Student Service 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 T. 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

Support Staff

Sophia Sanchez, Media Specialist

Vivian Garcia, Counselor

Leticia L. Ferreras-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, Aviation Powerplant Mechanics

Ricardo Flores, 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.

Student Services

George T. Baker Aviation Technical College has a student services department that is an integral part of the program. The comprehensive student assistance program is designed to assist students in their educational choice based on their needs, desires, and abilities. Student support services are available to help students develop their potential in academic and vocational endeavors. The student services staff strive to help students accept the responsibility of becoming productive members of the aviation industry.

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

- Careers and Educational Counseling
- Academic Scheduling
- Scholarships and Awards
- Orientation Programs
- Post-secondary Information
- Financial Aid
- Adult Basic Education Testing
- Student Job Placement
- Veteran's Assistance
- Articulation with Colleges
- Marketing, Recruitment
- Secondary School Liaisons
- Student Conduct
- Student Activities
- Parental Involvement
- Student Attendance
- Records management
- Community Agency Referrals

Plan for Effective Student Services

A student services survey is conducted annually to determine the effectiveness of the services provided to students. The customer service inventory survey is part of the exit process for all students.

The school's administration reviews the data and incorporates suggestions to improve the delivery of services to students and faculty. The results are shared with other administrators, faculty, and staff on an annual basis.

Job Placement Evaluation

Follow-up data is collected by the Media Specialist who uses it to evaluate and improve the quality of the program outcomes and to measure the success of the institution in achieving its mission. Statistics and findings from data collection are discussed with administrators and at staff meetings. The Media Specialist seeks to improve the services, communication, and cooperation through annual evaluations completed by internal and external personnel. The Media Specialist will work collaboratively with the Job Placement Specialist to ensure that educational components in the courses at George T. Baker Aviation Technical College meet industry needs and demands.

Gainful Employment Disclosure

Every prospective student interested in enrolling at George T. Baker Aviation Technical College is provided with information explaining the specifics of career opportunities in the aviation industry. The following Airframe, Powerplant, and Avionics program information is available:

- Program Length
- Program Cost
- Industry Earnings Potential
- Student Completion Rate
- Student Title IV Information
- Graduate Placement Rate
- Licensure Requirements

The prospective student signs and is provided with a copy of the Gainful Employment Disclosure for their chosen program.

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 potential students 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 follows 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 will have access to 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 procedures, and work ethics.

Student Records

The administration is responsible for the supervision and maintenance of student records. All original grades and attendance records are kept in secure cabinets. Student records are maintained in various offices within the student services department. These records include but are not limited to the following information:

- Academic
- Placement and follow-up
- Evaluation and Attendance Progress
- Financial Aid Veterans

All student academic and attendance records are stored within the student services department. Student academic records are maintained on a computer system to which only authorized student services personnel have access. The registrar is the official record keeper of all student records. Computerized records are backed up daily on local servers. All enrollment, registration, and demographic data are housed on cloud servers managed by district purchased software.

The Financial Aid Officer is responsible for the day-to-day maintenance and storage of student financial aid records. The Office Manager is also responsible for maintaining student records for the Veteran Affairs program. The Office Manager is responsible for maintaining attendance records for all students. Accuracy of student records is given the highest priority.

Confidentiality of Student Records

Student privacy is of the utmost importance to George T. Baker Aviation Technical College and Miami-Dade County Public Schools. The student services clerical staff are responsible for day-to-day maintenance of student records. Student records may not be taken from the student services area; however, teachers and other school personnel may view student records with authorization from the counselor or an administrator. If a student is under 18 years of age, a parent's signature is required before records are released. Parents or students who wish to view their records must make an appointment with the counselor or administrator.

Student Transcripts

George T. Baker Aviation Technical College maintains a transcript of all students enrolled. Transcripts include the program of study, grades, clock-hours, date of entry, and withdrawal or completion dates, as well as testing dates.

Students requesting that transcripts or other materials covered by the Family Education Rights and Privacy Act of 1974 be released to a third party must submit a signed release form or written consent to the school. Transcripts are then produced in a timely manner and mailed to the requested party. Written procedures are provided to students in the Student Handbook and School Catalog.

Student Grievance Policy

All absences over the minimum percentage of the designated subject time for each block of instruction will require that the student retakes the course, unless approval has been granted upon completion of the appeal process.

Normally, this will only be done in extreme cases such as death in the immediate family, illness, military recall, court summons, or other personal emergency. Situations may not exceed the 5% allotted time for each block. The student must provide applicable documentation from a doctor, hospital, clerk of court, or military official, etc. The director is the chief executor for each incident. If approved, all make-up time must be completed within one week of the block end date. Students who do not meet the required percentage of attendance may appeal one time during each program.

Procedure:

1. Student notifies administrator or staff of intent for appeal.

2. Student fills out Special Circumstances Appeal
3. Teacher completes instructor portion of Special Circumstances Appeal Form.
4. Appeal is reviewed by administrators.
5. Appeal is granted and/or denied by the Director.
6. Students must make-up time within one week of block end date.

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.adulteducationworks.com/wp-content/uploads/2023/09/Postsecondary-Code-of-Student-2023-2024.pdf

When students have questions about school procedures, policies, decisions, or judgments, they are encouraged to discuss the situation with their classroom instructor. A 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 director. 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 taken for any issue regarded as a level one student grievance.

1. A student will first discuss their concerns 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 will be made.
4. If the resolution is not agreed upon, the grievance is sent to the director.
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

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 follows national regulations. Students that qualify for special needs may be identified as disabled, economically disadvantaged, academically disadvantaged, and/ or limited English proficiency.

Counseling/advisement 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. Post-secondary students requesting accommodation or substitutions must have a written plan. A 504 Plan for accommodation will be developed through an educational conference with all stakeholders 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 students attend. This plan is developed with all stakeholders present, and a copy is then forwarded to George T. Baker Aviation Technical College. The counselor will then review the plan and discuss it 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 Website: https://hrdadeschools.net/civilrights