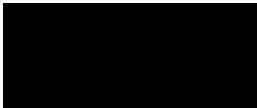
### **WELCOME TO WCTA**







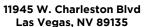
## **OUR CORE VALUES**

- Work Hard with Perseverance
- Engage, Create, and Innovate
- Smile, Laugh, and Have Fun
- Trust in each other, Take Responsibility
- Find your passion, Follow your Dreams
- Appreciate Opportunities with Humility
- Make Kindness and Honesty a Priority
- Individualize Yourself while Embracing Diversity
- Lead to Inspire Others
- Your Choices today, can make a Better Tomorrow



# West Career & Technical Academy

Effective
Parent
Communication
Procedures



702-799-4340 www.wctawranglers.com

Teacher Hours: M-F 6:40 am - 1:51 pm Office Hours: M-F 6:30 am - 3 pm Holiday Office Hours: M-F 6 am - 1 pm **Summer, Winter and Spring Break** 





## WHO DO I CONTACT WHEN

# **TEACHER**

You have questions/concerns in these areas:

- Assignments
- Homework
- Bullying Issues
- Grades
- Make-up Work
- Classroom Procedures
- Course Expectations

# COUNSELOR

You have questions/concerns in these areas:

- Schedule Planning
- Bullying Issues
- Post-Secondary Planning
- No Teacher Voicemail/Email Response After
- Student Social/Emotional Concerns

# DEAN

You have questions/concerns in these areas:

- Bullving Issues
- Behavior Issues
- Attendance Issues

# **ADMINISTRATOR**

You have questions/concerns in these areas:

- Unsatisfactory Communication With the Teacher/Counselor
- Bullying Issues





## **QUICK REFERENCE GUIDE**

Main Office:

702-799-4340 Fax

702-799-4355 Registrar's Fax 702-799-1404

**Password Resets** AD: Mr. Hrisca, x4015 Google: Mr. Brain, x4025 Infinite Campus: Ms. Koerner, x4065

**Principal's Secretary** x4100

**Assistant Principal Secretary (Curriculum)** x4200

**Assistant Principal Secretary (Testing &** 

Activities) x4204 Dean's Office x4500

Registrar x4065

Banker ×4044 **Community Partnerships Office** x4116

Magnet Secretary x4305

Nurse/FASA x4021/x4022

# **RESOURCES**

#### **WCTA** Website

Please visit us at www.wctawranglers.com for updates and faculty contact information.

#### FCG (Family Collaboration Group)

https://hicksyj.wixsite.com/wctafcg

#### **Infinite Campus**

Log onto the Parent Portal to check your student's Infinite Campus on a regular basis.

#### **Counselor's Corner Website**

Go to www.wctawranglers.com to find under the faculty tab, please click on Counselors. For current and post-secondary educational information

#### **WCTA Counselor Resources**

Information available on your student's Google Classroom through their Counselors.

• Receive scholarship information, college visit schedules and internship opportunities.

# PARENT TEACHER CONFERENCES



## **CONTACT TEACHER**

First, contact teacher(s) to discuss student/parent concerns via email or phone.

## **CONTACT COUNSELOR**

Second, contact counselor if communication with teacher(s) regarding student/parent concerns were not resolved.

# PTC

Parent Teacher Conference may be scheduled if communication with your student's counselor regarding your concerns were not resolved.

#### THINGS TO ASK AT A PTC

- What are my child's strengths and weaknesses in different classes?
- How much time should my child spend on homework? Are my child's assignments completed accurately and turned in on time?
- Are copies of text books physically or digitally available to families for at-home use?
- If my child is absent, how does my child know what is missed? What homework does my child need to make up?
- What technology would you recommend that can help support my child in your classes?
- How is my child doing socially?
- What can we do at home to support what vou're doing in class?
- What is the best method of communication to keep in touch with you?
- Do you have any class policies I should know about?
- How can I help my child prepare for college?
- Access to online learning platforms such as Google Classroom and Canvas.