NEW FAMILY WELCOME GUIDE



OUR MISSION AND PHILOSOPHY

MISSION

Palmer Trinity is an Episcopal school dedicated to promoting academic excellence and inspiring students to lead lives of virtue, humanity and spirit.

PHILOSOPHY

Providing a supportive, inclusive environment for students, we emphasize academic distinction, ethical global citizenship, and character. As members of the greater community, we educate students to lead lives of honor and social responsibility. Palmer Trinity School is committed to diversity and includes students with a range of academic interests, as well as students from diverse ethnic, religious and socio-economic backgrounds.

PALMER TRINITY SCHOOL'S GUIDING PRINCIPLES

Our school community reflects the pride of shared purpose and love of learning in a valuesbased environment, where each child is respected for his or her uniqueness:

SPIRITUALITY

We respect the sacred and honor each individual as created in the image of God.

LEARNING

We cultivate curiosity, creativity, innovation, and scholarship as the foundation of intellectual growth.

DEDICATION

We maintain excellence in academics, athletics, and the arts.

COMMUNITY

We promote collegial relationships between students, faculty, staff, and parents.

SERVICE

We encourage vision, initiative, and leadership in serving each other, the greater community, and the world.

HONOR

We recognize the importance of leading lives of conscience and integrity.

RESPECT

We practice compassion, understanding, and respect the dignity of each human being.

DIVERSITY

We embrace differences among individuals while celebrating our common humanity.

BALANCE

We honor the unity of mind, body and spirit.



STATEMENTS OF COMMITMENT

AS PARENTS WE COMMIT TO:

- » Support in our words and actions the policies, standards and expectations of our school as articulated in the Student Handbook and Honor Code.
- » Communicate concerns with school personnel through appropriate channels, ensuring the most efficient collaboration for the health and well-being of our children.
- » Respect the school calendar, daily schedule and our contractual obligations to the School.
- » Utilize the school's website, email, and other modes of communication to remain informed about school events, policies and updates.
- » Respect the professionals engaged in our child's learning.
- » Provide volunteer support and participate in the school's annual fundraising initiatives.
- » Engage in responsible and respectful digital citizenship.

AS STUDENTS WE COMMIT TO:

- » Strive for academic excellence and continued personal growth
- » Take pride in ourselves and our school community by living the mission of Palmer Trinity and by representing our School in a positive manner at all times.
- » Endorse and adhere to the School's Honor Code.
- » Build school spirit by participating in school activities, exhibiting good sportsmanship, taking advantage of all opportunities supporting one another.
- » Engage in responsible and respectful digital citizenship.

NEW STUDENT CHECKLIST

STUDENT LAPTOPS

] Order by **JUNE 1**st

Schedule <u>one</u> 90-minute Technology Orientation session with the Technology Department.

DATES: July 28 – August 1 August 4 – August 8

sessions: Mornings – 10:00 AM to 11:30 AM <u>or</u> Afternoons – 1:30 PM to 3:00 PM

CONTACT: techsupport@palmertrinity.org or call (305) 259-1111

NEW STUDENT SCHEDULES

Class Schedules will be available through Plus Portals on Friday, August 1st. Plus Portals can be found on the New Parent Portal.

CONTACT: techsupport@palmertrinity.org or call (305) 259-1111

PTS SHUTTLE BUS SERVICE

] Online registration and information can be found on the New Parent Portal on Friday, July 18th.

CONTACT: Taylor Haas at thaas@palmertrinity.org or call (305) 969-4260

MEDICAL FORMS

All health forms MUST be uploaded, directly to MAGNUS. Forms cannot be accepted by Palmer Trinity School. ALL DOCUMENTS MUST BE COMPLETED BEFORE JULY 15TH. STUDENTS MISSING ANY FORMS WILL NOT BE PERMITTED IN SCHOOL. MAGNUS can be found on the New Parent Portal. Please note that by state requirements, all medical forms MUST be completed by a Florida-licensed physician.

CONTACT: Nurse, Patty Lema at plema@palmertrinity.org or call (305) 969-4248









ATHLETICS

Any Student wishing to participate in any fall sports must register with Arbiter by **JULY 27TH**. Arbiter can be found on the New Parent Portal.

CONTACT: Dave Lanham at dlanham@palmertrinity.org or call (305) 969-4211

SUMMER READING AND MATH PACKETS

Math Packets and Summer Reading Books can be found on the New Parent Portal.

