

2023-2024
Clymer Central School
UPK-4 Handbook



www.clymercsd.org

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DISTRICT MISSION

We will provide all students the Opportunity to learn today so they may Contribute to a better tomorrow.

2023-2024 DISTRICT GOALS

Goal 1

Maximize academic performance and student success in a safe and respectful learning environment to ensure college and career ready students.

Goal 2

Cultivate a culture of respect that promotes the values of well-being, integrity, and character development of everyone in the community.

Goal 3

Engage and support collaborative partnerships that foster learning, communication, opportunities, and a positive culture in our school and in our community.

Goal 4

District operations and budget will be developed collaboratively, transparently, and with responsibility to provide adequate resources that support our academic goals and reflect the financial values of the community.

ADMINISTRATION

Mrs. Beth Olson..... Superintendent

Mrs. Brianne Fadale..... UPK-12 Principal

BOARD OF EDUCATION OFFICIALS

Mr. Edward Mulkearn, Board President

Mrs. Carole Siverling, Board Vice-President

Mr. Michael Schenck, Board Member

Mr. Michael Einink, Board Member

Mrs. Rachel Kinal, Board Member

DISTRICT OFFICE PERSONNEL

Mr. Jarrett Wiggers, Business Official

Mrs. Stephanie Leek, Personnel Specialist/District Clerk

Mrs. Alexandria Kitchen, Superintendent Secretary/District Treasurer

DISTRICT SUPERINTENDENT/BOCES SERVICES

Dr. David O'Rourke	8685 Erie Rd.
District Superintendent	Angola, NY 14006
Carrier Center	1-800-228-1184
LoGuidice Center	9520 Fredonia Stockton Rd.
	Fredonia, NY 14063
	1-800-344-9611
Erie 2-Chautauqua-Cattaraugus BOCES	8685 Erie Road
	Angola, New York 14006

CLYMER CENTRAL SCHOOL 2023-2024 DIRECTORY OF FACULTY

Mrs. Daniele Anderson.....	Librarian
Mr. David Bodamer.....	Social Studies
Mrs. Alexis Bonetti.....	English
Mrs. Amber Brunco.....	English
Mr. Zachary Camarata.....	Social Studies
Mrs. Melissa Campbell.....	Grade K
Mrs. Bobbie Jo Carlson.....	Special Education
Ms. Hailey Crossley.....	Elementary Art
Mrs. Nichole Damcott.....	Social Worker
Ms. Lucy Evans.....	Chemistry /Science
Mrs. Heather Goree'	Pre-Kindergarten
Mrs.Samantha Hasbrouck.....	Special Education
Mrs. Julia Heiser.....	Grade 5th & 6th Science
Mr. Marc Heiser.....	Mathematics
Mr. Tim Johnson.....	Physics/Science
Mrs. Stacey Kerr.....	Mathematics
Mr. Irvin King.....	Elementary Physical Education
Mrs. Julia King.....	SEL
Ms. Elizabeth Kremer.....	School Psychologist
Mrs. Jeness Legters.....	5th & 6th Math
Ms. Jane Loewer.....	Special Education
Mrs. Trudy Malecki.....	Physical Education/Health
Mrs. Cheryl Mayott.....	7-12 Art
Mrs. Angela Mitchell.....	Grade 4
Mr. Scott Neckers.....	Earth Science

Mrs. Grace Odell.....Grade 3
 Mr. Daland Perry..... Vocal Music
 Mrs. Lisa Perry..... Business/Home Economics
 Mrs. Velvet Persons.....Grade K
 Mrs. Shantell Phelps..... Mathematics
 Mr. Corey Rhodes..... School Counselor
 Mrs. Sara Rodkey..... Special Education
 Mr. Tyler Sard..... 5th & 6th Social Studies/Dean of Students
 Mrs. Carrie Champoe..... Spanish
 Mr. Ray Shrout.....Math Intervention
 Mr. Robert Slava II..... Agriculture/Technology Education
 Ms. Rachael Tanner..... Grade 2
 Mrs. Kelly Ulsh..... Reading Intervention
 Mr. Christopher Wakefield..... Instrumental Music
 Mrs. Katharine Whalen..... Grade 1
 Mr. Daniel White..... Physical Education
 Mrs. Abby Whitney.....5th & 6th English
 Mrs. Elizabeth Wiggers.....Special Education

