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 to earn industry recognized Microsoft Office certifications which will enable them to demonstrate important technical skills. Let's get them ready for a successful future!

Please visit my **teacher website** (https://agunn04.wixsite.com/shs-business) where you can access the **supply list**, **course syllabi**, and other program resources. Please consider creating parent accounts in PowerSchool and/or Schoology, which are 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. Please share any concerns you may have regarding your student's success. **Email is the best way to contact me: agunn@blountboe.net**
The Southeastern family is so special to me. Let's make this the best year ever! Go Mustangs!

Best always, Mrs. Gunn

All Business students must pay a required $25 Computer Lab Fee.

Please sign below to acknowledge the following:

- I agree to comply with the **Classroom Management Plan** found on the teacher website.

- I agree to comply with all policies found in the **Parent–Student Handbook/Student Code of Conduct** and the **Technology Responsible Use Policy.** Handbooks are provided to students by homeroom teachers.

- I agree to comply with all aspects of the **FOCUS Act**.

- 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 _____