

Secondary Student and Parent Handbook



2016 - 2017

Miami-Dade County Public Schools
GEORGE T. BAKER AVIATION TECHNICAL COLLEGE
3275 N.W. 42nd Avenue ▪ Miami, FL 33142
Phone: 305-871-3143 ▪ Fax: 305-871-5840
<http://www.BakerAviation.edu>

Revised 06/29/2016

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
PUBLIC BOARD MEMBERS**

Ms. Perla Tabares Hantman, Chair
Dr. Dorothy Bendross-Mingingall, Vice-
Chair

Dr. Lawrence S. Feldman
Ms. Susie V. Castillo
Ms. Lubby Navarro
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Dr. Marta Pérez Wurtz
Ms. Raquel A. Regalado

SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho, Superintendent of Schools
Mrs. Valtena G. Brown, Deputy Superintendent, Chief Operating Officer
Mr. Robert G. Gornto, Assistant Superintendent

GEORGE T. BAKER AVIATION TECHNICAL COLLEGE

Mr. René Mantilla, Principal
Mr. Jean C. Saint-Phard, Assistant Principal
Mr. George W. Sands, Assistant Principal
Mrs. Molly E. Young, Business Manager
Ms. Rosy Diaz-Duque, COE Liaison Officer and Special Projects
Ms. Vivian M. Garcia, Counselor
Ms. Claudia K. McEvoy, Financial Aid Officer
Mr. Howard Carter, Avionics Department
Mr. Reynaldo I. Fernandez, General Department
Mr. Ricardo W. Flores, Airframe Department
Mr. Patrick J. Heron, Powerplant Department
Mr. Luis Reyes, Placement Specialist

GEORGE T. BAKER AVIATION TECHNICAL COLLEGE
3275 N.W. 42nd Avenue
MIAMI, FLORIDA 33142



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Perla Tabares Hantman, Chair
Dr. Dorothy Bendross-Mindingall, Vice Chair
Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Lubby Navarro
Raquel A. Regalado
Dr. Marta Pérez Wurtz

August 22, 2016

Dear Students:

Welcome to the 2016-2017 school year! On behalf of the Faculty and Staff, I commend you for selecting George T. Baker Aviation Technical College. Upon completion of one of our quality industry training programs, you will be prepared to respond to the challenges of the 21st century and successfully compete in the highly competitive job market around the globe.

Our technical college provides student with opportunities to develop mechanical and related problem solving skills needed to succeed in industry. The Faculty and Staff at George T. Baker Aviation Technical College have earned the reputation of working closely with its adult learners, high school students, and parents to ensure that success is eminent.

The main purpose of this handbook is to inform you of the rules and regulations which will affect your participation in all areas of technical college life. The respect you exhibit for yourself and others is a basic component for success in any society, but especially in a society which places great emphasis on individual freedom. As an individual and potential Baker Aviation graduate, you have an opportunity and an obligation to practice the high level of self-discipline that we firmly believe is characteristic of George T. Baker Aviation Technical College students.

Good luck as you prepare for an exciting career.

Sincerely,

Mr. René Mantilla
Principal

MISSION OF THE SCHOOL

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 the 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.

SCHOOL HOURS

High school students attend George T. Baker Aviation Technical College in the morning or the afternoon shift. The technical college schedule is listed below:

Morning Shift 7:10 a.m. - 9:40 a.m.	Afternoon Shift 11:50 a.m. - 2:20 p.m.
American	Braddock
Hialeah	Barbara Goleman
Hialeah Miami-Lakes	Coral Gables
Miami Beach	Dr. Michael Krop
Miami Central	Homestead
Miami Coral Park	Miami Killian
Miami Edison	Miami Norland
Miami Jackson	Miami Palmetto
Miami Northwestern	North Miami Beach
Miami Springs	Miami Senior High
Miami Sunset	North Miami
South Miami	South Dade
Southwest Miami	Miami South Ridge
Westland/Hialeah	Felix Varela
John F. Ferguson	Ronald Reagan/Doral
B.T. Washington	Miami Carol City
	Hialeah Gardens
	Doctor's Charter

TRANSPORTATION

High school students, who qualify, are usually transported at no cost to the student by Miami-Dade County Public Schools (M-DCPS). The Transportation Department determines the time and location for buses to pick up and deliver students. Students attending the morning shift come directly to Baker Aviation and are transported back to their home school at 9:47 a.m. Students attending the afternoon shift are transported from their home school to arrive at Baker Aviation by 11:50 a.m., leave at 2:27 p.m. and are returned to their regular neighborhood bus stops.

