



STUDENT HANDBOOK

2025-2026

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WELCOME MESSAGE

It is my distinct pleasure to extend a warm welcome to each of you joining our vibrant community. Whether you are beginning a new journey or continuing your path with us, we are thrilled to have you as part of the Hendry County Workforce family.



JENNIE GOFFE

Director

At Hendry County Workforce, we are dedicated to providing you with the knowledge, skills, and hands-on experience necessary to excel in your chosen field. Our programs are designed to equip you with the practical expertise and critical thinking abilities that are highly valued in today's dynamic industries.

We believe in fostering a supportive and engaging learning environment where you can thrive, connect with peers, and build lasting professional relationships. Our faculty and staff are committed to your success and are here to support you every step of the way.

I wish you all the best for a productive, challenging, and rewarding academic year. Embrace every opportunity, ask questions, and make the most of your time at Hendry County Workforce School.

Sincerely,

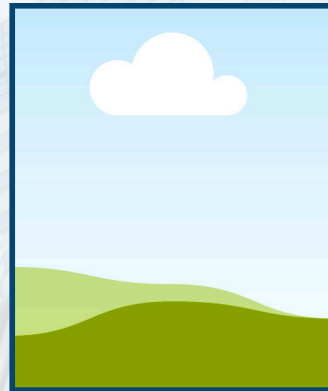
Jennie Goffe

OUR TEAM

Meet the dedicated team behind Hendry County Workforce. We're a group of passionate professionals committed to fostering a supportive and engaging learning environment where you can thrive.



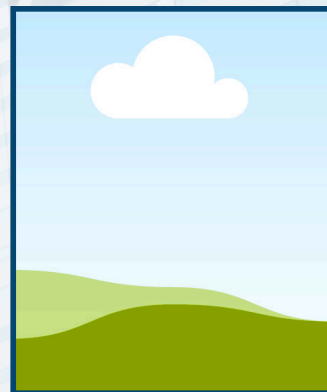
JOEL CONNER
Program Coordinator



BRENDA ESCOBAR
Specialist



JAMI NIEVES
Analyst



MANDY HUESMAN
Analyst

VISION AND MISSION

VISION



Hendry Technical School envisions a future where our rural community thrives with a highly skilled workforce, empowered by accessible, cutting-edge technical education that directly leads to fulfilling, high-wage careers and robust local economic growth.

MISSION



Our mission at Hendry Technical School is to provide comprehensive, hands-on training in high-demand technical fields, specifically designed to equip local students and residents with the advanced skills necessary for high-wage employment opportunities within our community. We are committed to fostering a supportive learning environment that cultivates expertise, professionalism, and a strong foundation for lifelong career success.

STUDENT POLICIES

CASAS RETEST POLICY

For Basic Skills Assessment: Hendry Technical School adheres to all recommended testing policies established by the Florida Department of Education, and the National Reporting System (NRS).

Students are allowed to retest a minimum of two weeks following a test date that resulted in out-of-range scores.

Students requiring remediation based on CASAS results may enroll in GED prep classes through the Adult Education department. More Information at hendryadultlearning.org. Upon completion of remediation, the student will retest only on the needed subjects. Pass rates are specific to the program, and successful completion is required before program graduation.

CLASS SCHEDULES

Most programs start at 7:30 AM, 12:30 PM, or 6:00 PM. All students must clock in at the beginning of the day and clock out when they leave. Program class schedules can be found at Hendryadultlearning.org.

SAFETY & SECURITY

Articles Prohibited In School

Items that are hazardous to the safety of others or interfere in some way with school procedure are prohibited. Prohibited items will be impounded. Prohibited items include, but are not limited to:

Weapons of any kind

Fireworks

Toys such as toy guns, water pistols, bean shooters, and slingshots. Athletic equipment such as hard balls, basketballs, bats, etc. Skates or skateboards, Controlled substances, Anything that substantially disrupts the school.

Possession

The retention, control, or manual or physical custody of anything (including, but not limited to, physical objects and substances). Possession may be sole or joint. In addition, a student is in violation of an offense involving possession even if they are not aware of or have no knowledge of the improper item that is in their possession. In addition, a student is presumed to have knowledge of those things in their possession; thus, they can be considered in possession of an improper item even if they state that they did not know about it. PLEASE NOTE: Specially trained animals may be used on school property, including, but not limited to, classrooms, storage areas, lockers, and parking lots to detect the presence of prohibited or illegally possessed substances or objects.

SAFETY & SECURITY CONT'

Campus Security

Although school administration patrols all buildings and parking lots during school hours, it is everyone's responsibility to maintain a secure campus. The school administration is authorized to question students at any time during school hours.

All students must wear their school-issued identification badge while on campus. Instructors will collect ID badges from graduating students; withdrawn students will turn in their IDs to the main office. Unauthorized persons will be asked to leave the campus immediately. Unauthorized persons are defined as anyone who is not a student, staff member, or official visitor. Anyone not wearing the HCSD identification badge is considered an unauthorized person.

Official visitors are persons who are school district employees or school district-approved contractors and any person who has been escorted to the main office and issued a visitor badge.

Students are urged to keep car doors locked and valuable personal possessions at home. Individual lockers are provided in most laboratory/shop areas, but students must provide their own locks in most cases. **The school is not responsible for items stolen from cars, lockers, and/or toolboxes.**

Crime Awareness and Campus Security Act

The Crime Awareness and Campus Security Act of 1990 mandates that all postsecondary institutions are required to prepare, publish, and distribute certain information regarding campus crime and policies related to security. In addition to crime statistics for the past three years, the national legislation requires schools to make policies related to security issues public. This information can be found at the main office or on our website.

SAFETY & SECURITY CONT'

Campus Visitor Policy

All visitors to Hendry County Workforce Development (people who do not work for the School District of Hendry County or who do not attend classes or programs) will obtain a “visitor’s badge” from the main office. Employees of the School District of Hendry County, employees, and staff of HCWD, and all students are required to wear an ID badge at all times while on campus.


Visitor registration serves 3 purposes:

1. Allows screening in accordance with the Jessica Lunsford Act
2. Tends to make visitors feel welcome
3. Identifies visitors to staff members

Tours may be arranged through the Main Office. After a visitor has obtained a “visitor’s badge” and signed in, he/she is permitted to enter Hendry County Workforce Development as long as he/she engages only in a valid activity which does not disturb, interfere with, or disrupt instruction or school business in any manner.

NOTE: Visitors must return their badge when they leave the campus. Students are not permitted to bring their children to class. In general, friends, family members of students (including spouses), and former students are NOT allowed to be on campus during the school day, including lunch time, unless pre-approved by the Administration.

CODE OF CONDUCT FOR ADULT STUDENTS




By applying and registering at Hendry County Workforce Development, or Hendry County Adult Education Program, all students agree to abide by all regulations, as published in the Code of Conduct for Adult Students, the school catalog, the student handbook, and other school publications, as well as federal, state, and local laws.

As a post-secondary and adult education institution, the college or school expects students to be mature and responsible citizens at all times and places. Any student whose conduct or dress is in violation of the law, is a public nuisance, or is deemed improper and detrimental to the school, and/or does not abide by the policies of a program may be subject to disciplinary action, including probation, suspension, withdrawal, or denial of enrollment.

All high school students who attend an Adult Education Program at Hendry County Workforce Development or any other Adult Education sites are subject to the School District of Hendry County Code of Conduct for Students, Grades 6 to 11 Grade 12. The School Board of Hendry County has clearly defined standards of performance for ethical conduct to preserve the trust in elected officials and appointed officers, in accordance with Board Policy.

The Family Educational Rights and Privacy Act (FERPA) Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to their student's education records.



Scope of Authority

The Director, or Coordinator, has the right to determine the appropriate response for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident in accordance with Florida statutes sections 1003.31 or 1006.61.

Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions.

Certain conduct and actions while on campus shall be considered improper conduct and shall be subject to disciplinary action, which may include suspension or withdrawal. Each case will be reviewed on an individual basis by the director or his/her designee, giving each student the fundamental right of procedural due process. The degree of formality associated with a conference or hearing in the determination of a suspension or withdrawal will depend upon the nature of the offense and the severity of the sanctions that may be imposed as a result. Only the Director, Coordinator, or their designee has the authority to suspend a student. Only the Director has the authority to withdraw a student.

Statement of Nondiscrimination Policy

The School Board of Hendry County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title

II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Hendry County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school.

Diversity

The School District of Hendry County is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

Federal Drug-Free School Act

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

Drug-Free Schools

The unlawful manufacture, distribution, possession, or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on The School District of Hendry County owned and controlled property or as part of any of its activities.

Tobacco-Free Campus Rule

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Hendry County, whether indoors or outdoors, all day, every day, whether school is in or out of session. For purposes of this rule, "Use of Tobacco Products" means smoking, vaping, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

Sexual Harassment Policy

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome.

