

## WELCOME TO STEP!

We are very pleased that you will be attending the Anoka-Hennepin Secondary Technical Education Program (STEP) this school year!!! STEP is a high school in a college setting that provides relevant education to prepare students for the high tech, high-skilled workplace of the 21st century. STEP has made a difference for many students for more than 20 years. Each school day up to 900 students from all of the Anoka-Hennepin high schools attend STEP.

The Secondary Technical Education Program provides high school students an opportunity to:

- Explore a particular career before they graduate from high school.
- Earn college credit while in high school.
- Experience college life and see if it is right for them.
- Take classes with “hands-on” instructional activities.
- Meet new friends from other high schools.

Please take time to review the policies and information in this handbook. We are looking forward to working with you this year!!!

### Important phone numbers:

STEP Main Office	763-433-4000	Carter Gerlach (Internships)	763-433-4086
Attendance Desk	763-433-4006	Barb Diemer (Special Ed)	763-433-4081
Jessica Lipa (Director)	763-433-4001	Alyssa Zemple (Counselor)	763-433-4031
Sean Beggin (Assoc Principal)	763-433-4021	Cindy Hiatt (Health Services)	763-433-4004
Greg Blodgett (Assoc Principal)	763-433-4005	Melissa Upton (Career Center)	763-433-4030

### Important dates:

- Open House – August 30, 2022, 4-6
- Picture day – October 17, 2022
- Retake picture day – November 15, 2022
- Trimester 1 P/T Conference – October 10, 2022, 3-6
- January Open House and P/T Conferences – January 11, 2023, 3-6
- Trimester 3 P/T Conference, April 24, 2023, 3-6
- Senior Recognition – May 24, 2022, 6-8

### Important links:

[STEP website](#)  
[District calendar](#)

### DAILY “BELL” SCHEDULE

AM Session (Period 1-2): 7:55 a.m. - 9:40 a.m.

PM Session (Period 4-5): 12:10 p.m. - 1:55 p.m.

### GRADUATION

STEP students must meet all State of Minnesota and Anoka-Hennepin graduation requirements. Students will graduate and receive diplomas from their home high schools. It is

the student's responsibility to be aware of their credit situation. Students with credit concerns should contact their high school counselor or the STEP counselor for assistance.

#### HEALTH SERVICES

Should you are diagnosed with a health condition/illness, please inform the health office at 763-433-4004. A health paraprofessional is on duty to assist students who are injured or ill. A certified paramedic and/or RN are on site to assist in emergencies. Students who use the health office must sign in and sign out at the health office.

#### APPROPRIATE DRESS FOR SCHOOL

At STEP, students should dress in a manner that meets the industry standards of which they are studying. When, in the judgment of staff, a student's appearance or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day.

#### APPROPRIATE LANGUAGE AND BEHAVIOR

All students at the STEP Program are expected to treat others with respect and dignity. This includes respecting visitors, teachers, custodians, cafeteria employees, secretaries, support staff, and Anoka Technical College staff and students. Use of profanity, threatening language, and disruptive or disrespectful behavior will not be tolerated.

#### CALENDAR and REPORTING ABSENCES

As a STEP student, you will follow the Anoka-Hennepin District #11 school calendar. Since you are earning high school and college credit in some of your classes, it is very important that you attend all of your classes every day. If possible, please schedule vacations, doctor appointments, and other activities that will keep you away from school, on days other than "student days". PSEO classes may follow ATC's calendar.

If you will be absent, have a parent/guardian call 763-433-4006 or 763-433-4000 and press 1. Verification of all absences should be made via telephone to the attendance line by 10:00 a.m. on the day of absence, submitting the reason for the absence in ParentVUE, or by presenting a written excuse before school starts the following day. A telephone number should be included with the written note so the parent/guardian may be contacted during the day. Please note: If the STEP Attendance Office does not receive a note or a phone call by the beginning of school on the day of the student's return, the student's absence will be considered unverified and eventually turn into a truancy.

Regular attendance is critical to learning. Attending classes and fulfilling class requirements are essential for earning credit and certifications. Excused absences (i.e. illnesses, family emergencies, prearranged absences with parental permission) and school authorized absences (i.e. field trips, official religious holidays, death in the immediate family, court appointments, or hospitalization) must be verified at the time of the absence.

## DISCIPLINE POLICIES

STEP follows the Anoka-Hennepin discipline policies. Please see the District Policy Handbook for further detailed information.