Note: A scheduled bus which does not run is an excused absence only if the student stays at the home school the full day. He/she must bring a note signed by an administrator or other attendance personnel from the home school to verify that the bus did not run.

PARKING

Limited parking is available on campus; therefore, parking permits will be issued based on availability. Eleventh and twelfth graders may be allowed to drive to school and must park in the designated spaces only. They must first complete an application for parking, submit parent permission, and always obey the school's parking procedures. The technical college is not responsible for damaged or stolen property.

TARDY

All students are required to be in class on time. Students late for class as a result of car problems will receive an unexcused tardy that may affect his/her grades. Students with six (6) or more unexcused tardies will be assigned a detention before or after school.

ATTENDANCE

An important factor for successful school progress is regular school attendance. Parents are asked to monitor their son/daughter's attendance. Students who are tardy or absent excessively from the instructional program will not achieve the desired results in academic achievement. Class attendance is governed by Miami-Dade County Public Schools and the Federal Aviation Administration (FAA). Students enrolled in the general portion of the Aviation Maintenance Program who miss more than 10% of the instructional time for a subject may not receive a passing grade toward their FAA license. Students enrolled in the second and third years of the Aviation Maintenance Program who miss more than 15% of the instructional time for a subject may not receive a passing grade toward their FAA license. Avionics students who miss more than 15% of instruction time may not receive a passing grade toward their FCC license.

Miami-Dade County Public School's policy allows students with excused absences to make-up all class work within a reasonable length of time. The following are M-DCPS excused absences:

1. Pupil illness
2. Death in family
3. Religious holiday services
4. Appointment with doctor or dentist
5. School-sponsored activities
6. Court subpoena
7. DCA appointment
8. Outdoor suspension

Upon returning to school from being tardy and/or absent, students must present to the attendance office, located in the main office, a written note signed by the parent before proceeding to class. Before attending a home school function, students must get prior approval and provide proof of participation to the attendance secretary. The teacher/counselor will contact parents if students have excessive absences.

The FAA does not allow students to make-up time missed. Therefore, it is imperative that students attend school every day.

ACADEMIC PROGRESS

Students are expected to perform at their best ability. Teachers and counselors are available to assist students if problems exist. Written notification of student progress will be sent home by the teacher once each grading period or at any time during the grading period when it becomes evident that the

student is performing unsatisfactorily in academic, conduct, or effort. Every attempt will be made by the teacher to communicate directly with parents; however, parents are encouraged to call the teacher directly (before or after class) to check on the progress of their son/daughter. Interim progress reports will be sent home after every FAA block and at the mid-point of a semester.

Parent conferences may be scheduled before school, after school, or during the teacher's planning period. Please call (305) 871-3143 to make an appointment. Teachers may also be contacted through their M-DCPS E-mail. A list of these E-mail addresses may be found attached to this handbook or at the George T. Baker Aviation Technical College website: <http://www.BakerAviation.edu>.

Students that miss more than 10% of a general block or 15% of an A&P block (a class is made up of multiple blocks) will fail that block for FAA credit due to time. Any FAA block that is failed by a high school student must be repeated at a cost in the adult program.

STUDENT CONDUCT

When entering George T. Baker Aviation Technical College, a student is presented with many opportunities and responsibilities. It is the school policy to assist those students who need help in adjusting to an environment that is sensitive to others and promotes learning. Student behavior at Baker Aviation is governed by the M-DCPS Student Code of Conduct.

When it is determined that a student is in violation of the Student Code of Conduct, appropriate action will be taken. Depending on the violation, a student may be assigned before or after school detention, work duty, placed in SCSI, indoor suspension, or recommended for expulsion. Parents should be aware that outdoor suspension at either Baker Aviation or the home school affects the other school. If your child is suspended from George T. Baker Aviation then he /she is also suspended from the home school. Criminal offenses will be referred to the appropriate police authority.

DRESS CODE

The school conforms to the dress code as prescribed by Miami-Dade County Public Schools. The basic dress at George T. Baker Aviation Technical College is shirt/blouse and pants/dress. **Students are not allowed to wear shorts.** Pants must be secured around the waist – not worn below the waist. Closed toe shoes must be worn at all times while on campus. All shirts must have sleeves, tank tops and mid drifts are not allowed. Hats and other head dress may only be worn in the shop and ramp areas.

Keep in mind that safety and decorum are ruling considerations. The instructor or administrator in charge will make the final judgment.

