

# George T. Baker Aviation Technical College Student Services Plan

*Baker Aviation*



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[www.bakeraviationtechcollege.com](http://www.bakeraviationtechcollege.com)

# George T. Baker Aviation Technical College

## **Administrative Staff**

Ciro R. Hidalgo, Principal

Jean C. Saint-Phard, Assistant Principal

Leanne N. Garcia, Assistant Principal

Alvaro Chozo, Business Manager

Rosy Diaz-Duque, Administrator

## **Support Staff**

Alexandre Ramirez, Media Specialist & COE Liaison Officer

Vivian Garcia, Counselor

Leticia L. Figueroa, Counselor

Cassandra G. Whitehead, Office Manager

Esther Flor, Financial Aid Officer

Leslie Fuentes, Financial Aid Officer

## **Department Chairs**

James C. Rosa, General

Patrick J. Heron, Powerplant

Alan Munoz, Airframe

Howard Carter, Avionics

**Mission**

The mission of George T. Baker Aviation Technical College is to provide training to persons interested in aviation maintenance, electronics, and avionics to become an integral part of industry. To accomplish this mission, the school must enhance the curriculum, utilize industry resources, encourage students to obtain their Federal Aviation Administration certificates or Federal Communications Commission license, and place students in jobs that are related to their training. The academic and technical expectations established by the instructional staff and the strong educational leadership provided by the principal make it possible for the school to accomplish this mission.

**Vision**

The vision for George T. Baker Aviation Technical College is to provide occupational training to persons interested in aviation maintenance, electronics, and avionics; and for all students to become program completers, possess an Airframe and Powerplant certificate or a Federal Communications Commission license, obtain employment upon completion of a program, and become technologically proficient.

**Core Values**

The staff and community at George T. Baker Aviation Technical College firmly believe that all students are capable of learning. We, therefore, are committed to developing each student’s academic, social, physical, ethical, and emotional potential in a safe and nurturing environment, thereby creating lifelong learners and productive citizens prepared to enter a global workforce. The staff and community at George T. Baker Aviation Technical College are dedicated to creating a school climate that is safe and provides the most modern instructional materials. The staff and community at George T. Baker Aviation Technical College are dedicated to creating a positive, cooperative working relationship between the administration, faculty, staff, parents, and the community who will work together in support of a program of excellence for all our students.

## **Student Services**

George T. Baker Aviation Technical College has a student services department designed to assist students in their educational choice based on their needs, desires, and abilities. The student services department offers a comprehensive program addressing the personal, social, emotional, and vocational needs of all students as they enter, plan, and complete their academic and vocational training. The student services department strives to help students accept the responsibility of becoming a life-long learner and productive member of the aviation industry.

The student services department has well-defined responsibilities for each of its members to provide for an effective delivery of services to all students. Student services personnel assist students by providing the services and programs listed below:

- Individual counseling
- Academic advisement
- Scholarships and awards
- Financial Aid Assistance
- Adult Basic Education Testing
- Career planning
- Job placement opportunities
- Veteran's assistance
- Articulation with colleges and universities
- Marketing and recruitment
- Student conduct
- Student activities
- Parental involvement
- Student attendance
- Records management
- Community agency referrals

## **Plan for Effective Student Services**

Faculty and students are encouraged to complete a student services survey to determine the effectiveness of the services provided. Results are collected, reviewed by the school's administration, and utilized to make improvements to the effectiveness of the services offered by the student services department. The results of said surveys and student services plan are shared with faculty and staff on an annual basis.

## **Academic Advisement Services**

Counseling and advising is provided on a continuous basis to assist students who experience personal or academic difficulties. The counseling and admission services directly support the educational programs at George T. Baker Aviation Technical College. Students and potential students are given an overview of the program, basic skills requirements, cost of attendance, and attendance requirements. They are encouraged to examine their interests, aptitudes, and abilities to ensure that students can make

meaningful career choices. It is the role of the student services staff to assist the prospective student in this process.