2023-2024 SUPPORT STAFF PERSONNEL

OFFICE PERSONNEL

Mrs. Alexander Kitchen	Superintendent Secretary
Mrs. Teresa Lombardozzi	Main Office Secretary
Mrs. Connie Messenger	Attendance Officer
Mrs. Jennifer Nickerson	Student Services Secretary

TEACHER AIDES/ASSISTANTS

Mrs. Sinrae Goodwill	Mrs. Wendy Trisket
Mrs. Sabrina Pierce	Ms. Tina Applebee
Mrs. Bonnie Jackson	Mrs. Michelle Hodge
Mrs. Mel Battaglia	Mrs. Melissa Wassink
Ms. Kiaya Bensink	Mrs. Amanda Paddleford
Mrs. Jessica Nickerson	Mrs. Karen Foster

SCHOOL NURSE/DOCTOR

Mrs. Morgan Legters	Registered Nurse
Dr. Kurt Lund	Mead Avenue Family Practice

TECHNOLOGY AND COMMUNICATIONS

Erie 1 BOCES	Technology Coordinator
Mrs. Deb Jones	Technology Assistant

SCHOOL COUNSELORS

Mr. Corey Rhodes	School Counselor
Mrs. Nichole Damcott	Social Worker

SPECIAL SERVICES

Mrs. Brianne Fadale	Special Education Director
Mrs. Kristy Catanese	Speech Therapist/CSE Chair
Mrs. Jennifer Nickerson	504/CSE Secretary
Mrs. Kim Phillips	Occupational Therapist
Mrs. Sara Sullivan	Physical Therapist
Ms. Elizabeth Kremer	School Psychologist

CAFETERIA STAFF

Mrs. Sue Watrous, Manager	Mrs. Barb Howden
Mrs. Clarise Smith	Mrs. Melanie Battaglia
Mrs. Stephanie White	

TRANSPORTATION STAFF

Mr. Tracy TeWinkle	Mrs. Dawn Kin
Mrs. Anndrea Dunnewold	Mrs. Cathy Nyweide
Mrs. Connie Aikens	Mr. Mark Humes
Mr. Michael Watrous	Mr. Nathan Nickerson
Mr. Jeff Bemis	

CUSTODIAL STAFF

Mr. Richard Luke, Head Custodian	Mr. Gordon Hodge
Mr. Robert DeStevens	Ms. Kris Neckers
Mr. Jacob Card	Mr. Kurtis Messenger
Mrs. Sarah Gurdak	

ACADEMICS

The New York State Education Department's Next Generation Learning Standards provides the basis for our instructional program. All students receive instruction in reading and language arts, mathematics, science, social studies, health education, library or library skills, music, art, and physical education. Additionally, our curriculum supports college and career readiness and technology standards.

Student progress can be reported in several ways. The most common is the report card which is sent home quarterly. In addition, parent conferences (in-person/telephone) may be scheduled at any time upon request of the teacher or parent. Formal determination of retention will be made by the principal.

Level of achievement based on the NYS Standards will be used in our uniform grading system for students as follows:

Level 1:	Needs Improvement = Not Meeting New York State and District Standards
Level 2:	Improving = Working Toward New York State and District Standards
Level 3:	Satisfactory = Meeting New York State and District Standards
Level 4:	Excellent = Exceeding New York State and District Standards

ATTENDANCE PROCEDURES

In order to streamline attendance record keeping, we have initiated a call-in procedure for grades UPK-12. Parents who have students who are ill or will be absent can call-in at any hour, day or night and let us know. The number is 355-2011. You can leave the student's name, grade, parent contact number and reason for absence. **You will still need to send in a written excuse** when the student returns to school. **The student will continue to be marked as unexcused until a note is returned** for the dates and specific reason of absence. Excuses may also be emailed to the attendance office: cmessenger@clymercsd.org

Follow-up after an absence

If a student is absent for 3 consecutive days and school personnel have not been notified as to the reason for the absence, the attendance officer will contact the parent or guardian to determine the cause of the absence. Any absence of **5 days or more** requires a doctor's note as to the nature of the illness. In the event of excessive or questionable absences, the guidance office will schedule a conference with the parent, principal, nurse, and counselor to discuss the problem.

