

CANUTILLO A Premier District



SUBSTITUTE TEACHER GUIDE 2025-2026

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org

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CANUTILLO | A Premier District

Canutillo ISD Schools Directory

Elementary Schools

Canutillo Elementary School

651 Canutillo Avenue
Canutillo, TX 79835
(915) 877-7609

Office Manager: Loretta Zavala
(915) 877-7605
Attendance Clerk: Emma Guerrero
(915) 877-7606

Bill Childress Elementary School

7700 Cap Carter Road
Vinton, TX 79835
(915) 877-7701

Office Manager: Christina Brito
(915) 877-7706
Attendance Clerk: Rosa Duran
(915) 877-7705

Jose Damian Elementary School

6300 Strahan Road
El Paso, TX 79935
(915) 877-6800

Office Manager: Mary Garcia
(915) 877-6806
Attendance Clerk: Maria Villasenor
(915) 877-6808

Deanna Davenport Elementary School

8401 Remington Road
Canutillo, TX 79835
(915) 886-6400

Office Manager: Bianca Dieguez
(915) 877-6406
Attendance Clerk: Estela Guillen
(915) 877-6405

Gonzalo & Sofia Garcia Elementary

6550 Westside Drive
El Paso, TX 79935
(915) 877-1200

Office Manager: Maria Terry Barraza
(915) 877-1206
Attendance Clerk: Marcel Juarez De Estrada
(915) 877-1208

Congressman Silvestre & Carolina Reyes

7440 Northern Pass
El Paso, TX 79911

Office Manager: Martha Coronel
(915) 877-1306
Attendance Clerk: Sandra Uribe
(915) 877-1305



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Canutillo ISD Schools Directory

Middle Schools

Jose Alderete Middle School

801 Talbot Road
Canutillo, TX 79835
(915) 877-6600

Office Manager: Josefina Perez
(915) 877-6606
Attendance Clerk: Brenda Gonzalez
(915) 877-6608

Canutillo Middle School STEAM Academy

7311 Bosque
Canutillo, TX 79835
(915) 877-7900

Office Manager: Isaura Prado
(915) 877-7906
Attendance Clerk: Angelica Placencia
(915) 877-7908

High Schools

Canutillo High School

6675 South Desert Blvd.
El Paso, TX 79932
(915) 877-7800

Principal's Secretary: Jennifer Morales
(915) 877-7808
Attendance Clerk: Catherine Cano/Denise Prieto
(915) 877-7880/(915) 877-7806

Northwest Early College High School

6701 South Desert Blvd.
El Paso, TX 79932
(915) 877-1701

Office Manager: Lillian Valles
(915) 877-1706
Attendance Clerk: Yolanda Diaz
(915) 877-1708

District Alternative Education Program (DAEP)

DAEP

7000 Fifth St.
Canutillo, TX 79835
(915) 877-7677

Coordinator: Salvador Garcia



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Bell Schedules

Jose Alderete Middle School

 2024-2025 Bell Schedule 6th Grade				 2024-2025 Bell Schedule 7th Grade				 2024-2025 Bell Schedule 8th Grade			
A Lunch				B Lunch				C Lunch			
	Start Time	End Time	Minutes		Start Time	End Time	Minutes		Start Time	End Time	Minutes
1st Bell	8:10 AM	8:15 AM	5	1st Bell	8:10 AM	8:15 AM	5	1st Bell	8:10 AM	8:15 AM	5
Eagle Braodcast	8:15 AM	8:20 AM	5	Eagle Broadcast	8:15 AM	8:20 AM	5	Eagle Broadcast	8:15 AM	8:20 AM	5
Period 1	8:20 AM	9:10 AM	50	Period 1	8:20 AM	9:10 AM	50	Period 1	8:20 AM	9:10 AM	50
Period 2	9:15 AM	10:05 AM	50	Period 2	9:15 AM	10:05 AM	50	Period 2	9:15 AM	10:05 AM	50
Period 3	10:10 AM	11:00 AM	50	Period 3	10:10 AM	11:00 AM	50	Period 3	10:10 AM	11:00 AM	50
Lunch	11:05 AM	11:35 AM	30	Period 4	11:05 AM	11:55 AM	50	Period 4	11:05 AM	11:55 AM	50
M&M/SEL Period 4	11:40 AM	12:10 PM	30	Lunch	12:00 PM	12:30 PM	30	M&M/SEL Period 5	12:00 PM	12:30 PM	30
Period 5	12:15 AM	1:05 PM	50	M&M/SEL Period 5	12:35 AM	1:05 PM	30	Lunch	12:35 PM	1:05 PM	30
Period 6	1:10 PM	2:00 PM	50	Period 6	1:10 PM	2:00 PM	50	Period 6	1:10 PM	2:00 PM	50
Period 7	2:05 PM	2:55 PM	50	Period 7	2:05 PM	2:55 PM	50	Period 7	2:05 PM	2:55 PM	50
Period 8	3:00 PM	3:50 PM	50	Period 8	3:00 PM	3:50 PM	50	Period 8	3:00 PM	3:50 PM	50