The student services staff provides information and assists the potential student in educational and career decision-making. The counseling/ advisement staff meets with all adult students prior to registration. If more extensive counseling/advisement is needed, students are referred to the appropriate channels.

### **Counseling and Program Placement**

The counseling/ advisement services team directly follow procedures in place for the admission of all secondary and post-secondary students.

The basic skills requirements as outlined in the Miami-Dade County Public Schools Adult and Vocational Testing Procedures manual indicate that students enrolled in an applied technology (Vocational) program must be administered a basic skills test within 5 weeks of entry to the program. George T. Baker Aviation administers the TABE prior to admission for all students who are ineligible for a basic skills exemption as outlined by district policy.

### **Orientation Program**

Formal orientation programs are conducted at the beginning of the school year for all students. Additionally, there are individual orientations provided for all students upon entry to the school in the Media Center. All students receive a copy of the following documents:

- District Calendar
- Student Handbook
- Code of Student Conduct
- Parking Procedures

All student handbooks and codes of student conduct are available on the school's website, under the resources tab. Handbooks include the school's policies and procedures, services, class schedules, and other information that will assist students in becoming acquainted with all rules and policies regarding students at George T. Baker Aviation Technical College. All instructors are encouraged to discuss the student handbook with all students and reinforce safety rules, policies and procedure, and work ethics.

### **Student Grievance Procedures**

Students are encouraged to review the Student Handbook and the Postsecondary Code of Student Conduct. The District's Code of student conduct may be accessed here: <https://www.bakeraviationtechcollege.com/wp-content/uploads/2022/06/MDCPS-Postsecondary-Handbook-F-min-min-3.pdf>

When students have questions about school procedures, policies, decisions, or judgments, they are

encouraged to discuss the situation with their classroom instructor. The counselor is available for further discussion and resolution of differences. If a resolution, is not reached, students may formally petition their concerns in writing to the school’s principal. Unresolved complaints may also be filed with the district office or the accrediting agency once all other avenues have been exhausted.

The following steps must be followed for any issue regarded as a level one student grievance.

1. A student will first discuss their concern with their instructor.
2. If a resolution is not reached within five days, the student will document the problem in writing to the appropriate administrator.
3. A conference will be scheduled, and a decision made.
4. If the resolution is not agreed upon, the grievance is sent to the principal.
5. If the grievance is not settled at the school, the student has the right to appeal to the following entities:

**Office of Postsecondary Career and Technical Education**  
**Miami-Dade County Public Schools**  
1450 NE Second Avenue Miami, Florida 33132

If the grievance is unresolved, the student has the right to appeal to their concern to:

**Commission of the Council on Occupational Education (COE)**  
7840 Roswell Road Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: (800) 917-2081 Fax: (770) 396-3790  
[www.council.org](http://www.council.org)

### **Special Needs Services**

George T. Baker Aviation Technical College strives to provide a wide variety of services necessary for the welfare of all students. The education for adult students with disabilities is in compliance with national regulations. Students that qualify for special needs may be identified as disabled, economically disadvantaged, academically disadvantaged, and/ or limited English proficiency.

Counseling referral services are provided for students who request services for their handicaps or disabilities. A request for special services may be made by the student, agency, parent, or staff for an eligible student. Adult students requesting accommodations or substitutions must have a written plan. A 504 Plan for accommodations will be developed through an educational conference with all stakeholder’s present. While all secondary students who have a need for special services must provide an “Education Plan (IEP/EP).” This IP/EP is developed by the staff at the secondary school that the student attends. This plan is developed with all stakeholders present and a copy is then forwarded to George T. Baker Aviation. The counselor will then review the plan and discuss with the student’s instructor.

### **Anti-Discrimination Policy**

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

**Age Discrimination Act of 1975** - prohibits discrimination based on age in programs or activities.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** - No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

**In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

**For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:**

**Office of Civil Rights Compliance (CRC)**

**Executive Director/Title IX Coordinator**

**155 N.E. 15th Street, Suite P104E**

**Miami, Florida 33132**

**Phone: (305) 995-1580 TDD: (305) 995-2400**

**Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrdadeschools.net/civilrights>**

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