** The principal or his designee may file a "Persons in Need of Supervision (PINS) Petition" with the Chautauqua County Probation Department if necessary.*

Attendance at Extracurricular Functions

A student must be in attendance a half day to be able to participate in practice, sporting events, dances, extracurricular, etc. on the same afternoon or evening. Students absent for legally excused reasons may participate. Every effort should be made to schedule appointments after school hours.

ATTENDANCE APPEAL PROCESS

The student and the student's parent or legal guardian will be notified in writing when the student has not been in attendance in school or class, or has been illegally tardy. The student and/or parent or legal guardian may appeal to the Attendance Appeal Committee, which may include the high school principal, guidance counselor, athletic director, the school nurse and the attendance officer. The appeal will be in writing and shall state what the student feels are extenuating circumstances meriting consideration to justify absences or tardiness and waiving of any or all of the penalties provided. The Attendance Appeal Committee will consider the appeal and will notify the student as soon as is practical.

TRUANCY

Per NY State education law, all students between the ages of 6 and 17 are required to receive full-time instruction at school. Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of NY State law and is subject to disciplinary measures imposed both by the school and Family Court.

TARDINESS

Students arriving late to school, after 8:33 AM, must sign in at the Main Office for attendance purposes. If arriving late, a valid parent/guardian excuse must be presented at the time of the student's arrival for the tardy to be excused. Oversleeping and/or missing the bus, etc. are not valid excuses and notes written by parents or guardians excusing students for these reasons will not be accepted. Students who acquire two (2) unexcused tardies in a five (5) day period will be assigned a consequence. For each unexcused tardy a student acquires in addition to the original two(2) unexcused tardies, the student will not be eligible to participate in extracurricular activities or attend extracurricular events the day s/he was tardy.

All absences (excused or unexcused, including suspensions) count in the total sessions missed. The District retains the discretion to evaluate a student's attendance, in light of academic performance and other indicators, in deciding whether credit shall be denied. Students on home instruction will be given credit for attendance.

A student who has an unexcused tardy to class exceeding 15 minutes will be considered absent from that class. A student who has three (3) tardies less than 15 minutes in a particular class will be considered to have one (1) absence. Classroom teachers will handle the discipline for unexcused tardies to class (under 15 minutes) prior to the referral, which will be written upon the third instance of tardiness.

Students who are unable to attend a class due to their participation in a school sponsored activity (i.e. music lessons, field trip) shall, upon the completion of any make-up work assigned, be given credit for class participation for the day/class period missed. This also applies to any student who is absent from school due to illness who receives home instruction from the district.

EARLY DISMISSAL

Upon arrival at school, the student brings a note from home which states specifically the date of the early dismissal, the exact time the student is to be dismissed, and the specific reason for dismissal. Reasons for early dismissal are the same as those for excused absences. The note must be signed by the parent/guardian and parents may be called to confirm validity and details. Students must sign out in the Main Office prior to leaving the building.

Students needing to go home sick **MUST** be seen by the school nurse, who will contact a parent, if necessary. Students are **NOT** to call parents for transportation home due to illness before being seen by the nurse. Students who fail to follow this procedure will be considered truant from school.

MAKE-UP WORK

All work missed during any absence must be made up. The responsibility for all make-up work *will rest with the student*. Subject matter teachers should be sure that the make-up work is in progress and check to see that it is completed satisfactorily prior to the end of a marking period. All make-up work should be graded and credit given prior to the end of a marking period.

ATHLETIC EVENTS

STUDENT CONDUCT AT ATHLETIC EVENTS

Students are to display courteous and sportsmanlike behavior at all athletic events, home or away. While at an event, students should remain in the area of the event. Students 4th grade and under need to be with an adult. Students who violate the expectations for behavior may be asked to leave and possibly face additional consequences if deemed appropriate by school staff/administration.

