	5/14/2023	Construction Wars
Evans	Hannah	8th grade	5/19/2023	Gettysburg Battlefield
Heird	Brad	7th	5/11/2023	York Revolution Baseball Game
Kann	Maria	8	5/9/2023	Gettysburg Battlefield



Karkuff	Eva	7	4/29/2022	7-1 Field Trip
Myers	Stephanie	8 - New Oxford Student Council	11/10/2022	Student Council State Conference
Myers	Stephanie	8	5/24/2023	Gettysburg Battlefield
Myers	Stephanie	7 and 8 NOMS Student Council	3/10/2023	District Student Council Conference
Skimski	Christopher	7th/8th	4/27/2023	Envirothon competition
Medina	Minerva	9-12 ESL	8/23/2022	New Oxford Public Library Walking Trip
Skimski	Christopher	7th and 8th grade	5/3/2023	2023 Envirothon
Skimski	Christopher	7th	5/2/2023	7/3 Field trip

## NOHS

NAME		GRADE	DATE	TITLE/PLACE
Althoff	Lori	High School Student Council	11/3/2022	PASC State Conference
Althoff	Lori	High School Student Council	3/3/2023	PASC Region F Conference
Althoff	Lori	High School Student Council	3/3/2023	Student Council Region F Conference
Bealmear	Patricia	9-12	12/21/2022	FBLA Regional Leadership Conference
Bealmear	Patricia	9-12	4/10/2023	FBLA State Leadership Conference
Bowman	David	Ski Club (7-12)	2/10/2023	Ski Club Vermont Ski Trip
Cales	Kristyn	Ag Students-Grades 9 to 12	10/1/2022	FFA Fall Leadership
Cales	Kristyn	Ag Students-Grades 9-12	10/25/2022	FFA National Convention
Cales	Kristyn	Ag- Grades 9-12	11/1/2022	Fall Ag Skills Day
Cales	Kristyn	Ag Students-Grades 9-12	1/5/2023	PA Farm Show
Cales	Kristyn	Ag Students	2/1/2023	Agricultural Cooperation Establishes Success (ACES) Conference
Cales	Kristyn	Ag Students-9-12	2/20/2023	Winter Ag Skills Day
Cales	Kristyn	Ag Students-Grades 9-12	3/1/2023	FFA Area Public Speaking LDEs
Cales	Kristyn	Ag Students-Grade 9-12	4/1/2023	FFA Regional Public Speaking LDEs
Cales	Kristyn	Ag Students-Grades 9-12	4/7/2023	Spring Ag Skills Day
Cales	Kristyn	Ag Students-Grades 9-12	5/1/2023	Horse Judging- CDE
Cales	Kristyn	Ag students-Grades 9-12	6/7/2023	PA FFA State Convention
Connolly	Joseph	10	3/14/2023	10th grade Career Fair
Kreider	Elizabeth	9-12	8/5/2022	Mini-THON Leadership Summit
Krumrine	Crystal	Wilderness Survival 11-12	5/5/2023	Wilderness Survival Experience

Latshaw	Meghan	11/12	10/6/2022	Hiram G Andrews Field Trip
Latshaw	Meghan	11/12 Transition II	5/6/2023	HACC Student Day
Latshaw	Meghan	Life Skills Curriculum	9/5/2022	Life Skills Work Experience- Grocery Outlet
Latshaw	Meghan	Life Skills Work Experience Community Aid	9/5/2022	Life Skills Work Experience Community Aid
Latshaw	Meghan	Life Skills Students	9/5/2022	Life Skills Community Work Experience- Holiday Inn Express
Myers	Shawn	12 Skills USA	1/6/2023	Skills USA competitions
Plotica	Jeanne	HS Art	5/1/2023	Baltimore Art Tour
Smith	Kim	10-12/Advanc ed Housing & Interior Design	12/2/2022	Ivory & Birch Store visit
Smith	Kim	10-12/Child Development - 4 dates in the fall and 4 dates in the spring	12/9/2022	Thematic Unit Kindergarten Lessons
Smith	Kim	Grades 10-12/Housin g & Interior Design	9/16/2022	Tour of New Oxford
Smith	Kim	10-12/Housin g & Interior Design	11/18/2022	Sleighter's Furniture visit
Stein	Pauline	Interact	12/1/2022	Wreaths at Arlington
Tomecek	Crystal	11/12 Small Business Enterprise	9/10/2022	Small Business Enterprise - Visit a local small business
Tomecek	Crystal	11 - 12	2/10/2023	Small Business Enterprise - Visit a local small business
Tornabene	Chiara	Earth Science Systems	11/7/2022	Weathering Lab