Canutillo Middle School District

 2024-2025 Bell Schedule 6th Grade				 2024-2025 Bell Schedule 7th Grade				 2024-2025 Bell Schedule 8th Grade			
A Lunch				B Lunch				C Lunch			
	Start Time	End Time	Minutes		Start Time	End Time	Minutes		Start Time	End Time	Minutes
1st Bell	8:10 AM	8:15 AM	5	1st Bell	8:10 AM	8:15 AM	5	1st Bell	8:10 AM	8:15 AM	5
Eagle Braodcast	8:15 AM	8:20 AM	5	Eagle Broadcast	8:15 AM	8:20 AM	5	Eagle Broadcast	8:15 AM	8:20 AM	5
Period 1	8:20 AM	9:10 AM	50	Period 1	8:20 AM	9:10 AM	50	Period 1	8:20 AM	9:10 AM	50
Period 2	9:15 AM	10:05 AM	50	Period 2	9:15 AM	10:05 AM	50	Period 2	9:15 AM	10:05 AM	50
Period 3	10:10 AM	11:00 AM	50	Period 3	10:10 AM	11:00 AM	50	Period 3	10:10 AM	11:00 AM	50
Lunch	11:00 AM	11:35 AM	35	Period 4	11:05 AM	11:55 AM	50	Period 4	11:05 AM	11:55 AM	50
M&M/SEL Period 4	11:40 AM	12:10 PM	30	Lunch	11:55 AM	12:30 PM	35	M&M/SEL Period 5	12:00 PM	12:30 PM	30
Period 5	12:15 AM	1:05 PM	50	M&M/SEL Period 5	12:35 AM	1:05 PM	30	Lunch	12:30 PM	1:05 PM	35
Period 6	1:10 PM	2:00 PM	50	Period 6	1:10 PM	2:00 PM	50	Period 6	1:10 PM	2:00 PM	50
Period 7	2:05 PM	2:55 PM	50	Period 7	2:05 PM	2:55 PM	50	Period 7	2:05 PM	2:55 PM	50
Period 8	3:00 PM	3:50 PM	50	Period 8	3:00 PM	3:50 PM	50	Period 8	3:00 PM	3:50 PM	50



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Canutillo High School

C/00	7:50 am - 8:30 am
Breakfast / 1st pd	8:35 am - 8:45 am / 8:45 am - 9:30 am
2nd pd	9:35 am - 10:20 am
3rd pd	10:25 am - 11:10 am
4th pd	11:15 am - 12:00 pm
Lunch I (9th only)	12:00 pm - 12:40 pm
5th pd (10, 11, 12)	12:05 pm - 12:50 pm
Lunch II (10th, 11th, 12th)	12: 50 pm - 1:30 pm
5th pd (9th)	12:45 pm - 1:30 pm
6th pd	1:35 pm - 2:20 pm
7th pd	2:25 pm - 3:10 pm
8th pd	3:15 pm - 4:00 pm



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Northwest Early College High School

BELL SCHEDULE

A DAYS (MONDAY, WEDNESDAY, FRIDAY)

PERIOD 1: 8:00 AM – 8:50 AM

PERIOD 2: (ADA) 9:00 AM – 9:50 AM

PERIOD 3: 10:00 AM – 10:50 AM

PERIOD 4: 11:00 AM – 11:50 AM

LUNCH: 12:00 PM – 1:00 PM

PERIOD 5: 1:00 PM – 1:50 PM

PERIOD 6: 2:00 PM – 2:50 PM

PERIOD 7: 3:00 PM – 3:50 PM

B DAYS (TUESDAY, THURSDAY)

PERIOD CP: 8:00 AM – 8:20 AM

PERIOD 8: (ADA) 8:30 AM – 9:50 AM

PERIOD 9: 10:00 AM – 11:20 AM

LUNCH: 11:30 AM – 1:00 PM

PERIOD 10: 1:00 PM – 2:20 PM

PERIOD 11: 2:30 PM – 3:50 PM

BELL SCHEDULE

A DAYS (MONDAY, WEDNESDAY, FRIDAY)

PERIOD 1: 8:00 AM – 8:50 AM

PERIOD 2: (ADA) 9:00 AM – 9:50 AM

PERIOD 3: 10:00 AM – 10:50 AM

PERIOD 4: 11:00 AM – 11:50 AM

LUNCH: 12:00 PM – 1:00 PM

PERIOD 5: 1:00 PM – 1:50 PM

PERIOD 6: 2:00 PM – 2:50 PM

PERIOD 7: 3:00 PM – 3:50 PM

B DAYS (TUESDAY, THURSDAY)

PERIOD CP: 8:00 AM – 8:20 AM

PERIOD 8: (ADA) 8:30 AM – 9:50 AM

PERIOD 9: 10:00 AM – 11:20 AM

LUNCH: 11:30 AM – 1:00 PM

PERIOD 10: 1:00 PM – 2:20 PM

PERIOD 11: 2:30 PM – 3:50 PM

Substitute Teacher Pay Scale

Substitute Teacher Pay	Rate Per Day	Long Term (On 11th consecutive day)
Non-Degreed (38-59 College Hours) This includes Grandfathered	\$90.00	\$100.00
Non-Degreed (60+ College Hours)	\$100.00	\$110.00
Degreed (Bachelors or Masters)	\$115.00	\$125.00
TX Certified	\$125.00	\$140.00

Special Education (High Impact Only)	Rate Per Day	Long Term (On 11th consecutive day)
Non-Degreed (38-59 College Hours) This includes Grandfathered	\$100.00	\$110.00
Non-Degreed (60+ College Hours)	\$110.00	\$120.00
Degreed (Bachelors or Masters)	\$125.00	\$135.00
TX Certified	\$140.00	\$150.00

Hours of Employment

1. Work hours are:

CAMPUS	AM HOURS	PM HOURS
ELEMENTARY	7:30 AM – 11:30 AM	11:30 AM – 3:30 PM
MIDDLE	8:00 AM – 12:00 PM	12:00 PM – 4:00 PM
HIGH	8:15 AM – 12:15 PM	12:15 PM – 4:15 PM
EARLY COLLEGE	7:50 AM – 11:50 AM	11:50 AM – 3:50 PM
DAEP	7:30 AM – 11:30 AM	11:30 AM – 3:30 PM

2. All substitutes must sign in and clock in at the beginning of their assignment and sign out and clock out at the end of their assignment in the front office to the assign campus.

3. All substitutes are expected to be on duty the entire workday. Substitutes are required to stay at their assigned campus during lunch/prep period unless permission is given by the campus administration.
4. The substitute must be on campus and available during the daily preparations period.
5. If there are errors on time worked, contact the Office Manager at the campus to process a time correction form. The Substitute Coordinator must also be made aware.

Substitute Expectations

1. Follow the lesson plan left by the teacher and ensure students complete all assigned tasks. If no lesson plans are available, please contact the front office.
2. Maintain a safe environment.
3. Always keep students under direct supervision.
4. Refrain from touching any student for any reason, unless to prevent harm to him/herself or others if district employees are not present.
5. Always use appropriate language.
6. Use materials provided by the teacher or other school personnel only.
7. Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
8. Become familiar with emergency procedures.
9. Notify school administration immediately of any unusual incidents which may occur.
10. Leave information concerning the day's activities for the teacher on the Substitute Report Log. Be detailed in your notes.
11. Check with the administrator before leaving an assignment early at the end of the day.
12. Refrain from the use of cell phones during instruction time.
13. Refrain from the use of earpieces.
14. Substitute Teachers are not to share personal social networking sites such as email addresses, Facebook, or Snapchat pages etc. with students.
15. All substitutes are required to perform the duties of the regular teacher including playground, cafeteria, or hallway duty.

16. Substitutes are required to wear their district issued badge while on duty at the assigned school.
17. Substitutes work on an “on call” basis and there is absolutely no guarantee they will be called to work.

Substitute Employment

1. Substitute employment is offered for the current school year and will receive an electronic letter of reasonable assurance to return the following school year.
2. Substitute’s assignments are not available during school holidays/ scheduled closures, weekends, or summer.
3. Substitutes are not allowed to substitute in their children’s classroom.
4. Substitutes will be required to attend returning substitute orientation for those who accept their letter of reasonable assurance.
5. Substitutes are responsible for control of District equipment, books, keys, etc. Failure to manage property accordingly could result in disciplinary action.
6. Safe Schools Mandatory Trainings must be completed on a yearly basis by the deadline set forth by the Human Resources Division.
7. Cybersecurity Training must be completed on a yearly basis by the deadline set forth by Information Technology.
8. Substitutes must have their own transportation as well as the ability to travel to all campuses within the district.
9. Substitutes must be flexible regarding days, times and job assignments based on campus needs.
10. Substitutes are required to have a valid/working contact number.

Termination

1. Any substitute who does not accept assignments for fifteen (15) consecutive workdays may be inactivated. Substitutes will be notified in writing of being inactivated and will need to contact the substitute coordinator to be activated.
2. Any substitute who cancels an assignment three (3) times during the school year, within 24 hours of the assignment, will receive a counseling record, and may result in termination.
3. A verbal notification will be given to substitutes upon receipt of an unsatisfactory evaluation and denial of assignments at the campus as requested by the campus administrator.

4. Three unsatisfactory evaluations and/or written complaints from the campus administrator/supervisor regarding poor performance could result in termination. Campus principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from the list for that campus.
5. One letter of complaint of a serious nature from a campus administrator will be investigated, and a determination of further employment will be made.
6. Failure to comply with the standards of conduct stipulated in District policy, Employee Standards of Conduct; Code of Ethics and Standard Practices for Texas Educators, substitute job description or any other District policy may result in disciplinary action up to and including termination.
7. Leaving the assignment without permission is unacceptable and subject to disciplinary action up to termination.

Substitute Availability

1. Any changes to the days of availability, and campus preferences may be made by logging in to the home page at www.canutillo-isd.org then Staff and selecting the Substitute Teacher Service Center.
2. Substitutes who accept an assignment but are then unable to fulfill the assignment MUST inform the campus front office FIRST immediately, and the Substitute Coordinator SECOND.
3. Long term assignments are based on district needs and are evaluated on an annual basis.
4. As substitutes you may be required from CISD to provide distance learning or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical and social growth. This will be based on district needs as prescribed by the Human Resources Division. Substitutes that are selected will be provided with specific responsibilities and duties in the following areas:
 - a. Instructional strategies.
 - b. Communication
 - c. Student Growth and Development
 - d. Classroom Management and Organization
 - e. Review the Mental demands/Physical demands and Environmental factors.

Principal Feedback

Principals or assistant principals must fill out the Substitute Evaluation Form when a negative or concerning incident occurs on their campus.

Human Resource must meet with the substitute teacher to discuss the concern on the evaluation form.

The substitute teacher may be blocked from the campus until investigation has been completed or at the principal's request.

When a substitute receives three unfavorable evaluation forms, or one report of a severe nature, the substitute teacher will be removed from the active substitute pool. If the incident is severe, it may lead to termination and may be reported to the State Board of Educator Certification and/or the Texas Education Agency.

Special Education Units

PROGRAMS	CAMPUSES
RESOURCE / INCLUSION / MAINSTREAM	ALL CAMPUSES
INSTRUCTIONAL SKILLS CLASS (ISC)	GES(3), AMS, CHS
DEVELOPMENTAL SKILLS CLASS (DSC)	CES(2), AMS, CHS(2 1/2)
ASSISTED LIVING SKILLS CLASS (ALS)	DDE, CHS
BEHAVIOR INTERVENTION CLASS (BIC)	BCE, CMS, CHS
STRUCTURED LANGUAGE COMMUNICATION CLASS (SLC)	BCE(2), CMS, CHS
PRESCHOOL PROGRAM FOR CHILDREN WITH DISABILITIES (PPCD) (3-5 YEARS OF AGE)	JDE (2)

BIC- behavioral /emotional issues some may be on inclusion-runners- short fuse -give them space

ISC- About 3 grades below- Routines is important- DSC-Life Skills Class- Diaper changes, behavioral issues, some lifting.

ALSC - number of concerns- non verbal, non mobile, medical fragile, range of motion limited

PPCD- more mobile/runners / diaper changing

SLC- make no eye contact, protect their space, touch sensitivity, can fixate on shiny items, ritual and routine very important.

Important Dates for 2024-2025

July 31	Pay Day (06/30/24 – 07/20/24)
August 5	First Day of Work for CISD Substitutes
August 15	Pay Day (07/21/24 – 08/03/24)
August 30	Pay Day (08/04/24 – 08/17/24)
September 2	Holiday: Labor Day
September 18	Parent Teacher Conference (Only Long-Term Substitutes can work)
September 13	Pay Day (08/18/24 – 08/31/24)
September 30	Pay Day (09/01/24 – 09/21/24)
October 7-11	Fall Intersession (NWECHS in session)
October 9	Parent Teacher Conference (Only for NWECHS)
October 15	Pay Day (09/22/24 – 09/28/24)
October 9-13	Fall Break (NWECHS in session)
October 31	Pay Day (09/29/24 – 10/19/24)
November 11	Holiday: Veterans Day
November 15	Pay Day (10/20/24 – 11/02/24)
November 25-29	Thanksgiving Break
November 29	Pay Day (11/03/24 – 11/16/24)
December 13	Pay Day (11/17/24 – 11/23/24)
December 23 – Jan. 6	Winter Break
December 31	Pay Day (11/24/24 – 12/14/24)
January 15	Pay Day (12/15/24 – 01/04/25)
January 20	Holiday: Martin Luther King Day
January 31	Pay Day (01/05/25 – 01/18/25)
February 12	Parent Teacher Conference (Only Long-Term Substitutes can work)
February 14	Pay Day (01/19/25 – 02/01/25)

February 19	Parent Teacher Conference (Only for NWECHS)
February 28	Pay Day (02/02/25 – 02/15/25)
March 3-7	Spring Intersession (NWECHS in session)
March 10-14	Spring Break
March 14	Pay Day (02/16/25 – 03/01/25)
March 18	Holiday: Good Friday
March 31	Pay Day (03/02/25 – 03/22/25)
April 15	Pay Day (03/23/25 – 04/05/25)
April 30	Pay Day (04/06/25 – 04/19/25)
May 2024	Substitute Renewal (Letter of Reasonable Assurance must be electronically accepted to return the following school year)
May 15	Pay Day (04/20/25 – 05/03/25)
May 16	Last Day of Instruction for NWECHS
May 26	Holiday: Memorial Day
May 29	Last Day of Work for CISD Substitutes
May 30	Pay Day (05/04/25 – 05/17/25)
June 13	Pay Day (05/18/25 – 05/31/25)
June 30	Pay Day (06/01/25 – 06/21/25)

Substitute Teacher Tips

ARRIVE 15 TO 30 MINUTES EARLY

Not only does this reflect well on you, but it will give you time to prepare for the day. Often, you will need to check in with the office where someone will direct you to your classroom. Arriving early means you'll have time to read the lesson plan and any notes the teacher has left for you. **YOU ARE EXPECTED TO ARRIVE 15 -30 MINUTES BEFORE THE JOB START TIME.** If for some reason you believe you will be late, it is expected that you contact the school to let them know by giving them a call (you can find the front office number on their website). Trust us, you'll be glad you did.

BE CONFIDENT

Students will try to tell you that their regular teacher "lets them do" certain things or act a particular way. In these moments, be confident. Remember, you are the teacher for the day. You have the authority. If you still feel unsure about something, you can always ask a neighboring teacher.

GET TO KNOW OTHER TEACHERS

Introducing yourself to other teachers is a great way to market yourself. Let other teachers get familiar with who you are and they may remember to request you the next time they need a sub. Also, if at any point you need help, you can turn to them for guidance.

IDENTIFY HELPERS

One of the best practices you can do when you start your day is find the helpers in the classroom. "Helpers" are those students who either the teacher has identified for you or you have noticed are very cooperative. These students are willing to help you. They know what to do and will listen to your direction.



STAY ON TASK

Most of the time a teacher will leave a lesson plan on their desk. Try your best to get through all the activities in the lesson plan. Doing so will help the teacher stay on task with their curriculum and make the day valuable for students.



WALK AROUND

Having control of your classroom is much easier when you don't just stand in front of the class. WALK AROUND. If they are working quietly on an assignment, ask some students about it and check in on how they are doing. If you are presenting a lesson, make it exciting by moving around the class. Make eye contact with individual students and get them involved. This will keep your class much more engaged and less likely to act up.

BRING BACK UP ACTIVITIES

Let's say you don't receive a lesson plan or it just isn't going well. What do you do? It's always good to have a backup plan to keep students engaged. It could be a writing assignment, a word search, or an educational game that gets them out of their seat. Keep them busy!



ASK QUESTIONS

When in doubt, ask questions. Let's say you are having hard time getting the kids to focus on a lesson plan task. A great way to keep them engaged is by asking questions. Maybe a student has a story they would like to tell that relates to the subject. Either way, asking them questions shows that you value their thoughts and experiences.

STAY "ON TREND"

This may sound silly, but when you are working with high school and middle school students, it could be a life saver. Stay up to date on what your students care about, new trends, find out what shows students watch, and know what kind of music they like. Having this knowledge can help you relate to them and get them engaged.



DO NOT SHARE PERSONAL INFORMATION

It is NEVER appropriate to share your phone number, email, or social accounts with students. Doing so will result in serious consequences including removal from the active substitute list. Additionally, it is inappropriate to share you political or religious beliefs in a classroom setting.



LEAVE A NOTE

Leave a note on the teacher's desk and let them know how the day went, what activities you completed, and if there were any kids who stood out to you positively or negatively. It will help them to know where to pick up and who to reward. Remember, be professional.



TIDY UP THE ROOM

This may not seem like a big deal, but teachers expect and appreciate that substitutes leave the room the way they found it. This means, all desks back in order, no trash on the floor, whiteboard clean, assignments neatly stacked on the teachers desk, and more. Try to imagine that this is your classroom. How would you want it to look?



KNOW WHAT TO DO IN AN EMERGENCY

While you should ask for the emergency procedures any time you go to a new school, something you **SHOULD ALWAYS** be aware of is the Standard Response Protocol (SRP) used by Canutillo ISD. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

LOCKOUT is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.

LOCKDOWN is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self protection.

You are expected to **KNOW** what these terms mean and what to do when you hear them over the school sound system. Please review the SRP sheet.



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground



Canutillo A Premier District

2024-25 School Calendar

Calendario Escolar

Legend / Clave

 Holiday/District Closure Día Festivo/Distrito Cerrado	 Intercession (Week off) Intersección
 Parent/Teacher Conference Conferencia de padres y maestros	 First Day of Instruction Primer día de instrucción
 District Staff Development / PLC Días de desarrollo profesional	 Last Day of Instruction Ultimo día de instrucción
 Campus Staff Development / PLC Días de desarrollo profesional	▶ Grading Period Begins Comienza el periodo de calificaciones
 Teacher Work Days Días hábiles para maestros	◀ Grading Period Ends Termina el periodo de calificaciones
 STAAR/EOC Testing Window Día de examen	

Holidays/Días Festivos

4th of July Break/Vacaciones de 4 de julio	07/1-5
Labor Day/Día del Trabajo	09/02
Fall Break/Descanso de otoño	10/7-11
Veterans Day/Día de los Veteranos	11/11
Thanksgiving Break/Vacaciones de otoño	11/25-29
Winter Break/Vacaciones de invierno	12/23-01/06
Martin Luther King Day/Día de Martin Luther	01/20
Spring Intercession/Intersección de primavera	03/3-7
Spring Break/Vacaciones de primavera	03/10-14
Holiday/Día Festivo	04/18
Memorial Day/Día de Conmemoración de los Caídos	05/26

Nine Weeks Reporting Periods/ Periodo de calificaciones de 9 semanas

1st 9-Weeks / 1ras 9 semanas	08/05 - 10/03
2nd 9-Weeks / 2das 9 semanas	10/14 - 12/20
3rd 9-Weeks / 3ras 9 semanas	01/07 - 03/21
4th 9-Weeks / 4tas 9 semanas	03/24 - 05/29

No classes for students)/ no hay clases para los estudiantes

Staff Development / Entrenamiento	08/21
Fall Semester Parent Teacher Conference / Conferencia de padres y maestros	09/18
Staff Development / Entrenamiento	11/01
Spring Semester Parent Teacher Conference / Conferencia de padres y maestros	02/12
Staff Development / Entrenamiento	04/02

Staff Misc. Info / Información miscelánea para empleados

Staff Development /Días de desarrollo profesional	8
Teacher Work Day / Días hábiles para maestro	4
Total Teacher Contract / Total de Días que el maestro esta en contrato	187
Total Instructional Days / Total de días de instrucción	173
Total Minutes/ Total de minutos	77,850
Inclement Weather & Emergencies/ Días para emergencias y clima inclemente	5

JULY / JULIO 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST / AGOSTO 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER / SEPTIEMBRE 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER / OCTUBRE 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER / NOVIEMBRE 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER / DICIEMBRE 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY / ENERO 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY / FEBRERO 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH / MARZO 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL / ABRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY / MAYO 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE / JUNIO 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				



Northwest Early College High School

2024-25 School Calendar Calendario Escolar

Legend/Claves

Holiday/District Closure
Día Festivo/Distrito Cerrado

EPCC Holiday
Día festivo en EPCC

NWECHS & EPCC Holiday
Día festivo en NWECHS y EPCC

Parent/Teacher Conference
Conferencia de Padres y Maestros

Early Release
Salida temprana

District Staff Development / PLC
Días de desarrollo profesional

Campus Staff Development / PLC / Workday
Días de desarrollo profesional

Teacher Workday
Días hábiles para maestros

Griffin Academy
Orientación para estudiantes de nuevo ingreso

EOC Testing
Exámenes de fin de curso

EPCC Final Exams
Exámenes finales de EPCC

First Day of Class for 9th grade
Primer día de instrucción para estudiantes en 9no grado

First Day of Class for 10th, 11th & 12th grades
Primer día de instrucción para estudiantes en grados 10, 11 y 12

Last Day of Instruction
Ultimo día de instrucción

EPCC Semester Starts
Comienza el Semestre de EPCC

EPCC Semester Ends
Termina el Semestre de EPCC

NWECHS Grading Period Starts
Comienza el periodo de NWECHS

NWECHS Grading Period Ends
Termina el periodo de NWECHS

Holidays/Días Festivos

4th of July Break/Vacaciones de 4 de julio

07/1-5

Labor Day/Día del Trabajo

09/02

Veterans Day/Día de los Veteranos

11/11

Thanksgiving Break/Vacaciones de otoño

11/25-29

Winter Break/Vacaciones de invierno

12/16-01/07

Martin Luther King Day/Día de Martin Luther

01/20

Spring Break/Vacaciones de primavera

03/10-14

Holiday/Día Festivo

04/18

Nine Weeks Reporting Periods/

Periodo de calificaciones de 9 semanas

1st 9-Weeks / 1ras 9 semanas

08/05 - 10/04

2nd 9-Weeks / 2das 9 semanas

10/07 - 12/13

3rd 9-Weeks / 3ras 9 semanas

01/08 - 03/07

4th 9-Weeks / 4tas 9 semanas

03/17 - 05/16

No classes for students)/ no hay clases para los estudiantes

Staff Development / Entrenamiento

09/25

Staff Misc. Info / Información miscelánea para empleados

Staff Development / Días de desarrollo profesional

5

Teacher Work Day / Días hábiles para maestro

5

Total Teacher Contract /

Total de Días que el maestro esta en contrato

187

Total Instructional Days / Total de días de instrucción

172

Total Minutes/ Total de minutos

80,370

Inclement Weather & Emergencies/

Días para emergencias y clima inclemente

10

JULY / JULIO 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST / AGOSTO 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER / SEPTIEMBRE 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER / OCTUBRE 2024				
M	T	W	T	F
	1	2	3	4
7	8	9/*	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER / NOVIEMBRE 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER / DICIEMBRE 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY / ENERO 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY / FEBRERO 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19/*	20	21
24	25	26	27	28

MARCH / MARZO 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL / ABRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY / MAYO 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE / JUNIO 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				



2024 - 2025
CANUTILLO ISD
SEMI-MONTHLY PAYROLL SCHEDULE

Pay Date	Pay Period Dates	Timecard Approval Due	Payroll Processing Date	Pay Date	Pay Period Dates	Timecard Approval Due	Payroll Processing Date
2024				2025			
Fri Jul 15	06/16/24 - 06/22/24 06/23/24 - 06/29/24	07/09/24	07/11/24	Wed Jan 15	12/15/24 - 12/21/24 12/22/24 - 12/28/24 12/29/24 - 01/04/25	01/07/25	01/13/25
Wed Jul 31	06/30/24 - 07/06/24 07/07/24 - 07/13/24 07/14/24 - 07/20/24	07/23/24	07/29/24	Fri Jan 31	01/05/25 - 01/11/25 01/12/25 - 01/18/25	01/21/25	01/29/25
Thurs Aug 15	07/21/24 - 07/27/24 07/28/24 - 08/03/24	08/06/24	08/13/24	Fri Feb 14	01/19/25 - 01/25/25 01/26/25 - 02/01/25	02/04/25	02/12/25
Fri Aug 30	08/04/24 - 08/10/24 08/11/24 - 08/17/24	08/20/24	08/28/24	Fri Feb 28	02/02/25 - 02/08/25 02/09/25 - 02/15/25	02/18/25	02/26/25
Fri Sept 13	08/18/24 - 08/24/24 08/25/24 - 08/31/24	09/03/24	09/11/24	Fri Mar 14	02/16/25 - 02/22/25 02/23/25 - 03/01/25	03/04/25	03/06/25
Mon Sept 30	09/01/24 - 09/07/24 09/08/24 - 09/14/24 09/15/24 - 09/21/24	09/24/24	09/26/24	Mon Mar 31	03/02/25 - 03/08/25 03/09/25 - 03/15/25 03/16/25 - 03/22/25	03/25/25	03/27/25
Tues **Oct 15	09/22/24 - 09/28/24	10/01/24	10/03/24	Tues Apr 15	03/23/25 - 03/29/25 03/30/25 - 04/05/25	04/08/25	04/11/25
Thurs Oct 31	09/29/24 - 10/05/24 10/06/24 - 10/12/24 10/13/24 - 10/19/24	10/22/24	10/29/24	Wed Apr 30	04/06/25 - 04/12/25 04/13/25 - 04/19/25	04/22/25	04/28/25
Fri Nov 15	10/20/24 - 10/26/24 10/27/24 - 11/02/24	11/05/24	11/13/24	Thurs May 15	04/20/25 - 04/26/25 04/27/25 - 05/03/25	05/06/25	05/13/25
Fri **Nov 29	11/03/24 - 11/09/24 11/10/24 - 11/16/24	11/19/24	11/21/24	Fri May 30	05/04/25 - 05/10/25 05/11/25 - 05/17/25	05/20/25	05/28/25
Fri Dec 13	11/17/24 - 11/23/24	12/03/24	12/10/24	Fri Jun 13	05/18/25 - 05/24/25 05/25/25 - 05/31/25	06/03/25	06/11/25
Tues **Dec 31	11/24/24 - 11/30/24 12/01/24 - 12/07/24 12/08/24 - 12/14/24	12/17/24	12/19/24	Mon Jun 30	06/01/25 - 06/07/25 06/08/25 - 06/14/25 06/15/25 - 06/21/25	06/24/25	06/26/25

**** Pay dates are scheduled during a break**

Note: overtime hours, extra duty pay, and absences will be posted according to the pay period dates.

UPDATE THE PAYROLL DEPARTMENT ON BANK ACCOUNT CHANGES



2024-2025 School Calendar

Human Resources Division

7965 Artcraft Rd, El Paso, TX 79932 | Phone: 915.877.7423 Fax: 915.877.7525

[illegible]

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday
	1 Holiday/District Closure	2 Holiday/District Closure
7	8	9
14	15	16
21	22	23
28	29 District Staff Development (No classes for students)	30 District Staff Development (No classes for students)

JULY 2024

Wednesday	Thursday	Friday	Saturday
3 Holiday/District Closure	4 Holiday/District Closure	5 Holiday/District Closure	6
10	11	12	13
17	18	19	20
24	25 Teacher Work Day (No classes for students)	26 Campus Staff Development (No classes for students)	27
31 District Staff Development (No classes for students)			

Notes:

[illegible]

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday
4	5	6
11	12	13
18	19	20
25	26	27

AUGUST 2024

Wednesday	Thursday	Friday	Saturday
	1 Campus Staff Development (No classes for students)	2 Teacher Work Day (No classes for students)	3
7	8	9	10
14	15	16	17
21 District Staff Development (No classes for students)	22	23	24
28	29	30	31

Notes:



NOTES:

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday
1	2 Holiday/District Closure	3
8	9	10
15	16	17
22	23	24
29	30	

SEPTEMBER 2024

Wednesday	Thursday	Friday	Saturday
4	5	6	7
11	12	13	14
18 Parent/Teacher Conference	19	20	21
25	26	27	28

Notes:



September '24

November '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday
		1
6	7 Holiday/District Closure	8 Holiday/District Closure
13	14 Grading Period Begins	15
20	21	22
27	28	29



October 2024

Wednesday	Thursday	Friday	Saturday
2	3	4 Grading Period Ends	5
9 Holiday/District Closure	10 Holiday/District Closure	11 Holiday/District Closure	12
16	17	18	19
23	24	25	26
30	31		

NOTES:

NOTES:

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday
3	4	5
10	11 Holiday/District Closure	12
17	18	19
24	25 Holiday/District Closure	26 Holiday/District Closure



NOVEMBER 2024

Wednesday	Thursday	Friday	Saturday
		1 District Staff Development (No classes for students)	2
6	7	8	9
13	14	15	16
20	21	22	23
27 Holiday/District Closure	28 Holiday/District Closure	29 Holiday/District Closure	30

Notes:



NOTES:

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sunday	Monday	Tuesday
1	2	3
8	9	10
15	16	17
22	23	24
	Holiday/District Closure	Holiday/District Closure
29	30	31
	Holiday/District Closure	Holiday/District Closure

DECEMBER 2024

Wednesday	Thursday	Friday	Saturday
4	5	6	7
11	12	13	14
18	19	20 Grading Period Ends	21
25 Holiday/District Closure	26 Holiday/District Closure	27 Holiday/District Closure	28

Notes:



February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

JANUARY 2025

Wednesday	Thursday	Friday	Saturday
1 Holiday/District Closure	2 Holiday/District Closure	3 Holiday/District Closure	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

Notes:

[illegible]

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday
2	3	4
9	10	11
16	17	18
23	24	25

FEBRUARY 2025

Wednesday	Thursday	Friday	Saturday
			1
5	6	7	8
12 Parent/Teacher Conference	13	14	15
19	20	21	22
26	27	28	

Notes:

[illegible]

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday
2	3 Intercession	4 Intercession
9	10 Holiday/District Closure	11 Holiday/District Closure
16	17	18
23	24 Grading Period Begins	25
30	31	

MARCH 2025

Wednesday	Thursday	Friday	Saturday
			1
5 Intersession	6 Intersession	7 Intersession	8
12 Holiday/District Closure	13 Holiday/District Closure	14 Holiday/District Closure	15
19	20	21 Grading Period Ends	22
26	27	28	29

Notes:

[illegible]

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday
		1
6	7	8
13	14	15
20	21	22
27	28	29

APRIL 2025

Wednesday	Thursday	Friday	Saturday
2	3	4	5
9	10	11	12
16	17	18 Holiday/ District Closure	19
23	24	25	26
30			

Notes:



NOTES:

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

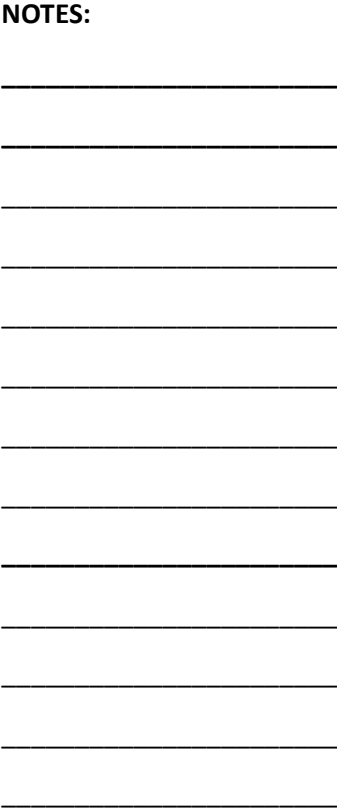
June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday
4	5	6
11	12	13
18	19	20
25	26	27
	Holiday/District Closure	

MAY 2025

Wednesday	Thursday	Friday	Saturday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29 Grading Period Ends Last Day of Instruction	30 Teacher Work Day (No classes for students)	31

Notes:



July '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday
1	2	3
8	9	10
15	16	17
22	23	24
29	30	

JUNE 2025

Wednesday	Thursday	Friday	Saturday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Notes: