

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

**11945 W. Charleston Blvd
Las Vegas, NV 89135**

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

1 | TEACHER

You have questions/concerns in these areas:

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

2 | COUNSELOR

You have questions/concerns in these areas:

- Schedule Planning
- Bullying Issues
- Post-Secondary Planning
- No Teacher Voicemail/Email Response After 48 Hours
- Student Social/Emotional Concerns

3 | DEAN

You have questions/concerns in these areas:

- Bullying Issues
- Behavior Issues
- Attendance Issues

4 | 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 x4044
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



1 | CONTACT TEACHER

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

2 | CONTACT COUNSELOR

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

3 | 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 you'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.



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