## CVSD MUSIC

NAME		GRADE	DATE	TITLE/PLACE
Forshey	Lauren	6th grade Orchestra	11/11/2022	Pigeon Hills String Invitational
Forshey	Lauren	Maroon Orchestra (4-6)	3/19/2023	Baltimore Symphony Orchestra: Movie with Orchestra
Forshey	Lauren	5-6 Orchestra	4/1/2023	Stringfest
Sine	Rebecca	5th and 6th grade Maroon Band	11/18/2022	District 7 Youth Honors Band
Sine	Rebecca	6th Maroon Band	12/15/2022	Caroling in the Square
Bowman	David	9-12 Concert Choir	2/23/2023	Regional Chorus Festival
Bowman	David	9-12 Concert Choir	4/19/2023	All State Chorus Festival
Bowman	David	9-12 Concert Choir	9/23/2022	High School Honor Choir Festival

Bowman	David	9-12 Concert Choir	10/29/2022	District Chorus Auditions
Bowman	David	9-12 Concert Choir	12/5/2022	NOHS Concert Choir Community Performances
Bowman	David	9-12 Concert Choir	1/12/2023	PMEA District Chorus Festival
Bowman	David	7-12 HS and MS Choirs	1/27/2023	Adams County Chorus Festival
Ashley	Kriel	High School Orchestra	12/16/2022	String Ensemble Performance
Bowman	David	9-12 Music Department	3/31/2023	PMEA District 7 Modern Band
Bowman	David	Musical Cast	4/5/2023	Musical Theater Showcase
Bowman	David	9-12 Concert Choir	4/26/2023	Music Department Nashville Performance Trip
Campopiano	Shawn	9-12 Band	8/26/2022	Bermudian Springs Football Game
Campopiano	Shawn	9-12 Band	9/2/2022	Gettysburg Football Game
Campopiano	Shawn	9-12 Band	9/10/2022	Hempfield NOMB Competition
Campopiano	Shawn	9-12 Band	9/16/2022	Dover Football Game
Campopiano	Shawn	9-12 Band	9/30/2022	Susquehannock FB Game
Campopiano	Shawn	9-12 Band	10/1/2022	Warwick NOMB Competition
Campopiano	Shawn	9-12 Band	10/15/2022	South Western NOMB Competition
Campopiano	Shawn	9-12 Band	10/22/2022	Wilson NOMB Competition
Campopiano	Shawn	9-12 Band	10/28/2022	Eastern York FB Game
Campopiano	Shawn	9-12 Band	10/29/2022	USBands PA State Championship
Campopiano	Shawn	9-12 Band	11/13/2022	Cavalcade of Bands Marching Championship
Campopiano	Shawn	9-12 Band	12/3/2022	PMEA District Band Auditions at Eastern York HS
Campopiano	Shawn	9-12 Band	2/3/2023	Adams County Band Festival
Campopiano	Shawn	9-12 Band	2/9/2023	PMEA District 7 Band Festival
Campopiano	Shawn	9-12 Band	2/11/2023	Mechanicsburg Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	2/18/2023	Lower Dauphin Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	2/25/2023	Waynesboro Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	3/4/2023	Urbana Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	3/12/2023	Band Community Performance
Campopiano	Shawn	9-12 Band	3/14/2023	Music Performance Assessment
Campopiano	Shawn	9-12 Band	3/18/2023	Hempfield Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	3/23/2023	PMEA Region 5 Band Festival (Location TBD)
Campopiano	Shawn	9-12 Band	3/26/2023	Red Land Indoor Percussion Competition
Campopiano	Shawn	9-12 Band	3/25/2023	Winterguard International Percussion Super Regional
Campopiano	Shawn	9-12 Band	4/1/2023	Indoor Percussion Championships
Campopiano	Shawn	9-12 Band	4/19/2023	PMEA All-State Band
Campopiano	Shawn	9-12 Band	5/6/2023	Spring Grove Jazz Festival
Campopiano	Shawn	9-12 Band	11/26/2022	New Oxford Tree Lighting Ceremony
Kriel	Ashley	High School Orchestra	11/17/2022	CCMEA County Orchestra Festival
Kriel	Ashley	High School Orchestra	12/3/2022	PMEA District 7 Orchestra Auditions
Kriel	Ashley	High School Orchestra	1/26/2023	PMEA District 7 Orchestra Festival
Kriel	Ashley	High School Orchestra	3/10/2023	Mariachi Performance

Kriel	Ashley	High School Orchestra	3/9/2023	PMEA Central Region Orchestra
Kriel	Ashley	High School Orchestra	4/19/2023	PMEA All-State Orchestra Festival
Kriel	Ashley	High School Orchestra	5/5/2023	String Ensemble Performance
Kriel	Ashley	Middle School Orchestra	3/17/2023	CCMEA Middle School Orchestra Adjudication
Kriel	Ashley	Middle School Orchestra	4/8/2023	PMEA District 7 String Fest
Kriel	Ashley	Middle School Orchestra	4/22/2023	Middle School Orchestra Cultural Trip
Kriel	Ashley	Middle School Orchestra	5/19/2023	NOMS String Ensemble Performance
Moser	Grace	7-8 Choir	12/1/2022	Caroling at New Oxford Square
Moser	Grace	7-8th Grade Choir	12/3/2022	Caroling at Local Retirement Home
Moser	Grace	7-8 Choir	12/9/2022	CVIS Music Ensembles Promotion
Moser	Grace	7-8th Grade Choir	12/10/2022	Breakfast with Santa
Moser	Grace	7-8 Choir	3/1/2023	Music in Our Schools Month
Moser	Grace	7-8th Grade Choir	3/18/2023	Choir Trip to a Live Musical Performance
Rohrbaugh	Timothy	7th-8th Band	10/7/2022	Band Night
Rohrbaugh	Timothy	7th & 8th Band	11/4/2022	NOMS Band performance at Colonial Classic
Rohrbaugh	Timothy	7th & 8th Band	2/3/2023	2023 Adams County Band Festival

[Back to Ways & Means/Curriculum](#)

# Professional Development Requests 2022-2023

NAME		BUILDING	EVENT	DATE(S)
Bastress	April	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Bastress	April	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
Bastress	April	CTE	LETRS Training	9/7/2022
Bastress	April	CTE	LETRS Training	9/12/2022
Buckley	Nancy	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Buckley	Nancy	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Forry	Autumn	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Forry	Autumn	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Howe	Deanna	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Howe	Deanna	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
Jesmer	Julie	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Jesmer	Julie	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
McCoy	Brittani	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
McCoy	Brittani	NOE	95% Group Training-Phonics Chip Kit	8/31/2022
McCoy	Brittani	NOE	LETRS	9/7/2022
McCoy	Brittani	NOE	LETRS	9/12/2022
McKown	Angela	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
McKown	Angela	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
McKown	Angela	CTE	LETRS Training	9/7/2022
McKown	Angela	CTE	LETRS Training	9/12/2022
Meagan	Brown	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Meagan	Brown	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Meckley	Amie	CTE	LETRS Volume 1 Unit 3	9/7/2022
Meckley	Amie	CTE	LETRS Volume 1 Unit 4	9/12/2022
Meckley	Amie	CTE	LETRS Volume 2 Unit 5	9/14/2022
Meckley	Amie	CTE	LETRS Volume 2 Unit 6	10/12/2022
Meckley	Amie	CTE	LETRS Volume 2 Unit 7	1/11/2023
Meckley	Amie	CTE	LETRS Volume 2 Unit 8	2/15/2023
Miller	Lynne	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Miller	Lynne	NOE	95% Group Training-Phonics Chip Kit	8/31/2022
Moyer	Brittany	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022

