



## Student Handbook

# **HOPE**house at Cotting School

(Revised February 2012)

## TABLE OF CONTENTS

<b>General</b> -----	<b>3</b>
ABOUT THE SCHOOL	
<b>Academics</b> -----	
PROGRAM SCHEDULE	4
CURRICULUM	5
COMMUNITY	5
MASSACHUSETTS GRADUATION REQUIREMENTS	5
IEPS	7
GRADES	7
HOMEWORK	7
<b>Policies:</b> -----	
ABSENCES	8
LONG-TERM ABSENCES	8
COMMUNICATION & VISITATION	8
CONFIDENTIALITY	9
GENERAL CONDUCT	10
ELEVATOR RULES	10
LANGUAGE	11
DRESS CODE	11
MEDICAL COVERAGE	12
PERSONAL EXPENSES	12
PERSONAL PROPERTY	13
WEAPONS	14
DRUGS/ALCOHOL/TOBACCO	14
GAMBLING	14
PETS	14
CARE OF SCHOOL PROPERTY	14
HARASSMENT	15
NON-DISCRIMINATION	15
RELIGIOUS OBSERVANCES	16
SEXUALITY	16
TRANSPORTATION	16
ANTI-HAZING	17
FIRE DRILLS	18
FUNDRAISING	18

SOCIAL ACTIVITIES	18
PROCEDURES TO REGISTER A COMPLAINT	20

<b>Your Role:</b> -----	
SHARING CONCERNS	19
ACKNOWLEDGEMENT OF UNDERSTANDING	
21 □ □	

### ABOUT THE SCHOOL

In 1893, Dr. Edward H. Bradford and Dr. Augustus Thorndike started the first free day school for children with physical disabilities in Boston. The school continues today in Lexington, Massachusetts under the name of Cotting School to serve children and young adults with multiple disabilities.

In July 1986, the Krebs School, founded by Ida G. Krebs, was merged with Cotting School. The combined programs now serve students with physical, medical, and learning needs from the greater Boston area, Central Massachusetts, and Southern New Hampshire.

The goal of the school is to provide a balanced, well-rounded educational experience, which will help its students to become as independent as possible in their adult lives.

The school has a long and proud history, which we hope will continue for many years to come.

HOPEhouse is a 5 day, residential, educational and transitional Department of Elementary and Secondary Education approved program for ten (10) young adults between the ages of 17 and 22 located on the campus of Cotting School. HOPEhouse serves students with physical and/or learning disabilities, and affords them an opportunity to learn and practice life interpersonal social skills. Each student can emerge ready and able to live and work in increasingly more independent settings.

## PROGRAM SCHEDULE

HOPEhouse operates 180 days per year, Monday through Friday beginning in September and ending in June of each calendar year. Students arrive at 8:00 am on Monday and depart on Friday at 3:00 pm. Each student's level of independence will be strengthened through intensive integration into the community.

	<b>Start</b>	<b>End</b>
<b>Arrive Monday</b>	<b>8:00 am</b>	
Weekday Morning Routine <i>Hygiene/Self-Care, Breakfast and Daily Preparation</i> (Tuesday-Friday)	6:30 a.m.	8:00 a.m.
School Day/Work Experience	8:00 a.m.	3:00 p.m.
Leisure/Choice/Homework	3:00 p.m.	4:00 p.m.
Life Skills ( <i>Household Responsibilities</i> ) APE(Tuesday)	4:00 p.m.	5:00 p.m.
Dinner/Clean-up	5:00 p.m.	6:00 p.m.
Life Skills ( <i>Household Responsibilities</i> )	6:00p.m.	6:30 p.m.
Food Shopping (M) Group Activity/House Meeting/Recreation Planning/Art/Music (T) Safety/Social Skills/Diversity/Human Rights/Self-Advocacy (W) Recreation/Community Activity (Th)	6:30 p.m.	8:00 p.m.
Hygiene/Self-Care Pack for weekend (Th)	8:00 p.m.	9:00 p.m.
Sleep hours	10:00 p.m.	6:00 a.m.
<b>Dismissal Friday</b>	<b>3:00 p.m.</b>	

## CURRICULUM

Cotting School values the academic achievement of its students. We recognize that each of our students have areas of strength and need. There is a common goal of helping our students to access the curriculum that is outlined in the Massachusetts Frameworks. We also have modified grade level standards in each area that comes to us in a Resource Guide for Students with Disabilities. Various curriculum areas are reviewed annually and updated as appropriate. All curricula is goal-oriented and implemented consistent with Individual Education Programs and Massachusetts Curriculum Frameworks.

