Southeastern School Business Management and Administration Program
Parent-Student Agreement

Welcome to Southeastern's Business Management and Administration (BMA) program! The courses offered in this Career Technical Education (CTE) program are specific to the Administrative Services Pathway. Learners are prepared for careers in planning, organizing, directing, managing, and evaluating business functions that are essential for developing efficient and productive business operations. My hope is that students will not only gain the content knowledge available to them, but fully pursue all the opportunities offered to earn industry recognized Microsoft Office certifications which will enable them to demonstrate important technical skills.

Please visit my teacher website (https://agunn04.wixsite.com/shs-business) and consider creating parent accounts in PowerSchool and/or Schoology. These are all valuable resources for better understanding the CTE program, course assignments, teacher expectations, and monitoring student progress in their courses.

I look forward to a great year with you and getting to know each of you better. The Southeastern family is so special to me. Let's make this the best year ever! Go Mustangs!   Best always, Mrs. Gunn

All 10th – 12th grade Business students must pay a required $25 Computer Lab Fee.

Please sign below to acknowledge the following:

- I have read, understand, and agree to comply with the **Course Syllabus** and the **Classroom Management Plan** found on the teacher website. For your convenience, the **Supply List** is also on the teacher website.

- I have read, understand, and agree to comply with the **Parent–Student Handbook/Student Code of Conduct** and the **Technology Responsible Use Policy** in Section 5.0. **Student Fees** are outlined in Section 5.18. Handbooks are provided to all students at registration.

- I agree to the use of student images whether in digital or printed format for educational purposes, in school publications, or for promotion of school or program related activities.

- **I understand that for students to have access to program resources, this completed form must be submitted and related computer lab fees must be paid in full on or before the first Monday after classes begin.**

Student Printed Name _____

Student Signature _____

Date _____/_____/_____

Parent Printed Name _____

Parent Signature _____

Date _____/_____/_____

Parent Email _____

Parent Phone _____