Moyer	Brittany	NOE	95% Group Training-Phonics Chip Kit	8/31/2022
New Reading Spec		CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
New Reading Spec		CTE	95% Group Training-Phonics Chip Kit	8/31/2022
New Reading Spec		CTE	LETRS Training	9/7/2022
New Reading Spec		CTE	LETRS Training	9/12/2022
New Reading Spec		NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
New Reading Spec		NOE	95% Group Training-Phonics Chip Kit	8/31/2022
New Reading Spec		NOE	LETRS Training	9/7/2022
New Reading Spec		NOE	LETRS Training	9/12/2022
O'Brien	Olivia	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
O'Brien	Olivia	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Parrill	Brittany	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Parrill	Brittany	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Peterman	Kristy	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Peterman	Kristy	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Peterman	Kristina	CVIS	LETRS Training	9/7/2022
Peterman	Kristina	CVIS	LETRS Training	9/12/2022
Reneker	Katie	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Reneker	Katie	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
Rickrode	Marcy	CVIS	LETRS Training	9/7/2022
Rickrode	Marcy	CVIS	LETRS	9/12/2022
Sanders	Courtney	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Sanders	Courtney	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Spickler	Jen	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Spickler	Jen	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022
Stiner	Jenna	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Stiner	Jenna	NOE	95% Group Training-Phonics Chip Kit	8/31/2022

Strohman	Jody	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Strohman	Jody	NOE	95% Group Training-Phonics Chip Kit	8/31/2022
Trimmer	Taryn	NOE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Trimmer	Taryn	NOE	95% Group Training-Phonics Chip Kit	8/31/2022
Wilfong	Caitlyn	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Wilfong	Caitlyn	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
Wilke	Andrea	CTE	95% Group Training-Phonics Lesson Library and Phonological Awareness	8/30/2022
Wilke	Andrea	CTE	95% Group Training-Phonics Chip Kit	8/31/2022
Yurick	Erin	CVIS	95% Group Training-Phonics Lesson Library	8/30/2022
Yurick	Erin	CVIS	95% Group Training-Phonics Chip Kit	8/31/2022

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## **CONEWAGO VALLEY SCHOOL DISTRICT**

### **2022-2023 Instruction Plan Weekly Schedule**

- K-12** Face-to-face/In-person  
**OR**
- 9-12** Conewago Valley Online Academy  
**OR**
- 9-12** Blended Option - Face-to-face/In-person and Conewago Valley Online Academy

<b>In-person Instructional Schedule (Synchronous/Asynchronous Remote Learning, if needed, due to COVID-19)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person

<b>Conewago Valley Online Academy (CVOA) 9-12 Instructional Schedule (Synchronous/Asynchronous Remote Learning)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning



**Blended Option 9-12 - Conewago Valley Online Academy (CVOA)  
Instructional Schedule (Synchronous/Asynchronous Remote Learning) and  
In-person Instructional Schedule (Synchronous/Asynchronous Remote  
Learning, if needed, due to COVID-19)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All Students Remote or In-School/ In-Person Learning	All Students Remote or In-School/ In-Person Learning	All Students Remote or In-School/ In-Person Learning	All Students Remote or In-School/ In-Person Learning	All Students Remote or In-School/ In-Person Learning

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Book	Policy Manual
Section	100
Programs	TitleDraft of Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	Board Adoption
Adopted	November 13, 2017
Last Revised	January 11, 2021

### **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[18\]\[19\]\[20\]\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

#### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[27][28][29][30][31]

#### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[30\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

### **Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### **Discrimination**

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### **Definitions Related to Title IX Sexual Harassment**

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[29\]](#)[\[32\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[32\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

**Supportive measures** may include, but are not limited to:[\[32\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Mutual restrictions on contact between the parties.
5. Changes in work locations.