BEHAVIORAL INFRACTIONS AND CONSEQUENCES

Below is a list of potential behavior types with disciplinary actions/consequences. Please note that our district incorporates restorative practices encouraging students to learn from their behavior to reduce punitive consequences. For major offenses that go against the district code of conduct more severe consequences may be enforced.

Behaviors	Potential Consequences
<ul style="list-style-type: none">● Persistent or excessive absences from school.● Habitual truancy(i.e., unlawfully absent from school for a number of	<ul style="list-style-type: none">● Parent/Guardian notification.● Teacher or student conference.● Guidance conference.

<p>days in excess of 20 percent of any marking period, quarter, or year.</p> <ul style="list-style-type: none"> • Tardiness. • Attacks (emotional or physical) on a fellow student. • Bus violations. • Class disruptions. • Defiance/Insubordination or disrespectful behavior. • Fighting. • Hallway misbehavior. • Theft of either private and public property. • Property damage. • Use of school equipment without permission. • Verbal and physical threats to students or staff. 	<ul style="list-style-type: none"> • Conflict resolution. • Restitution. • Loss of privileges. • Detention. • Loss of transportation privileges. • Referral to SST. • Referral to an after-school program. • Referral to community organization. • In-school suspension. • Out of school suspension. • Expulsion.
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BEVERAGES

All beverages must be in a spill proof container. NO student should have caffeinated beverages, also including pop/soda and energy drinks as this goes against our Wellness Policy!!

BUS CONDUCT

Good order on school buses is a necessity. Poor behavior can distract the bus driver's attention and cause a serious accident or injury to other students. The school bus is considered an extension of the school. Our school believes all students should behave appropriately and safely while riding on Clymer Central School's buses. Riding the school bus is a privilege afforded to students by the district.

TO ALL BUS STUDENTS AND PARENTS:

The school bus is provided for students who, because of the distance between their home and school, must be transported to and from the school, which they attend (STATE LAW.) All students will respect school property (the buses), the drivers and all others who ride the buses. All students are responsible for their behavior on the buses. There are certain responsibilities that all must assume when we enjoy the privilege of transportation.

1. Know the bus schedule and cooperate by being at the bus stop on time. All students will be expected to be at the road when the bus arrives.
2. Always cross 10 (ten) feet in front of the bus where the driver can see you and use caution when crossing the highway after leaving your bus.
3. Return home on the same bus you take to school unless you have a note from your parents that also has been signed by the principal. (only 1 other stop will be considered besides the home for the school year)

DON'T LOSE YOUR RIDING PRIVILEGE! BUS RULES ARE:

- 1) Observe the same conduct as in the classroom.
- 2) Be courteous, use no profane language.
- 3) Do not eat or drink on the bus.
- 4) Keep the bus clean.
- 5) Cooperate with the driver.
- 6) Do not be destructive.
- 7) Stay in your seat.
- 8) Keep your head, hands and feet inside the bus.
- 9) Bus drivers are authorized to assign seats.
- 10) No animals, or pets of any kind are allowed on the bus.

Transportation will be refused to any student who exhibits unsafe behavior. Below is the process that will be followed if a student exhibits behaviors that are unsafe or defy the code of conduct:

1st Violation - Verbal warning and explanation by the driver. The driver will issue an assigned seat. The driver will report the incident to the Dean of Students and/or Principal.

2nd Violation - Driver detains and speaks to student. Driver will make a discipline referral to the Principal, Dean of Students or the Transportation Supervisor. The driver will submit a Behavior Incident Report to the Dean of Students or Principal. Administration will notify parents, driver and Transportation Department of the resolution of the problem.

3rd Violation - Driver submits a Behavior Incident Report. The student is referred to the appropriate school administrator. Parents are notified by the administrator of the impending action. Students may be denied transportation. A parental conference will be requested before to discuss and change any negative behavior. Students may be given a

bus suspension from transportation for 1 to 5 days. Students may be assigned after school detention if deemed necessary by the principal or Dean of Students.

Major Violation - Immediate referral to administration. Driver will submit a Behavior Incident Report. Parents will be notified and students may be denied transportation for up to five (5) or more days. A parental conference will be held.

