



**Katy ISD
Sundown Elementary School
PFE Plan
2025-2026**



For translation or additional assistance, please contact the Principal's Secretary. Si necesita ayuda para traducir este documento, llame al (281) 237-5400 o envíe un correo electrónico a karintorres@katyisd.org

2025-2026 Parent and Family Engagement (PFE) Program	
What is it?	Sundown Elementary seeks academic excellence. We believe with parent and teacher cooperation all children can learn and work as responsible citizens of the Sundown Community and the world. Our goal is to build a collaborative partnership between our school and our parents which will then benefit the students at our school. We recognize that parental involvement in a child's learning is essential in achieving academic success. When the school and the home form a strong partnership together they promote high expectations, which helps all students succeed. One way we continue to do this is by participating in the Title 1, Part A State Program. This program provides funding for low socioeconomic schools. In return, we promise to meet the expectations laid out for us by the Texas Education Agency and the United States Department of Education.
Funding	Title I funds will be allocated for the implementation of the parent and family engagement program. Such programs, activities, and procedures will be planned and implemented with meaningful consultation with parents of participating children.
Review	All use of funding and activities can be reviewed by the Texas Education Agency upon request to ensure they meet the need of the PFE Program
Family Meetings	Family meetings are an important way for us to connect with parents and caregivers, share information, and gather feedback to strengthen our school community. These meetings are designed to be welcoming, informative, and collaborative. 1. Purpose of Family Meetings • Provide families with timely information about the Title I program, including curriculum, assessments, and student progress. • Offer opportunities to learn strategies for supporting student learning at home.



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- Create a space for two-way communication where families can ask questions, share ideas, and provide input.

2. Types of Meetings Offered

- **Annual Title I Meeting:** Held each year to explain the Title I program, parent and family engagement policy, and school-parent compact.
- **Curriculum and Academic Nights:** Focused sessions where families learn about grade-level expectations, state standards, and instructional resources.
- **Workshops and Trainings:** Interactive opportunities for parents to gain skills in areas such as literacy, math, technology, or social-emotional learning.
- **Campus Advisory Team Meetings:** Regular meetings where families can provide feedback and help make decisions about school programs and improvement plans.

3. Accessibility and Support

- Meetings are scheduled at various times (morning, afternoon, evening) to accommodate different family schedules.
- Translation services are provided whenever possible to ensure all families can participate.
- Meeting information is shared in advance through multiple channels (Class Dojo, newsletters, phone messages, flyers, website, social media, marquee) to maximize participation.

By participating in family meetings, parents and caregivers play an active role in shaping the educational experience at our school and ensuring student success.

How to Be Involved

We believe that families are our partners in student success. Parents and caregivers are encouraged to take an active role in their child's education and in the life of our school. There are many ways to be involved, both at home and on campus:



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1. Stay Connected

- Attend school events such as parent meetings, curriculum nights, performances, and learning celebrations.
- Read and respond to school communications sent through email, phone calls, newsletters, and our campus website.
- Participate in parent-teacher conferences and maintain ongoing communication with your child's teachers.

2. Volunteer Opportunities

- Support your child's classroom or grade level by assisting teachers with projects or special events.
- Serve as a volunteer for field trips, library support, or school-wide activities.

3. Parent Input and Leadership

- Share your ideas and feedback during Title I meetings, surveys, and workshops.
- Serve on decision-making committees such as the Campus Advisory Team.
- Help review and update the Parent and Family Engagement Policy annually.

4. Support Learning at Home

- Encourage good attendance and daily reading at home.
- Set aside time for homework and talk with your child about what they are learning.
- Use resources provided by the school to reinforce skills and extend learning.

We welcome and value the participation of all families. By working together, we create a strong foundation for student achievement and school success.



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Family training is an opportunity for family members to learn new knowledge and skills from other parents, community members, and educators. The schedule and locations listed below are subject to change. Any changes made will be communicated via the call out system, emails, and on our school website.

- **Meet the Teacher**
 - Date and Time: August 11, 2025, 4:00p-6:30pm
 - Location: Sundown Elementary
- **Grandparent's Day Luncheon and Literati Book Fair (Book Fair September 8-12, 2026)**
 - September 9, 2025 (Grades PK, 2 and 4) during grade level lunch periods
 - Location: Sundown Elementary
- **Grandparent's Day Luncheon and Literati Book Fair (Book Fair September 8-12, 2026)**
 - September 10, 2025 (Grades K, 1, 3 and 5) during grade level lunch periods
 - Location: Sundown Elementary
- **Title I & Sundown Curriculum Orientation**
 - Date and Time: September 16, 2025, 5:00-5:45 p.m. and 6:00-6:45 p.m.
 - Location: Sundown Elementary
 - This event is for families to learn about what it means to belong to a Title 1 school and a curriculum orientation for each grade level.
- **Campus Advisory Team Meeting**
 - Date and Time: October 9, 2025, 8:15-9:30 a.m.
 - Location: Sundown Elementary
 - This meeting is an opportunity for the campus Principal to share goals, accomplishments and information about Sundown Elementary with parents, as well as receive input from parents

**Family
Trainings/Activities**



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- **Amazing Armadillo Awards Ceremony**
 - Date and Time: October 23, 2025 during the school day for awarded students
 - Location: Sundown Elementary
 - This event is to recognize students who exhibit RISE each day. RISE is our Positive Behavior Intervention System (PBIS) for Sundown, and articulates our character and behavioral expectations. All students have the opportunity to earn this award.
- **Field Day - Grades 3rd-5th Grade**
 - Date and Time: October 30, 2025, during the school day
 - This event invites parents to participate in health, physical fitness and wellness activities with their child in a fun atmosphere
- **Title 1 Orientation/Parent Compact Development and Coffee with the Principal**
 - Date and Time: November 5, 2025
 - Location: Sundown Elementary
 - This event is to learn about what it means to belong to a Title 1 school, to revise our Parent Compact, and dialogue with the campus Principal about Sundown Elementary
- **International Night**
 - Date and Time: November 6, 2025, 5:30-7:00 p.m.
 - Location: Sundown Elementary
 - This event allows families to engage with the various cultures at Sundown by having exposure to countries, food, games, and performances.
- **Veteran's Day Musical Performance**
 - Date and Time: November 11, 2025, 5:30 p.m.
 - Location: Sundown Elementary



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- Campus Advisory Team Meeting
 - Date and Time: November 17, 2025, 8:15-9:30 a.m.
 - Location: Sundown Elementary
 - This meeting is an opportunity for the campus Principal to share goals, accomplishments and information about Sundown Elementary with parents, as well as receive input from parents
- Amazing Armadillo Awards Ceremony
 - Date and Time: December 11, 2025 during the school day for awarded students
 - Location: Sundown Elementary
 - This event is to recognize students who exhibit RISE each day. RISE is our Positive Behavior Intervention System (PBIS) for Sundown, and articulates our character and behavioral expectations. All students have the opportunity to earn this award.
- Super Singers Holiday Musical Performance
 - Date and Time: December 18, 2025
 - Location: Sundown Elementary
- Lighting the Way from Foundations to STAAR Night
 - Date and Time: January 13, 2026, 5:30-7:00 p.m.
 - Location: Sundown Elementary
 - This event provides strategies for families to engage with their students about learning and parents will learn how to help their child with foundational learning and the upcoming STAAR tests.
- Reach for the Stars STREAM Night/CATCH Family Event
 - Date and Time: February 24, 2025, 5:30-7:00 p.m.
 - Location: Sundown Elementary
 - This event is where parents will participate in activities about science, technology, reading and math as well as explore STEM learning in the Houston Museum of Natural Science Discovery Domes. Also during this event, families will learn the CATCH program's purpose, activities, and how it supports their child's health and learning.



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- Spring Book Fair
 - Date and Time: March 2, 2026- March 6, 2026
 - Location: Sundown Elementary
 - This is an opportunity for students and their families to grow their love of reading through exposure to high quality reading materials
- Amazing Armadillo Awards Ceremony
 - Date and Time: March 5, 2026 during the school day for awarded students
 - Location: Sundown Elementary
 - This event is to recognize students who exhibit RISE each day. RISE is our Positive Behavior Intervention System (PBIS) for Sundown, and articulates our character and behavioral expectations. All students have the opportunity to earn this award.
- Field Day - Grades Kindergarten-2nd Grade
 - Date and Time: March 20, 2026, during the school day
 - This event invites parents to participate in health, physical fitness and wellness activities with their child in a fun atmosphere
- Campus Advisory Team Meeting/Campus Needs Assessment for the Campus Improvement Plan
 - Date and Time: March 23, 2026, 8:15-9:30 a.m. .
 - Location: Sundown Elementary
 - This meeting is an opportunity for the campus Principal to share goals, accomplishments and information about Sundown Elementary with parents, and to develop with multiple stakeholders (including parents and community) the Campus Needs Assessment that will guide the development of the Campus Improvement Plan.



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- Prekindergarten Egg Hunt and Family Picnic
 - Date and Time: April 2, 2026
 - Location: Sundown Elementary
 - This event invites parents to engage with their Prekindergarten students at school
- Campus Advisory Team Meeting/Campus Needs Assessment for the Campus Improvement Plan
 - Date and Time: March 23, 2026, 8:15-9:30 a.m. .
 - Location: Sundown Elementary
 - This meeting is an opportunity for the campus Principal to share goals, accomplishments and information about Sundown Elementary with parents, and to develop with multiple stakeholders (including parents and community) the Campus Needs Assessment that will guide the development of the Campus Improvement Plan.
- 1st Grade Garden Musical Performance
 - Date and Time: April 30, 2026
- Super Singers Musical Performance
 - Date and Time: May 7, 2026
- Amazing Armadillo Awards Ceremony
 - Date and Time: May 14, 2026 during the school day for awarded students
 - Location: Sundown Elementary
 - This event is to recognize students who exhibit RISE each day. RISE is our Positive Behavior Intervention System (PBIS) for Sundown, and articulates our character and behavioral expectations. All students have the opportunity to earn this award.



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- Celebrations of Learning (Prekindergarten Transition to Kindergarten and Kindergarten)
 - Date: May 18, 2026
 - Location: Sundown Elementary
 - This event invites families into school to celebrate and recognize the learning achievements of their students this school year. Transition activities for Prekindergarten families are included.
- Celebrations of Learning (1st/2nd/3rd/4th Grades)
 - Date: May 19, 2026
 - Location: Sundown Elementary
 - This event invites families into school to celebrate and recognize the learning achievements of their students this school year.
- 5th Grade Promotional Ceremony and Transition to 6th Grade
 - Date and Time: May 19, 2026 @6:00 p.m.
 - Location: Sundown Elementary
 - This event invites families into school to celebrate and recognize the learning achievements of their students this school year. Transition activities are included.

Curriculum

Sundown Elementary curriculum is built on the Texas Essential Knowledge and Skills (TEKS) standards and provides students with a strong foundation in reading, writing, math, science, and social studies, along with physical education and outdoor learning. Instruction is hands-on and inquiry-based, encouraging critical thinking and problem-solving.

**Forms of
Academic
Assessments**

Sundown Elementary employs a **balanced assessment system** that blends multiple tools designed to support both learning and accountability. Teachers regularly use **Campus Based Learning Assessments (CBAs)**, **Literacy Module Assessments (LMAs)**, **Circle Progress Monitoring** (PreK and Kindergarten), **AMIRA** Reading screeners, and **Katy Learning Assessments (KLAs)**—common formative checkpoints—to gather diagnostic insights and adjust instruction accordingly. Beginning this year, the district also incorporated the **Measures of Academic Progress (MAP)** test, a norm-referenced national assessment administered three times per year to monitor student growth relative to peers across the country. In addition, students in grades 3 through 5 take the state-administered **STAAR (State of Texas Assessments of Academic Readiness)** exams, which serve as summative, criterion-referenced measures of mastery in subjects like reading, math, science, and social studies.



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Expected Achievement Levels on Academic Assessments	The State's Performance Standards can be found on this website: https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting Parents can also learn more about their child's school here: https://tea.texas.gov/texas-schools/accountability/academic-accountability/a-f-accountability Sundown Elementary tracks each child's growth throughout the year via local assessments (mentioned above). Teachers help each child track their own learning growth.
Ways to Request Regular Meetings	We encourage families to reach out whenever they have questions, concerns, or ideas to share. Parents and caregivers have the right to request meetings with teachers, administrators, or other school staff at any time. Our goal is to make this process simple, respectful, and responsive to your needs. 1. Requesting a Meeting with Teachers ● Parents may contact their child's teacher directly by email, phone, or written note to request a conference. ● Teachers will respond promptly and schedule the meeting at a mutually convenient time, either in person, by phone, or virtually. ● Parent-teacher conferences may focus on academic progress, behavior, attendance, or ways to support learning at home. 2. Requesting a Meeting with Administration ● Parents may contact the school office by phone, email, or in person to schedule a meeting with the principal or assistant principal. ● Administrative meetings may address school policies, concerns, or questions about Title I programs and services.



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3. Requesting a Meeting with Support Staff

- Families may request meetings with counselors, specialists, or intervention staff to discuss student needs or additional resources.
- Requests can be made through the main office or directly with the staff member.

4. Open Door Policy

- Families are always welcome to request meetings as needs arise; no concern is too small.
- Every effort will be made to schedule requested meetings within a reasonable timeframe.

By providing multiple ways to request meetings, we ensure that families have a voice and feel supported as full partners in their child's education.

School-Parent Compact	The School's Responsibilities	The Guardian's Responsibilities	The Student's Responsibilities	On-Going Communication
	■ Provide high-quality instruction aligned to the TEKS, with additional professional development to ensure teachers are equipped to meet the diverse needs of learners. ■ Offer a supportive and effective learning environment. ■ Implement consistent schoolwide behavior systems that include teaching and reteaching	■ Encourage daily reading, homework completion, and regular attendance. ■ Participate in school activities and parent-teacher conferences to stay connected to student learning and campus initiatives. ■ Reinforce schoolwide behavior expectations at home and communicate openly with teachers about	■ Come to school each day prepared to learn, with completed assignments and a positive attitude. ■ Follow schoolwide expectations for behavior, showing respect for self, peers, and staff. ■ Ask questions, participate actively in class, and take ownership of learning in reading, math, science, and other subjects.	■ Teachers will provide progress updates through conferences, progress reports, report cards, and online platforms. ■ Parents will be invited to workshops, family meetings, and family engagement nights to strengthen the home-school partnership. ■ The school will maintain regular communication through newsletters,



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	expectations, while supporting students' social-emotional growth. 📋 Offer multiple opportunities for families to engage in meaningful school activities, events, and decision-making, including volunteer programs. 📋 Regularly monitor student progress in reading, math, and science, and provide timely interventions for students performing below grade level. 📋 Provide opportunities for parents to participate in decisions regarding the education of their child and extracurricular time.	social-emotional or academic concerns. 📋 Support students' learning by setting aside time at home for study and limiting distractions. 📋 Volunteer on campus when available. 📋 Participate in the decision making of their child's education and extracurricular activities, when appropriate.	📋 Share information about school events, progress, and needs with parents/guardians.	callouts, Class Dojo, and the campus website to keep families informed. 📋 Students will set personal learning and behavior goals and review them regularly with teachers and parents.
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