6. Administrative leave and attendance accommodations.
7. Increased security.
8. Monitoring of certain areas of the school and/or district campus.
9. Assistance from domestic violence or rape crisis programs.
10. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[17][18][23][24][33]

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[32]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[34]
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[34]
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[35]
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[34]
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[28][29][32]

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates Dr. **Robert Walker** **Sharon Perry** as the District's

Compliance Officer and Title IX Coordinator (Students). The Compliance Officer/Title IX Coordinator (Students) can be contacted at:[\[36\]](#)

Address: Conewago Valley School District Office, 130 Berlin Road, New Oxford, PA 17350

Email: [walkerrperry@cvcolonials.org](mailto:walkerrperry@cvcolonials.org)

Phone Number: 717-624-2157 Ext. 1005

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[\[37\]](#)
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

## Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

## Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

## Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301
6. 24 P.S. 1310
7. 24 P.S. 1601-C et seq
8. 24 P.S. 5004
9. 43 P.S. 951 et seq
10. 20 U.S.C. 1681 et seq
11. 34 CFR Part 106
12. 29 U.S.C. 794
13. 42 U.S.C. 12101 et seq
14. 42 U.S.C. 1981 et seq
15. 42 U.S.C. 2000d et seq
16. U.S. Const. Amend. XIV, Equal Protection Clause
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. Pol. 218.3



26. 24 P.S. 1318.1  
27. 20 U.S.C. 1232g  
28. 34 CFR 106.44  
29. 34 CFR 106.45  
30. 34 CFR 106.71  
31. 34 CFR Part 99  
32. 34 CFR 106.30  
33. Pol. 113  
34. 34 U.S.C. 12291  
35. 20 U.S.C. 1092  
36. 34 CFR 106.8  
37. Pol. 150  
38. Pol. 317.1  
18 Pa. C.S.A. 2709  
20 U.S.C. 1400 et seq  
28 CFR Part 41  
28 CFR Part 35  
34 CFR Part 100  
34 CFR Part 104  
34 CFR Part 110  
U.S. Const. Amend. I  
Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)  
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)  
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)  
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)  
Office for Civil Rights - Resources for Addressing Racial Harassment  
Pol. 122  
Pol. 123  
Pol. 138  
Pol. 216  
Pol. 220  
Pol. 247  
Pol. 249  
Pol. 251  
Pol. 252  
Pol. 320  
Pol. 701  
Pol. 815  
Pol. 832

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# CONEWAGO VALLEY SCHOOL DISTRICT

*Pioneers in Educational Excellence*

ADDRESSED TO: **Alleged Victim's Parents/Guardians**

RE: Report of discrimination made on [DATE] on behalf of [STUDENT]

Dear \_\_\_\_\_:

On [DATE] you met with [NAME OF: BUILDING PRINCIPAL, COMPLIANCE OFFICER, TITLE IX COORDINATOR] to discuss an alleged violation of Conewago Valley School District's Policy No. 103, prohibiting Title IX sexual harassment and other discrimination affecting students. The allegations involved *[VERY BRIEF DESCRIPTION OF INCIDENT OR GENERAL INCIDENTS WITHOUT NAMING NAMES, e.g. that a fellow student reported a teacher in the high school inappropriately texted your child suggesting they have dinner together; that your student reported a classmate in math class has been touching their thigh every day and talking about how cute they are, making them uncomfortable; that a custodian reported hearing an identified group of students use racial slurs against your child; that your child reported to you that a teacher criticized your family's religion as being terroristic, etc.]*.

In this discussion, you stated that you wish to maintain confidentiality and do not consent to [STUDENT'S] participation in an investigation. Because the district has a legal obligation to address potential violations of Policy 103, the district will conduct an investigation and maintain confidentiality to the extent this is consistent with the district's obligations to address and prevent violations of this policy. Any violations of policy which may be uncovered through this investigation will be addressed. The Conewago Valley School District prohibits retaliation against any individual who has made a complaint, and alleged victims or individuals who participate in related investigations. If at any time you wish to withdraw your request for confidentiality and have your child participate in the investigation, please notify me immediately. If at any time your child believes there have been additional violations of Policy 103, including any retaliatory behavior, please contact me at your earliest convenience to permit the district to properly address such matters. This will be treated as a new complaint with a new opportunity to determine your child's participation.