It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

Anti-Bullying Information

The Jeffrey Johnston Stand-Up-for-All-Students Act became a law in June 2008. The School Board of Lee County has approved a board policy which states their guidelines for the identification and reporting of bullying, expectations for behavior, procedures, and consequences regarding bullying and harassment. In short, The School District of Hendry County will not tolerate any form of bullying or harassment between students and/or adults on our 14 school campuses. Our goal is protection of our students and provision of a safe and nurturing educational environment for all of our students and staff.

Family Educational Rights and Privacy Act of 1974 Release

For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. The technical colleges may not disclose educational information nor permit inspection of a student's education records without the written permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. (Additional details covered in the FERPA section of the Student Handbook)

Student Dress Code Requirements

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in The School District of Hendry County. Programs have specific dress code requirements. Student dress code guidelines can be found in the student handbook, program syllabi, or Master Plan of Instruction.

Student ID Policy

For safety and security, all students are required to purchase a Student ID Badge at New Student Orientation. EVERY STUDENT MUST WEAR THE ID BADGE (worn above the waist, photo facing out) in class and while on campus. Students will be required to purchase replacement ID badges if they are lost or stolen.

Disciplinary Sanctions/Consequences

- **Warning:** A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which will be placed in student discipline files.
- **Restitution:** Reimbursement or payment for damage to or misappropriation of property
- **Suspension:** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
- **Withdrawal:** Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years
- **Other:** Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as: a letter of apology to aggrieved parties, community service, repair of damages, mandatory attendance of an anger management seminar, etc.

Academic Integrity and Classroom Behavior

Students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials, is prohibited. Intentional obstruction or disruption of teaching, research or lab activities is 15 prohibited. Offense Consequences: Suspension and/or Admin. Review.

Adjudicated Violations of State or Federal Law

Any adjudicated violations of Florida or federal criminal statutes on school premises or at school-sponsored events held off campus will result in disciplinary action. Offense Consequences: Suspension and/or Admin. Review.

Cell Phone Use

Use of any communication or recording device, such as cell phone, text messaging devices, or digital cameras, during instructional activities, (which is not instructor approved or directly associated to the lesson). Offense Consequences: 1 st: Warning, 2 nd: Suspension, Repeated incidents; Admin. Review.

Computer/Network Usage

It is a general policy that the District's Intranet environment and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access. Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;
- copying commercial software in violation of copyright law or other copyright-protected material;
- using the network for financial gain or for any commercial or illegal activity;
- using the network for product advertisement, political lobbying, or to promote religion unlawfully;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours, that may interfere with the school environment.

Dress Code Policy

Dressing professionally is an important employability trait in a preemployment educational environment. All programs at HCWF have a designated uniform that must be worn daily. Students who come to school in violation of the dress code will face administrative action.

Field Trip

Instructors may arrange field trips with administrative approval to various businesses or industries as part of the unit of study. The student's behavior must be above reproach while away from the school campus. High school students must submit a parent permission slip for each field trip.

Financial Information

Tuition

The hourly fee rates are determined by the Florida State Legislature annually and are calculated accordingly for Florida and non-Florida residents. Fees are subject to change from one school year to the next. In exceptional instances, the fee rate may increase during the school year. Proof of residency must be provided at the time of registration.

Tuition is calculated based on the technical program's scheduled hours. Tuition is charged by an enrollment period, payable two weeks prior to the start of each enrollment period. The school is prohibited by State Statute from allowing students to begin class who have not yet paid the fees due.

Students scheduled to complete or finish a program during a semester are charged for the hours scheduled as remaining in the student's enrollment. Students who require additional hours to complete their program beyond this point are charged for those hours and must pay for them before being allowed to continue.

Tuition for students withdrawing from school during the first two school days of an enrollment period is fully refundable, with the exception of the nonrefundable application fee and uniforms. For programs less than 250 clock hours, the refund policy is two days.

Application Fee

A non-refundable application fee of \$75 is due at the time of enrollment for each program. Any subsequent enrollment in a different program will require an additional \$75 fee. Application Fees are used for graduations, teacher/student incentives, and other necessary items to support students and programs.

Lab Fee

For most programs, a lab fee is payable by the first day of each payment period.

Financial Information

Book Fee

Costs for textbooks vary by program. Textbook lists and associated costs are published on program disclosure documents and HCWF's website. Textbooks for dual-enrolled high school students are provided by The School District of Hendry County, Florida, at no cost to the student.

Other Costs

Program information sheets listing specific items which must be purchased for each program are published each year and are available from the Student Services Department. These items, which are the responsibility of the student to acquire, are listed on the disclosure fee sheets and include such things as additional uniform requirements, supplies, and/or consumable materials. These items are the property of the student and must be purchased, maintained, and secured by the student. Students should check with an admissions specialist or instructor prior to entering the program to determine costs and sources of these items.

Personal Check Policy

Hendry County Workforce Development accepts personal checks as payment for student fees. Please be aware of the following policies regarding the acceptance of personal checks:

- Be prepared to present your driver's license or other form of photo ID when paying by personal check.
- Refunds to eligible students who paid by personal check will not be issued until fifteen (15) working days after deposit of the check into the HCWF bank account.
- Checks that the bank returns for any reason may be subject to service charges in addition to the amount of the check.
- Any student who made payment with a check that was dishonored by his/her bank may be put on a cash or money order only status.

Financial Information

Payment Plans

Hendry County Workforce Development allows payment plans to cover the cost of tuition and fees. For full-year programs, the total tuition is divided into six equal monthly payments. Each payment is due on the 15th of the month. Payments must be made online or in person with a check or money order at the school office. Any payment more than 7 days late will result in a \$10.00 late fee. If a payment is more than 14 days late, administrative action may be taken, which could include removal from the program.

Refund Policy

If the school closes or cancels a program, the student will receive 100% refund of tuition and lab fees paid.

All full-time students voluntarily/non-voluntarily withdrawn from a program during the first two days of enrollment will receive a refund of the tuition and lab fees paid, provided all lab supplies are returned, with the exception of uniforms and the nonrefundable application fee. After these drop/add periods, there are no refunds.

Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. All refunds are made within 45 days of the student's last day of attendance.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

Instructional Policies and Procedures

Attendance Policies

HCWF expects all students to attend regularly to derive maximum benefit from the instructional program and to develop acceptable employability habits of punctuality, self-discipline, and responsibility. Students will be expected to sign off on the HCWF Attendance Policy at the beginning of their program as unsatisfactory attendance can negatively affect financial aid and program progression.

- Students must be on time and must notify their instructor if they will be tardy. Tardies include late morning arrivals.
- Students must notify their instructor when they will be absent within the first hour of the scheduled course arrival time.
- Leaving early without permission prior to the end of the school day is a violation of the attendance policy.
- Students displaying a pattern of non-attendance, late arrival, or early departure may be referred to the Administrative Office.
- Students absent for 6 consecutive days without contacting the instructor will be automatically withdrawn.
- All students must clock in at the beginning of the day and clock out when they leave for the day. Students are not permitted to clock another student in or out. If one student clocks another in or out, both students may be subject to disciplinary action up to and including withdrawal from school.
- All students in Cooperative Education and Internship/Externship are to notify their employer and instructor if they are unable to report to work. Health Science Education students must notify their instructor if they are unable to report to Clinicals.

Instructional Policies and Procedures

Excused Absence Policy

For the purposes of determining whether a student successfully completes the clock hours in a program, a student is expected to miss no more than 10% of the scheduled hours each semester. In other words, up to 10% of the clock-hours in a semester can be excused (i.e., the student does not have to make up the hours). Time missed due to arriving late or leaving early is subtracted from attended clock-hours. Excused absence must be done within 24 hrs and submitted in writing. All programs follow a clear and structured course of study; missing instructional time may negatively affect progression in a program. Students who do not meet the standard of acceptable attendance by the end of a semester may be withdrawn.

Leave of Absence Policy

Students who require an extended absence for a legitimate, unforeseen circumstance may submit a Leave of Absence request to the administration in advance of the absence. Students taking approved leave retain in-school status. A student who does not return from an approved Leave of Absence will be considered withdrawn. In order for a leave of absence to be approved, the student and instructor must agree upon a Plan of Action to make up missed work.

In the event of an emergency where a leave of absence cannot be requested ahead of time, students have five (5) school days upon their return to complete a leave of absence form.

Grading System

Standards of progress established for each program are based upon identified competencies to be accomplished by students in the program. The technical colleges employ an electronic gradebook which the instructors use to record student performance for each enrollment period. Each instructor details their grading procedures in either their Master Plan of Instruction, syllabi, or course outline. Students are provided with access to their own performance through a password-protected student FOCUS portal.

Instructional Policies and Procedures

Grades will have the following values:

A = 90-100 percent

B = 80-89 percent

C = 70-79 percent

D = 60-69 percent

F = 0-59 percent

Students who have academic deficiencies, and/or were not in compliance with the school attendance policy, and/or have excessive discipline referrals may be withdrawn.

Makeup Work

All work missed from a program as a result of absences must be made up during the semester in which it occurred. Each program has a policy on make-up work.

Program Completion Requirements

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better (80% Health Sciences) in each course, (3) proof of state-mandated basic skills levels, and (4) a minimum attendance rate of 90% per payment period (95% for some Health Science programs). Under unique circumstances, instructors in our competency-based programs may recommend a student for completion who falls short of the attendance rate as long as #1-3 above are met. Students meeting these requirements are awarded a full program certificate.

A record of the student's progress is kept up to date by the instructor and available to the student in the FOCUS Student Portal. High school grades are reported to the assigned high school.

Instructional Policies and Procedures

Withdrawal and Readmission Policy

Students who plan to voluntarily withdraw must confer with the Administrative Office prior to leaving the school. The withdrawal procedure is as follows:

1. Obtain a Student Withdrawal Form from the Administrative Office.
2. Secure the signature of the instructor/program manager indicating the return of any books, tools, or equipment which are property of the school.
- 3.. Review your account with the student accounts office.
- 4.. Complete exit interview.

Once these steps are completed, the withdrawal is complete. Students who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next semester without prior approval of the administration and admissions.

Readmission for Voluntary Withdrawals

Students who have voluntarily withdrawn from a program and wish to return to continue working toward a certificate may reenroll during the next Open Enrollment on a space available basis. Students must complete the following:

- Confer with an admissions specialist.
- Submit enrollment paperwork.
- Pay applicable and/or outstanding fees.

Readmission for Involuntary Withdrawals

All students who have been withdrawn as a result of disciplinary action, violation of attendance policies, or academic failure must sit out for a specified period of time prior to applying for readmission. Health Science programs have different guidelines and criteria that can be found in the programs' Master Plans of Instruction.

- Disciplinary: Students may reenroll after a period of two years from the withdrawal notice.
- Attendance: Students may reenroll after sitting out the rest of the current semester in which they are withdrawn and one additional full semester. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.
- Academic: Students may reenroll after a minimum period of one full year. If a student is withdrawn a second time, he/she must seek administrative approval to reapply.

Job Placement

The administrators, instructors, and Program Coordinator combine their efforts to provide a link between employers who wish to hire students and students who are actively seeking full- or part-time employment. The Career Specialist accepts job orders from employers and delivers this information to students in a variety of ways: Department Website, Career Fairs, Job Shadowing, and social media.

Furthermore, Hendry Workforce Development adopts a team approach to job placement, which involves the instructors, program coordinator, and advisory committee members who provide new information about employment trends and forecasts to students. Additionally, employability skills training is presented to students individually by appointment through collaboration with FutureMakers, such as job search strategies, mock interviewing, resume writing, etc. What's more, employability skills trainings are conducted in the classroom, through mini-seminars held on campus, and workshops that are presented throughout the school year.

CONTACT INFORMATION

Clewiston Office



863-983-1511



www.Hendryadultlearning.org



315 N San Pedro St. Clewiston FL, 33440

LaBelle Office



863-983-1511



www.Hendryadultlearning.org



209 N Industrial Loop LaBelle FL, 33935

Staff:



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Program Coordinator - Joel Conner

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Clewiston Analyst - Jami Woods

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LaBelle Analyst - Mandy Huesman

huesmana@hendry-schools.net

SIGNATURE PAGE

I have read and understand the rules, regulations, and policies outlined in the Hendry County Workforce Technical School Student Handbook.

By signing below, I agree to abide by the standards of conduct and academic criteria set forth in this handbook. I acknowledge that I am responsible for my actions and will uphold the school's commitment to a safe and positive learning environment.

Video and Photo Consent

- ☐ I give my consent for Hendry County Workforce Technical School to use my image (photos, videos) for promotional, marketing, and informational purposes. This includes, but is not limited to, use on the school's website, social media, and printed materials.

Student Information

Student Printed Name: _____ Program: _____

Student Signature: _____ Date: _____

Student Phone Number: _____

Parent/Guardian Signature

(Required for students under 18 years of age)

By signing below, I acknowledge that my child has received a copy of the Hendry County Workforce Technical School Student Handbook and that I have discussed its contents with them. I support their agreement to adhere to the standards and policies within the handbook.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone Number: _____