ANY STUDENT COMMITTING ANY FORM OF VANDALISM WILL PAY IN FULL FOR ALL REPAIRS INCLUDING LABOR. FAILURE ON THE PART OF ANY STUDENT TO FOLLOW BUS REGULATIONS MAY RESULT IN THE SCHOOL REFUSING TRANSPORTATION TO THAT STUDENT IN ADDITION TO OTHER DISCIPLINARY MEASURES.

CELL PHONES/ELECTRONIC DEVICES/HEADPHONES

Cell phones and other electronic devices can be extremely disruptive to the learning environment. Messages for students can go through the Main Office, if necessary. Students are allowed to use their phones prior to school, during identified times, in identified zones and after school is dismissed. Grades 4 and under **MUST** keep cell phones and other electronic devices in a locker or at home. Electronic devices may be used only for educational purposes and with the permission of the teacher. No electronic device should ever interfere with instruction or the learning environment.

PLEASE NOTE THAT PHOTOS AND VIDEOS ARE PROHIBITED AT ALL TIMES!

COMPUTER USAGE

Families sign off on the computer/electronic use agreement on Family ID in the Back to School Paperwork. Students are responsible for the general care of their school-issued iPad or Chromebook. If their school-issued device fails to work properly, is damaged, lost, or missing, a student must report this to their teacher and/or the IT Department promptly for an evaluation/investigation of the equipment.

ENROLLMENT

Children entering the Clymer Central School District must be registered by their parents or guardians. Parents can obtain registration materials in the student service office on school days between 7:40 a.m. and 3:30 p.m. Calling ahead of time is encouraged. A student will not be allowed to begin school until all paperwork is completed. For all children, a birth certificate and up-to-date immunization record is required for enrollment. Records will be requested from the previous school.

FIRE DRILLS

Fire drill rules are placed in all rooms in a red emergency binder and students should become familiar with them. Students should also know where all fire drill exits are. Students are to walk

QUIETLY and **QUICKLY**, but not to run to the designated exits during fire drills.

HOMEWORK REQUESTS

If a parent or guardian knows that a student will be absent from school for two or more days and wants to request homework, please call the attendance officer by 9:00 AM (355-4444, ext. 2011). Requests received by 9:00 AM will allow us sufficient time to request work from teachers, have the teachers submit the work and get this home on the same day.

LIBRARY

Students are encouraged to use the library as much as possible. The library houses over 10,000 print and non-print materials including books, magazines, ebooks, and audiobooks. We also subscribe to several online databases, and have a large variety of audio/visual materials. We welcome you to use these resources for research and recreational purposes.

LIBRARY USE:

Elementary classes have scheduled library time each week. Students will be able to check out books each class. Magazines will also be available for check out for 3rd grade and up. Check outs are limited to one (1) book for Kindergarten and 1st grade, and two (2) books for 2nd grade and up. Check outs can be 2 books or 1 book + 1 magazine (older kids). They may not check out two books from the same series nor two graphic novels at one time. Students will receive a notice telling them how many materials they have out already prior to checking out during class time. These notices serve as information for the student and for me letting us know how many books they are allowed to check out that day. Students will be bringing home more information about these printed notices. Students are encouraged to exchange their library books throughout the week. They are not required to wait for library class to check out new books.

LOST AND FOUND

A bin of lost and found items is located between the coach's offices by the Student Performance Center. Electronic and jewelry can be claimed in the main office after proper identification of the item lost. You would be amazed at the items we accumulate—many nearly new! We strongly recommend that parents put name labels in all of their children's jackets, sweaters, boots, mittens, hats, lunch boxes and any other loose articles. The district is not responsible for any lost, damaged or stolen items.

MEDICATION

PROCEDURES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICATIONS:

All students needing to take medication during the regular school day or while participating in school-sponsored activities must comply with all procedures. All medications, given in school, must be prescribed by a licensed practitioner. Written orders for prescription and over-the-counter medications (OTC) must be given to the nurse. Written parental permission is

required for the administration of any medication. Medications should not be transported daily to and from school. The parent/guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. Forms for parental and medical permission can be obtained from the nurse.