Feel free to contact me with any questions. My contact information is:

Email: [walkerr@cvccolonials.org](mailto:walkerr@cvccolonials.org)

Phone: 717-624-2157, ext. 1005

mail: Dr. Robert Walker, Title IX Coordinator (Students)  
Conewago Valley School District  
130 Berlin Road  
New Oxford, PA 17350

Sincerely,

\_\_\_\_\_  
Dr. Robert Walker  
Title IX Coordinator (Students)

Book	Policy Manual
Section	100 Programs
Title	Draft of Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	Board Adoption
Adopted	November 13, 2017
Last Revised	September 21, 2020

### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures

prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

### Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

#### *Administrative Leave –*

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations. [\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

### Retaliation

The Board prohibits retaliation by the district or any other person against any person for: [\[16\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

### Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

#### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[15\]](#)[\[18\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[18\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[18\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Mutual restrictions on contact between the parties.
5. Changes in work locations.
6. Leaves of absence.
7. Increased security.
8. Monitoring of certain areas of the school and/or district campus.
9. Assistance from domestic violence or rape crisis programs.
10. Assistance from community health resources including counseling resources.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.

- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[19\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[20\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[19\]](#)
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[14\]](#)[\[15\]](#)[\[18\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Dr. **Robert Walker**~~Sharon Perry~~ as the district's Compliance Officer and Title IX Coordinator (Students) and Mr. Joshua Lovejoy as the district's Title IX Coordinator (Employees).[\[21\]](#)

The Compliance Officer/Title IX Coordinator (Students) can be contacted at:

Address: Conewago Valley School District Office

130 Berlin Road, New Oxford, PA 17350

Email: **walkerrperry**s@cvcolonials.org

Phone Number: 717-624-2157 Ext. 1005

The Title IX Coordinator (Employees) can be contacted at:

Address: Conewago Valley School District Office

130 Berlin Road, New Oxford, PA 17350

Email: lovejoyj@cvcolonials.org

Phone Number: 717-624-2157 Ext. 1006

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.



3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

### **Disciplinary Consequences**

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

### **Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

### **Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

### **Legal**

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq

3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 320
- Pol. 815
- Pol. 832

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**Addendum B  
to Letter of Agreement for Title I Nonpublic School Services  
between Conewago Valley School District and Lincoln Intermediate Unit**

This Addendum B to Letter of Agreement for Title I Nonpublic School Services (this “Addendum B”) is entered into as of the 14th day of July, 2022 (“Effective Date”), by and between Conewago Valley School District (the “School District”) and the Lincoln Intermediate Unit (the “LIU”).

**Background**

WHEREAS, the School District and the LIU entered into a Letter of Agreement for Title I Nonpublic School Services, with Initial Term beginning July 1, 2021 and ending June 30, 2022 (the “Agreement”);

WHEREAS, pursuant to paragraph no. 1 (“TERM”) of the Agreement, the term of the Agreement may be extended beyond the Initial Term for two successive terms of one year each from July 1<sup>st</sup> to June 30<sup>th</sup> of the applicable year (each, a “Renewal Term”) upon mutual agreement of the parties; and

WHEREAS, the School District and the LIU desire to enter into this Addendum B to extend the term of the Agreement for a Renewal Term.

NOW, THEREFORE, in consideration of the premises and the agreements set forth herein, and intending to be legally bound, the parties hereby agree as follows:

1. **Renewal Term.** The term of the Agreement shall be extended beyond the Initial Term for a Renewal Term, from July 1, 2022 to June 30, 2023.
2. **Reaffirmation.** The Agreement shall continue in full force and effect in accordance with its terms, conditions, and provisions, all of which are reaffirmed in their entirety, notwithstanding the extension of term for a Renewal Term described above.
3. **Counterparts.** This Addendum B may be executed in any number of counterparts and by the different parties on separate counterparts. Each such counterpart shall be deemed to be an original, but all such counterparts shall together constitute one and the same agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum B as of the Effective Date first above written.

**School District**

Signed: \_\_\_\_\_

Typed Name: Dr. Robert Walker

Title: Assistant Superintendent

Date: July 14, 2022

**Lincoln Intermediate Unit No. 12**

Signed: \_\_\_\_\_

Lisa D. Menges

Title: Director of Nonpublic School Services

Date: