Health & Safety Plan
2026-2027

George T. Baker Aviation Technical College
3275 NW 42nd Avenue, Miami Fl 33142

George T. Baker Aviation Techncial College
(Extension Campus)
13125 SW 72nd Street, Miami , Fl 33183
www.bakeraviationtechcollege.com

Federal Aviation Administration

George Baker Aviation Technical College

Administrative Staff

Alissa Tapia, Director

Joseph Evans, Associate Director and Accreditation Liaison Officer

Janice Sosa, Assistant

Director

Alvaro Chozo, Business

Manager Rosy Diaz-Duque,

Administrator

Support Staff

Vivian Garcia, Counselor

Leticia L. Ferreras-Figueroa, Counselor

Sophia Sanchez, Media Specialist

Cassandra G. Whitehead, Office Manager

Esther Flor, Financial Aid Officer

Leslie Fuentes, Financial Aid Officer

Department Chairs

James C. Rosa, General

Patrick J. Heron, Aviation Powerplant

Mechanics Alan Munoz, Aviation Airframe

Mechanics

Howard Carter, Avionics Systems Technician

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 director 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.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the director or administrator in charge. Additionally, the supervising teacher will complete a student accident report within 24 hours.

In case of serious injury or illness, the director or designee will initiate communication for emergency medical systems (EMS) and notify parent/guardian immediately. When parents are not available, individuals identified on the Student Emergency Data Card will be contacted. When parent or other contacts are not available, the family physician will be contacted.

Employee Injury at Work Site

In the event an employee is involved with an accident or injury, the injury will be reported to the School Board's third-party administrator as prescribed by administrative directives. The director's secretary has been identified as the person responsible in handling documentation protocol for any employee injury at the worksite. If she is not available, the assistant director or the evening registrar can perform this duty. The identified designee will:

1. Upon notification of an injury, telephone (305) 995-2667 (COMP) to complete a NOTICE OF INJURY using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, social security number, the employee's rate of pay and location of the accident. In cases of serious injury, the director or designee will initiate communication for emergency medical systems (EMS), then notify CorVel Corporation at (305) 955-2667 (COMP).

2. Immediately after an accident occurs, the administrator or designee must investigate the Accident by:

    a. Obtaining a clear description of the accident

    b. Obtaining names and addresses of witnesses

    c. Examining the area where the alleged accident occurred

3. Complete a Worker's Compensation Medical Request and give it to the employee to take with him/her to the authorized health center. Inform the employee that if additional treatment is required, the must contact CorVel Corporation at (305) 995-2667 (COMP).

The administrator or designee will have maintenance check any furniture or equipment that is said to have not been in proper working order. Furniture/equipment that breaks should be tagged and placed in a safe area to prevent any other accident or injury. The worksite administrator should be prepared

To voice any objections as to circumstances surrounding the accident, if there is not total agreement concerning the alleged accident and how it occurred.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator. CorVel will follow up in writing to the worksite administrator of their employee's release.

Emergency Procedures for Seriously Ill or Injured Students

It is imperative that every student have a completed Student Emergency Contact Data Card on file in the attendance office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures that will be used in case of an emergency. When a classroom teacher, or person in charge, believes a child is seriously ill or injured, the following procedures/steps will be taken:

1. The instructor will immediately send a reliable student to the office or use an emergency call button to notify administration. Administration will initiate communication for emergency medical systems. (If life or limb is in danger, teachers should use sound judgment and initiate emergency medical systems communication.)

2. In case of a serious illness, make the child as comfortable as possible under circumstance.

DO NOT attempt to move the child.

3. In case of an accident, take the first aid measures depending on the nature of the accident. If the student is un-responsive and emergency aid is necessary before emergency medical systems arrive, Mrs. Aurora Pernas is certified to perform CPR and should be called immediately.

4. Office personnel will notify the parent and/or relative, physician, or any individual listed on the Student Emergency Contact Data Card.

5. In cases where the parent and others listed on the Student Emergency Contact Data Card cannot be reached and immediate professional help is needed, the administrator is in charge shall contact the police for assistance.

6. Teachers must complete an accident report as soon as possible after the incident occurs. All accidents are to be reported in writing on Miami-Dade County Public Schools Accident System in Integrated Student Information System (ISIS) by the teacher in charge of the group or activity with the attendance office within 24 hours of the accident.

7. Students with minor ailments, (i.e., headaches, muscle aches, etc.) can be sent to the attendance office to determine if parent/guardian contact should be initiated.

Guideline #5: Illnesses and Injuries to Students

Current Law and/or Practice

"All employees responsible for supervision of student and student activities are to take precautions to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries, and illnesses. In certain school activity assignments, students are to be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal of failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity."

Only as a last resort should students who are experiencing an extreme emergency (serious injury or illness) is transported via private vehicle owned and operated by a Miami-Dade County Public Schools employee. If there is an automobile accident during transportation of the student in a private vehicle, Florida's "No Fault" automobile laws, personal vehicle insurance will be called upon to pay its benefits before the Miami-Dade County School Board's insurance is invoked. All serious injuries to students that require emergency medical treatment must be reported to the Miami- Dade Schools Police Department, including those resulting from assault, battery, and child abuse.

When student accident insurance is involved, the prescribed report, together with a claim form, should be provided to the parent(s)/guardian(s) or student requesting one.

a. The director or designee should complete "school" information on the School Insurance screen in the Pupil Ad Hoc Response Information System (PARIS).

b. The parent(s)/guardian(s) must take a copy of the completed form to the doctor in order to secure a medical statement.

c. After the medical statement is obtained, it is attached to the completed form and submitted to the INSURER by the parent(s)/guardian(s) or student.

d. The school has not responsibility other than providing a claim form (Notification Injury) to any parent(s)/guardian(s) or student requesting one.

e. School personnel should not attempt to interpret coverage or claims. All questions regarding coverage or claims are to be referred to the insurer.

A complete written accident report shall be made of all school accidents and injuries and filed with the Office of Risk and Benefits Management.

School Board policy #(s): 6Gx13-4A-1.03, 6Fx13-4E-1.13

- Contract Provision #s: UTD Article XXI, Section J3
- Administrative Directive(s)/Other: Procedures for Promoting and Maintaining a Safe
- Learning Environment-Guideline #5/M-DCPS B
- Workers Compensation Program/Student Accident Insurance

- Critical Incident Response Plan, Section II
- Cross References: Emergency Contact Information

Minor Injuries

In the case of minor injuries, teachers must complete an accident report with the appropriate school personnel. Director's designee will assess injury. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, parents will be contacted.

Review and Evaluation

The faculty is notified of these procedures through faculty meetings and the Faculty and Staff Handbook. Students are notified at an orientation session, through their teachers, and the Student Handbook. The plan for assuring the health and safety of the employees, students, and guests is reviewed and revised on a regular basis. The safety committee conducts annual safety surveys. This facilitates the discussion and revision of the Health and Safety Plan.

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, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. 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 qualified students with disabilities.

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, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (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 discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

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

Office of Civil Rights Compliance (CRC)

District 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 Website: https://hrdadeschools.net/civilrights