OTC medications must be in the original manufacturer's container with the student's name affixed to the container. OTC medications may be given with a parental note, but a faxed or written doctor order must be requested and sent to the nurse within 48 hours by the parent. Requests received from parents or healthcare providers to permit students to carry and self-administer their medications will be considered on an individual basis by the school nurse.

PROCEDURES FOR BECOMING ILL DURING SCHOOL

If a student becomes ill in school, he/she is to report to the nurse. If the nurse is unavailable students should report to the main office.

PARENT-TEACHER COMMUNICATIONS

There are many different opportunities for parents to be communicate with Clymer School District staff:

- UPK registration and screening is held each year by appointment and UPK Get Acquainted Day will take place prior to the start of the new school year. Parents have the chance to meet the staff and visit the classrooms.
- Formal parent conferences in the fall.
- Meet the Teacher Night.
- Report cards sent home quarterly.
- The school newsletter, classroom newsletters.
- The school calendar and menus.
- All Call, text messages and emails
- Informal parent-teacher conferences may be requested at any time by phone, Google Meet or before or after school.

SCHOOL CLOSINGS

If school has to close for any reason, the notice will be made available through ALL CALLS, texts and social media postings as well as broadcasted on the following stations: RADIO – WJTN, WWSE, and TELEVISION – WIVB, WKBW, WGRZ and WICU. Every effort will be made to get the information by 6:30 AM.

SCHOOL LUNCH/BREAKFAST PROGRAM

The Clymer Central School District is affiliated with the National School Lunch and School Breakfast Program. The school is able to offer the Free and Reduced Payment Program. Much of the emphasis on the National School Lunch Program is focused on this area. Our program here in the Clymer District is helped greatly by the number of people who take advantage of this part of the program. Our allocations of the government commodities, our eligibility for various grants,

and the financial aid we receive from the State and Federal Governments are depending on our percentage of overall participation with an increased emphasis on the Free and Reduced participant numbers.

The Free and Reduced meal application will be sent to families in the school calendar at the start of the school year and are also available on the school website. We encourage all families to fill out the meal application. If your family does not qualify at the start of the school year and your financial situation or family dynamics should change, you may submit a new application at any time throughout the school year. Breakfast and lunch menus are posted on the school website.

Meal accounts are PREPAID accounts, not credit accounts. Please keep your accounts current. Once an account becomes negative, students will not be allowed to purchase snacks until sufficient funds are received to cover the purchase of meals or snacks. State regulations prohibit charging of ala carte items. Meals for breakfast or lunch will never be denied to a student. The Meal Charge policy is available on the school website. Account balances are updated nightly in Power School and are available using the Parent Portal on PowerSchool. In addition, when the MySchoolBucks option is available you can check balances and purchases. You may also contact the cafeteria office at 355-2014.

LUNCH:

The school tries to have a minimum set of formal rules for the breakfast and lunch periods. A regular lunch period for all students is provided in the schedule. Students who are not at lunch should be in class or study hall. General rules of conduct for the cafeteria period should follow the rules of etiquette of a lady or gentleman. Each student is expected to observe the rights of others and to eat in a desirable lunch room atmosphere. Requirements are: respect for others, taking the proper place in line, moving along as quickly as possible and decent table manners. Students are to remain inside the cafeteria eating areas during their lunch periods.

Note: The selling of outside beverages or candy by anyone during the school day is prohibited. It is permissible for a student to bring a single, unopened outside beverage to school to be consumed with lunch, however all drinks are to be in a clear container during the school day, outside of the cafeteria.

LUNCH SCHEDULE

UPK	10:40 - 11:10
K	11:20 - 11:50
1st	12:15 - 12:45
2nd	12:15 - 12:45
3rd	11:45 - 12:15
4th	11:45 - 12:15

ALMA MATER

**Mid the hills of old Chautauqua
In a valley green
The gleaming walls of Clymer Central
Plainly may be seen.
Central School, we come to you
When we are weak and small
Send us forth from out your portals
Sturdy, brave and tall.
When the snows of old Chautauqua
Turn the valley white
Still the walls of Clymer Central
Gleam with warmth and light.
Larger grown in mind and spirit
With a broader view;
Send us forth to solve life's problems
With wisdom gained from you.**