I.D. BADGES

Baker Aviation I.D. badges are required for breakfast, lunch, media center services, student services, and field trips. I.D. badges must be worn outwardly and visibly at all times.

REQUIRED SUPPLIES

Most tools and supplies for shop classes are furnished by Miami-Dade County Public Schools; however, students are required to pay certain material fees. Teachers will notify students when payment is due, payment can be made by cash, money order or check payable to George T. Baker Aviation Technical College.

STUDENT SERVICES

A counselor is available to assist current, prospective, and former students with vocational, educational, and personal counseling services. Parents may contact the counselor by calling Ms. Vivian Garcia at (305) 871-3143, extension 2311 or via email: vgarcia21@dadeschools.net.

FOOD SERVICE

The Miami-Dade County Public Schools Department of Food and Nutrition provides breakfast and lunch services during regular school days. Breakfast is served from 6:30 a.m. to 7:00 a.m. Lunch is served from 11:00 a.m. to 11:50 a.m. In order to receive breakfast or lunch, students must have a current Baker Aviation I.D. Students are encouraged to complete an application for free or reduced lunch. Breakfast is free to all K-12 students.

STUDENT INSURANCE

Student accident insurance is recommended for all students attending George T. Baker Aviation Technical College. Insurance may be purchased at the students' home school or directly from the insurance company. Forms will be distributed the first week of school; afterwards they will be available in the Attendance Office or by visiting <http://www.k12insurance.com>.

STUDENT SAFETY

Safety of students is of utmost importance to each of our teachers and administrators. Throughout the school year, students will be required to operate several types of equipment while completing class projects and assignments. The teacher will provide you with a list of tools and equipment that will be used by the student throughout the year. The classroom teacher will provide appropriate training on all equipment and will determine when students can operate the equipment safely. **If there are reasons why your son/daughter should not operate any particular piece of equipment, please contact the classroom teacher.**

CALENDARS

Mark your calendar:

Nine Week Grading Periods	Breaks
August 22 - October 27	Thanksgiving - November 24 & 25
October 28 - January 20	Winter Break - December 24 - January 8
January 24 - March 23	Spring Break - April 10 - 14
March 27 - June 8	

FOR ADDITIONAL INFORMATION

Title	Name	Number	E-mail
Assistant Principal	Mr. Saint-Phard	(305) 871-3143, ext. 2312	JSaintPhard@dadeschools.net
Assistant Principal	Mr. Sands	(305) 871-3143, ext. 2309	gsands@dadeschools.net
Attendance and Transportation	Ms. Pernas	(305) 871-3143, ext. 2313	apernas@dadeschools.net
Counselor	Ms. Garcia	(305) 871-3143, ext. 2311	vgarcia21@dadeschools.net
Job Placement	Mr. Reyes	(305) 871-3143, ext. 2316	aperez1@dadeschools.net
Financial Aid	Ms. McEvoy	(305) 871-3143, ext. 2347	cmcevoy@dadeschools.net
Office Manager/Registrar	Ms. Whitehead	(305) 871-3143, ext. 2304	cwhitehead@dadeschools.net
COE Liaison Officer & Special Projects	Ms. Diaz-Duque	(305) 871-3143, ext. 2317	rosydd@dadeschools.net

High School Instructors

Due to class and planning periods it may be difficult to reach teachers by phone. All teachers have access to e-mail and may be contacted at the following e-mail addresses.

Mr. Carter	hcarter@dadeschools.net
Mr. Heron	pheron@dadeschools.net
Mr. McDaniel	d.mcdaniel@dadeschools.net
Mr. Robinette	srobinette@dadeschools.net
Mr. Ruiz	gruiz67@dadeschools.net
Mr. Tartaglia	gtartaglia@dadchools.net
Mr. Tschumy	tschumy@dadeschools.net
Mr. Williams	larrywilliams@dadeschools.net
Mr. Wortmann	rwortmann@dadeschools.net
Mr. Munoz	amunoz@dadeschools.net
Mr. Rosa	jcrossa@dadeschools.net

MIAMI-DADE COUNTY SCHOOL BOARD NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, 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 natural origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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.

The Equal Pay Act of 1963, as amended - prohibits sex 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 Education 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.

School Board Rules 6Gx13- 4A-1, 01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 prohibit harassment and/or discrimination against a student or an employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

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

Board Policy 5517 and 5517.02 M-DCPRS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in hiring or employment practices. Please refer to School Board Policies 5517 - Anti-Discrimination/Harassment (Student) and 5517.02 - Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.