## COMMUNITY

Community integration is a large part of the HOPEhouse program. Students are expected to constantly access their local community for a variety of activities of daily living that can include work, school, banking, shopping, dining, activities of leisure, exercise facilities, and/or local services (post office, library, etc).

## MASSACHUSETTS HIGH SCHOOL GRADUATION REQUIREMENTS

The Massachusetts Board of Education allows individual school districts within the commonwealth to determine their own high school graduation requirements. It is important that you know your districts requirements if you would like to be eligible to earn a diploma. In the majority of school districts, students must complete the following requirements in order to earn a high school diploma:

Content Area	Years	Credits
English	4	20
Mathematics	3	15
Science	3	15
History/Social Science	3	15
Physical Education	4	4
Health/Wellness	1	2
Arts	1	1
Additional Core Courses*		

\*Business Education, Career and Technical Education, Health, Technology (Tech Center, Publishing, Web Design), or more of any of the above listed subjects.

For students whose IEP goals and objectives vary from this model, priority will be given to meeting the IEP goals and objectives.

In addition to the above, students must meet minimum MCAS scores in English/Language Arts, Mathematics and Science in order to receive a state-recognized diploma.

If a student has any questions about his or her individual program the student should make an appointment to see the Director of HOPEhouse. The Director of HOPEhouse may refer the student to the Chief Academic Officer.

- A. Credit for courses is generally determined by the number of class meetings held per week over the school year. Classes that meet five (5) times a week yield five (5) credits for the year. Classes that meet three (3) times a week yield three (3) credits, etc.
- B. Credits transferred from other schools will be translated into the Cotting School credit structure.
- C. Credit may be granted at the discretion of the Chief Academic Officer for any extended experience gained in addition to the Cotting Upper School Program or temporarily replacing it. To receive credit, arrangements for such a program should be made in advance.
- D. All students are required to take Adaptive Physical Education unless excused by a medical doctor for a specific period of time or requested by a parent for a temporary physical problem. Permanent or extended medical excuses must be renewed annually by a doctor through the Cotting School Medical Department.

## **INDIVIDUALIZED EDUCATION PROGRAMS (IEP)**

Each student will have an individualized educational program with long-term goals and specific objectives (benchmarks) for each subject area. Every year each student's IEP is reviewed. Every three years students are re-evaluated to substantiate their need for special education services and evaluate progress in the goal areas.

### **GRADES**

Cotting School is a non-graded environment. The progress of our students is communicated to parents through work samples, progress reports, homework and conferences. Our students are expected to participate in each classroom activity to the best of their ability. We monitor our students for accuracy and independence and modify activities and assignments.

### **HOMEWORK**

Homework will be assigned to students on a regular basis. Homework is designed to meet the needs of each student. A homework survey is sent home at the beginning of each year.

#### **Homework Rules:**

1. Homework should be neat.
2. Homework should be done on time.
3. A parent must write a note if homework will be turned in late.

### **ABSENCES**

#### **If a student is going to be absent, he/she or a parent must:**

- Call the school by 8:30 a.m.
- Leave a message on the answering machine. Cotting School will try calling home after 8:30 a.m. if you don't call.
- If you have been in the hospital, Cotting needs a discharge summary.

Students who attend HOPEhouse are here because they want to be. While the program provides 24 hour supervision, it is not a secure facility. Students who leave the program or any of it's off campus activities without permission will be considered in serious violation of the rules of the program.

### **LONG-TERM ABSENCES**

#### **If you are out of school for a long time:**

- A tutor may come, this is arranged through the SPED office.
- The Polycom is available if appropriate and needed
- If you have been in the hospital, Cotting needs a discharge summary.

### **COMMUNICATION & VISITATION**

Regular correspondence is excellent for moral and lets students know they are still a part of their family. Electronic and traditional mail is encouraged. Many students will establish an e-mail address on their personal computer and all are encouraged to receive written correspondence at the program address. E-mail communication may not be confidential and internet use must be consistent with the mission of the organization. Any use of internet including vulgar or threatening communication, disruption of communication, or other misuse is considered a violation.

HOPEhouse phone number is 1-781-862-7323. The program extension is 170, the office is 171.

Families are encouraged to visit the program. Due to student's busy schedules, prior notification is requested. Student's are encouraged to maintain their own personal calendars, but are asked to notify staff when arrangements are made to be away from an day, afternoon or evening program activity.

### **CONFIDENTIALITY**

At the time of admission each student will be asked to authorize communication between HOPEhouse staff and the student's parents, guardians and/or school district regarding any matter which in the sole discretion of the staff and is in the best interest of the student. Such communication can include, but is not limited to periodic written progress reports, updates on changed medical or psychological needs, and emergency communication concerning medical or behavioral matters that could jeopardize the student's well-being or ability to remain within the

program. Each student will be informed ahead of time of the communication, allowed to review any written communication, and be involved in the process if deemed appropriate and possible by the staff.

Students are encouraged to learn that there are many reasons to release information (ie: perspective employer, new health care provider, new educator, etc). HOPEhouse staff will work closely with students to provide the support and strategies necessary for sharing information appropriately and safely.

Confidentiality does not apply to students that exhibit behavior that in the judgment of staff is dangerous to themselves or other. Staff will notify and work with the appropriate resources for the safety and well being of everyone.

## **GENERAL CONDUCT**

Good conduct is based upon courtesy and politeness.

## **SAFE TRAVELING**

- Travel carefully and quietly
- Go straight to destination
- Travel on the right side of the hallway
- Wait in the hallway if your teacher is not in the classroom
- Only leave the building if you have permission

## **ELEVATOR RULES**

- If there is an emergency and you need help, push the “help” bell
- Don’t push the bell too many times
- State the nature of the emergency and explain what help you are in need of
- Follow instructions of the staff that respond to your emergency

- If instructed by staff to do so or if you do not get a response from pushing the “help” bell, pick up the elevator telephone and wait for a person to answer
- State the nature of the emergency, state where you are located (at HOPEhouse at Cotting School) and explain what help you are in need of
- Follow instructions given to you
- If you don’t need to take the elevator, take the stairs.
- Don’t go on the elevator during a fire drill
- Don’t push the emergency buttons unless there is an emergency

## **LANGUAGE**

Use polite language with peers and staff. Swearing or rude language is not allowed.

## **DRESS CODE**

The School policy on dress is based upon good taste and good judgment. We expect students to dress in a neat and appropriate fashion which reflects the positive image of the School and its students.

- Shirts must be long enough to fully cover midriff
- Hats may not be worn in school
- Halter shirts or shirts with spaghetti straps may not be worn in school
- Shoes must be worn
- Any clothing which depicts obscenities or violence is not allowed
- Jackets and other outdoor clothing are not considered appropriate dress

while inside.

Students should bring a variety of clothing appropriate to the climate (Winter, Spring, Summer and Fall). Students should have at least five changes of outfits appropriate to work and learning as well as recreational clothing such as shorts, t-shirts, sweats, jeans, sneakers and the like. Five changes of underwear are appropriate as well as three changes of pajamas and at least three changes of sleepwear for overnights. Students should also bring at least one dress up outfit.

Students will be taught to care for their own laundry using on site washers, dryers and irons. Students will be taught what clothing requires dry cleaning although as a practical matter, students are encouraged to limit articles that require dry cleaning only.

### **MEDICAL COVERAGE**

HOPEhouse employs a part time registered nurse, whose job is to assume responsibility for oversight of each student's overall health and all medications. Prescription medications are held by the Nurse and staff in a secure medical office at HOPEhouse and can only be taken as ordered by a health care provider. All medications must be accompanied by a written doctor's order that names the medication, dosage, frequency and route of administration. All medications must be in their original pharmacy containers. All over the counter medications, dietary supplements and/or holistic interventions follow the same protocol as prescription medications.

All students are required to maintain medical health coverage and health care providers while at HOPEhouse. Primary Care physicians, specialists, therapists, etc can be determined in the local area if any student/family chooses.

### **PERSONAL EXPENSES**

Personal needs expenses are required in addition to the tuition of the program. At minimum, \$110.00 is due every month. These funds will be budgeted monthly for students scheduled recreation activities (maximum of \$20.00 per month), personal spending and discretionary funds (maximum of \$15.00 per month) and hygiene

and personal care items (maximum of \$15.00 per month). Surplus funds will be saved toward future expenses. Additional charges for private internet service and private land line telephone service will be added to this minimum, if these services are desired.

Charges are generally billed to the party responsible three (3) months in advance (\$330.00 minimum), and are due and payable to the Cotting School business office. Funds will be distributed to each student monthly and budgeted for personal expenses, recreation, cost of medications, etc. Staff will provide structured supports to students in order to create a budget, live within a budget, pay bills, use an ATM card, write personal checks, reconcile bank accounts, spend money as needed and account for deposits/withdrawals and purchases.

Students/families who choose to have private utilities such as internet and landline telephone, do so at an additional monthly charge. Amounts will vary based on services chosen. Staff is available to assist with determining these services/costs. Charges can be included in a student's budget but will be in addition to the minimum of \$110.00 per month and will be billed to the party responsible for any student's personal expenses and due three months in advance as stated above.

Students can maintain a personal expense account at a local bank while at HOPEhouse, if appropriate to do so. Funds can be directly deposited into this account on a monthly basis for students to access with staff support.

### **ELECTRONICS**

- CD Players/iPods/Headsets are not allowed to be used during structured training time in the building or while off campus
- Cell phones are not allowed to be used during structured training time in the building or while off campus

Behavior in school is a reflection of respect for classmates, teachers, family and oneself. Mature behavior is expected at all times. Students who do not behave appropriately will be subject to disciplinary action. There are specific rules of conduct for the events that take place during the year. You are expected to abide by any and all rules posted for these events.

## **PERSONAL PROPERTY**

Bedrooms are equipped with a sink, microwave oven, refrigerator, television, VCR and desk. Students may bring a desk size radio/CD player, favorite blanket/pillows/quilt, personal computer, iPod, headsets for electronics, videos for VCR, appropriate wall hangings or pictures, a camera, and hand held electronic games.

All students and families are asked to choose pictures, clothing, music, videos, games and reading materials that are appropriate to the HOPEhouse at Cotting School setting and mission.

All students are encouraged to bring cellular phones to HOPEhouse as part of the curriculum for them to learn safety and conveniences while in the community.

Students are not to bring furniture, entertainment devices, tools, knives, and /or any heating devices.

## **WEAPONS**

Weapons of any kind/knives, guns (toy or otherwise) are not allowed.

## **DRUGS/ALCOHOL/TOBACCO**

- No Drugs
- No Alcohol
- No Tobacco/Smoking

## **GAMBLING**

No gambling in school. This includes online betting.

## **PETS**

Pets or animals are not allowed at HOPEhouse.

## **CARE OF SCHOOL PROPERTY**

Cotting students are responsible for the care of school equipment assigned to them.

If equipment or books are damaged or lost, students and/or families will be asked to pay the replacement cost.

## **HARASSMENT**

Harassment is when someone is bothering or bugging you over and over again. There are different ways to harass someone:

- Making faces at them
- Calling someone names
- Invading someone's personal space

Students at Cotting School should not harass one another. Cotting should be a "harassment free zone".

What should you do if someone bothers or bugs you?

1. Communicate and tell the person to please stop. ("Can you please stop \_\_\_\_\_ . It really bothers me when you do that")
2. Tell a staff member or teacher.

When should you tell someone?

1. If you do not feel safe, always tell someone.
2. If you ask someone to stop, give them some time and if they still do not stop, then you should tell an adult.

Who can you tell?

- Your teachers or staff
- The HOPEhouse Director
- Guidance Counselor or Therapist
- A Cotting administrator (Mr. Manzo, Ms. Macari, Ms. Thibodeau, Ms. Irish, Ms. Buckley, Dr. Varrin, Ms. Russell, Ms. Wilson)
- Someone that you trust

## **POLICY OF NON-DISCRIMINATION**

Cotting School admits students of any race, color, religious affiliation, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate against any students who qualify under the criteria of the school's admissions policies in administration of its educational and therapeutic programs, admissions policies, scholarship programs, recreational and other school-administered programs. Students may be admitted at any time depending upon their appropriateness for the program and available space.

## **RELIGIOUS OBSERVANCES**

HOPEhouse respects the right to individual worship by its students and will assist with coordinating reasonable requests for attending services and providing dietary restrictions to the extent possible.

## **SEXUALITY**

HOPEhouse is a transitional therapeutic educational program; therefore sexual contact between students in the program is not allowed. While HOPEhouse is a structured environment, it cannot guarantee the safety and conduct of its students at all times, and cannot be held responsible for the sexual conduct of its students while on or off campus. Sexual conduct that exceeds what would be appropriate in a public setting is considered a violation of the program.

HOPEhouse recognizes that human sexuality is an important part of adulthood. Appropriate programming and training is designed and made available to help each student as needed in this area.

## **TRANSPORTATION**

HOPEhouse students/families are responsible for transportation arrangements to arrive at the program every Monday morning at 8:15am and depart the program every Friday afternoon at 3:00pm. Parking is available for two (2) vehicles in the left driveway of the main entrance West side of the building for drop off and pick up. Buses will usually not wait more than three (3) minutes at any pick-up.

Therefore, students must be ready when the buses arrive. Most transportation is provided by the city or town of residence. Cotting School has no direct responsibility for, or control over, these vehicles. If you have a problem with transportation, you must contact your local special education department. The HOPEhouse Director can assist you if you aren't sure who you should talk to.

### ANTI-HAZING

Hazing is when someone makes you do something you do not want to do to be part of a group. Hazing is not allowed HOPEhouse.

HOPEhouse at Cotting School does not have any student-run groups, teams, or organizations. All groups are organized and supervised by adults at all times and students are never left unattended. However, students at HOPEhouse at Cotting School should never haze each other or be aggressive toward each other with words or actions.

Any reports of hazing will be investigated and families of students involved in any hazing incident will be immediately notified. Emergency convening of the IEP teams (separately) will occur and individual support/counseling will be provided where appropriate. Any student who organizes a hazing incident may be removed from extra-curricular activities. Extra supervision will be provided to ensure there are not recurrences of hazing and in some situations it may be appropriate to suspend a student from the program because of an act of hazing.

Massachusetts passed a law to prevent bullying and hazing in schools. HOPEhouse at Cotting School takes this law seriously and makes sure our staff and students understands what it means. A copy of the law is printed below so students can read more about it if they want to.

The term "hazing" as defined in Massachusetts General Law 269: 17, 18, 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended

isolation.

## **FIRE DRILLS**

Regularly scheduled (unannounced) fire drills will be conducted to ensure the safety of all persons in the building. Please familiarize yourself with the various fire drill procedures within the building. Specific directions vary from location to location. A specific evacuation plan is posted at the exit door of each room. Staff will review fire drill procedures with all students during the first day of school and at regular intervals as needed.

### **RULES TO BE OBSERVED DURING A FIRE DRILL**

- no talking
- stay in single file
- move slowly and calmly
- do not block doorways, halls, etc.
- stay close to walls while waiting for evacuation

## **FUND-RAISING ACTIVITIES**

Students may not engage in any non-school fund-raising activities on Cotting School premises without permission from the HOPEhouse Director.

## **SOCIAL ACTIVITIES PROGRAM**

Cotting School offers students opportunities for social activity through dances, Circle of Friends, Ski Trip, senior trip, etc. While the obvious purpose of these activities is to offer students time to socially interact in a relaxed and friendly situation, this program has other important goals, which may not be immediately obvious to the casual observer.

The planning and preparation for dances, trips, etc. serves as a vehicle to teach students about the need for planning, effective communication, record keeping,

attention to detail, making appropriate choices, etc.

Though raffles, ticket sales, bake sales, etc. do help to raise money for specific purposes, (i.e., to defray senior trip expenses) dollars raised are only a secondary goal to the skills and knowledge acquired by working through the processes involved.

Participation in the social activities program is at the discretion of the Chief Academic Officer and the Director of Upper School Services.

HOPEhouse offers a Recreation Program that all students are expected to participate in. This program provides an opportunity for students to learn to plan and carry out recreational activities for pleasure, social, and educational purposes. This program consists of activities such as generating ideas for preferred activities, gathering additional information, presenting ideas to the group, making informed choices, participate in activities and posting of scheduled activities.

**SHARING CONCERNS**

The staff members are here for you! If you need help in any way, do not hesitate to ask for advice or assistance. If that staff member is not able to solve your problem he/she may be able to direct you to others who can.

<b>Problem/Concern</b>	<b>Person you can talk to:</b>
Life after Cotting School	HOPEhouse Director or Guidance Counselor
Homework or class work	Classroom teacher or staff
Need medicine/Feel sick	HOPEhouse Nurse, Program Director or Staff
Transportation	HOPEhouse Director or staff
Eye or teeth problems	HOPEhouse Nurse, HOPEhouse Director, Doctor or Cotting Clinic's
Stretching/ Wheelchair/Walker/Adaptive	HOPEhouse Director or Therapist

Equipment	
Help with home life skills	HOPEhouse Director or staff
Need to talk about your family	HOPEhouse Director or Staff
I.E.P. concerns	HOPEhouse Director or Special Education Director
Work issues	HOPEhouse Director or Job Coach

**Procedures for Reporting, Investigation and Resolution (deleted staff reference/added harassment)**

If a student believes that he/she has been subjected to **harassment or** sexual harassment, whether by teacher, staff, student or any other person with whom the student comes in contact in connection with the Cotting School, the individual should report the incident to management personnel with whom he/she feels comfortable so that appropriate action can be taken, including:

- David Manzo, the Executive Director at his administrative office in Krebs Hall (ext. 120)
- Bridget Irish, the Chief Operating Officer in her administrative office in Krebs Hall (ext.126)
- Krista Macari, the Chief Academic Officer in the Student Services Office (ext. 168)
- Leah Thibodeau, the Special Education Coordinator in the Special Education Office (ext. 142) or
- Michael Pembroke, the Chief Financial Officer in his administrative office in Krebs Hall (ext. 122)

Confidentiality will be respected to the extent practical. Some disclosure may be necessary in the conduct of any adequate investigation. Any necessary investigation will be conducted sensitively and carefully as such inquiry implicates the rights of the individual against whom the harassment/sexual harassment charge is directed, as well as the rights of the complainant.

If the school receives a complaint or becomes aware of a harassment/sexual harassment situation, procedures to be followed include:

1. Investigate the matter promptly and thoroughly
2. Take action to end any unlawful harassment
3. Take steps to prevent the misconduct from recurring
4. Take appropriate disciplinary action

**Appeals Process and timeline:**

If the parent, student or employee wants to request an appeal of the findings of any registered complaint they can do so by contacting the following administrators through phone call, email,

written correspondence or scheduled meeting:

Bridget Irish, Chief Operating Officer

Dave Manzo, Chief Executive Officer

The administrator contacted will begin a review within one (1) business day from the time of the appeal request. That investigator will then make a final report of findings within five (5) business days. More time for investigation and/or resolution will be allocated as necessary.

## **COTTING SCHOOL STUDENT HANDBOOK**

### **ACKNOWLEDGEMENT OF UNDERSTANDING OF POLICIES**

I, \_\_\_\_\_ have read the

(Student's First Name) (Student's Last Name)

HOPEhouse at Cotting School Handbook and I understand it.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

PLEASE RETURN THIS PAGE TO,  
ZOE THIBODEAU, DIRECTOR OF HOPEHOUSE

AS SOON AS YOU HAVE READ YOUR STUDENT HANDBOOK AND SIGNED THE ABOVE STATEMENT. THANK YOU FOR YOUR COOPERATION.

**COTTING SCHOOL**  
**STUDENT HANDBOOK ACKNOWLEDGEMENTS**

This handbook was revised and edited by each of the Cotting School Upper School classrooms. Each classroom worked on a portion of the book to make it easier to read and understand. The Upper School students are proud of their hard work in putting this useful handbook together.