CONTACT: Mary Andreu at mandreu@palmertrinity.org or call (305) 251-2230

UNIFORMS

Uniforms may be purchased through:

LANDS' END (800) 469-2222 www.landsend.com



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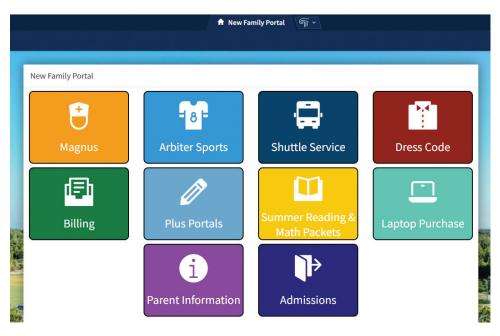


PTS PARENT PORTAL

Visit our website, www.palmertrinity.org and click on the NEW PARENT LOGIN link.



This will take you to the Parent Portal where you will find many links to other important information regarding PTS.



MAGNUS

Magnus Health System. Here you will be able to upload all required Medical Health forms. All forms must be uploaded prior to July 15th.

ARBITER SPORTS

A registration platform to register your child for any athletic program. Please note, registration is required for any sport participation. Fall season, Winter season and Spring season.

SHUTTLE BUS SERVICE

Online registration and information. Contact information, bus routes, and registration.

BILLING

The primary platform for student billing and payments.

PLUS PORTALS

The main hub for student schedules, grades and other class information.

SUMMER READING AND MATH PACKETS

The resource for summer reading requirements and math packets.

LAPTOP PURCHASE

All students (grades 6th – 12th) are required to purchase the selected Tablet PC from Palmer Trinity School.

PARENT EDUCATION RESOURCES

Helpful website links, Parent to Parent Coffee Notes, Videos and downloads are available.

LIBRARY RESOURCES

Access to PTS Online Library Resources.

NEW WEBSITE COMING SOON!

New website location for logging into the Parent Portal.



025-2026 SCHOOL YEAR CALENDAR

AUGUST 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
²⁴ / ₃₁	25	26	27	28	29	30	

- New Faculty, Staff and Leadership First Day
- Chairs and Leads First Day
- Faculty First Day
- 6-12 Faculty and Staff Workdays
- New Student Orientation
- First Day of School
- Middle School - Back to School Night

OCTOBER 2025

SUN	MON	TUE	-	_		
			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	

- No Late Start US - 1/2 Day for Standardized Testing MS - No School MS - Student Led Conferences (SLC)
- Yom Kippur No School
- Fall Holiday No School
- No Late Start MS - 1/2 Day for Standardized Testing US – No School US - Parent/Teacher/Student Conferences
- Homecoming Game

(10)(17)

SEPTEMBER 2025

(3)

FRI

SAT

- Labor Day - No School

SUN MON TUE WED THU

- Upper School Back to School Night
- Rosh Hashanah No School

NOVEMBER 2025 SUN MON TUE WED THU FRI SAT $(\mathbf{5})$ (12) (19) ²³/₃₀ Professional Development Day -No Students

24-28 Thanksgiving Break - No School

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT	
	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				
8-11	World Languages & Semester Course Assessments						
12-19	First Semester Assessments						
17	No I	ata St	- #t				

- No Late Start
- End of Semester I
- 22-31 Holiday Break No School

JANUARY 2026 SUN MON TUE WED THU FRI SAT (7)(14) 21) 28) 29

- Holiday Break No School 1-2
- Professional Development Day -No Students
- First Day of Second Term
- Martin Luther King, Jr. Day - No School

FEBRUARY	2026
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SUN	MON	TUE	WED	THU	FRI	SAT
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
23	24	25	26	27	28	

- 9 Professional Development Day -No Students
- 16 President's Day - No School
- 18 Ash Wednesday - No School
- 16-20 Winter Break No School

APRIL 2026							
SUN	MON	TUE	WED	THU	FRI	SAT	
			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			
•	0			0.1	1		

3 Good Friday - No School 6 Easter Monday - No School

27-30 IB Exams

JUNE 2026								
SUN	MON							
		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						
1-3	Second Semester Assessments (Cont.)							
2	MS Closing Ceremony							

- 2 No Late Start 3
- 4 End of Semester II
- End of Semester for Chairs/Leads 5
- Summer Camp Begins 8
- Juneteenth No School 19

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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				
6	Drofe	sciona	Dev	lonm	ant Da	37

6 Professional Development Day -No Students

11-12 No Late Start 1/2 Day for All Students MS - Student Led Conferences (SLC) US - Parent/Teacher/Student Conferences

23-27 Spring Break (TBD) - No School

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT		
					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		
1-20	IB Ex	ams						
4-15	AP/S	enior	Assess	ments				
15	Bacca	alaure	ate					
16	Grad	uatior	1					
18-22		World Languages & Semester Course Assessments						
25	Memorial Day – No School							
26	½ Da	y for	All Stu	ıdents				
27	No L	ate St	art					

27-29 Second Semester Assessments

IULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			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	

- Independence Day (Observed) -3 No School
- 4 Independence Day

School Closed

Half Day

Begin/End Grading Period

DRESS CODE

Palmer Trinity School uniform is available at Lands' End. Pants and shorts may also be purchased from other vendors in the same colors and styles carried by Lands' End.

LANDS' END

www.landsend.com PTS School Code: 900167701 Phone: (800) 469-2222

VIOLATIONS OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION.

UNIFORM BOTTOMS

Uniform bottoms are available through Lands' End. ***Pants and shorts may also be purchased from other vendors in the same colors and styles carried by Lands' End.** Uniform bottoms must be of appropriate size/length and may not be ripped, torn or written on.

- » PANTS* Navy, Khaki or Stone. Pants must be worn at the waist and be ankle length or longer. Pants may not be shortened by rolling.
- » SHORTS* Navy, Khaki or Stone. Must be fingertip length or longer. Shorts may not be shortened by rolling.
- » **BELOW THE KNEE SKIRTS** Navy, Khaki, or Plaid skirts are available exclusively from Lands' End. Length must be below the knee.

UNIFORM SHIRTS

All uniform shirts must be purchased through Lands' End with the Palmer Trinity School logo. Uniform shirts must be of appropriate size/length and may not be ripped, torn or written on.

- » POLO White, Navy, or Gold polo style shirt with official Palmer Trinity School logo on the left chest area. Polos may not be altered.
- » OXFORD DRESS SHIRT (Unisex and Feminine Cut Offered) A long-sleeved, light blue cloth dress shirt with the official Palmer Trinity School logo. Dress shirts may not be altered and must be tucked in and buttoned all day.
- » PETER PAN BLOUSE (Feminine Cut) A short sleeve, light blue cloth blouse with the official Palmer Trinity School Logo. Available exclusively from Lands' End. Dress shirts may not be altered and must be tucked in and buttoned all day.



SWEATERS AND SWEATSHIRTS

All sweaters and sweatshirts must be worn over a uniform shirt, with the shirt collar clearly visible. These items are available for purchase at Lands' End and the campus store. **Additionally, all sweaters and sweatshirts must display the Palmer Trinity School branding.**

- » SWEATERS Uniform sweaters with the Palmer Trinity School logo: a V-neck long-sleeved pullover, a sweater vest, a quarter-zip sweater and a cardigan. Sweaters are exclusively available from Lands' End.
- » SWEATSHIRTS Students may wear any PTS branded sweatshirt. Sweatshirts are not permitted on Dress Uniform days.
- » NOT PERMITTED Plain sweaters and sweatshirts without a logo, as well as those featuring logos other than Palmer Trinity School.

JACKETS AND COATS

White, Navy, Blue, Gray, and Black jackets and coats are permitted. Only Palmer Trinity Schoolbranded jackets and coats are permitted.

COLD WEATHER WEAR

In the event of a severe cold front, the school will communicate any temporary dress code exceptions to ensure all students remain comfortable while maintaining a neat and professional appearance.

TIGHTS

Tights or hoses may be worn under the uniform bottoms, but must be solid and in natural skin tone or navy.

SHOES

Loafers, flats or sneakers that cover the entire foot. Mid-calf boots with flat heels are allowed during cold weather days. Rain boots are allowed on days when excessive rain is expected. Clean sneakers or dress shoes must be worn on Dress Uniform days.

» NOT PERMITTED – Crocs, shoes without sides, sandals, flip-flops, open-toed or backless shoes.

DRESS UNIFORM

Dress Uniforms will be worn on specified Thursdays and for special functions. The shirt and tie must be purchased through Land's End and must display the Palmer Trinity School logo. *Pants may also be purchased from other vendors in the same colors and styles carried by Lands' End.

- » SHIRTS
 - » OXFORD DRESS SHIRT (Unisex and Feminine Cut Offered) A long-sleeved, light blue cloth dress shirt with the official Palmer Trinity School logo. Dress shirts may not be altered and must be tucked in and buttoned all day.
 - » PETER PAN BLOUSE (Feminine Cut) A short sleeve, light blue cloth blouse with the official Palmer Trinity School Logo.
- » BOTTOMS
 - » PANTS* Navy, Khaki or Stone pants. Pants must be worn at the waist and be ankle length or longer. Pants may not be shortened by rolling.
 - » **BELOW THE KNEE SKIRTS** Khaki, Navy, or Plaid. Skirts are available exclusively from Lands' End. Length must be below the knee.
- » TIE A blue and gold tie or bow tie with PTS crest embroidered, and a feminine, navy cross tie are available through Land's End and the Campus Store. The tie must be worn all day.
- » **BELT** A brown, navy, khaki, or black belt must be worn if bottoms have belt loops.
- » DRESS SHOES Dress shoes or clean sneakers must be worn.
- » SWEATER (OPTIONAL) Students have the choice of wearing uniform sweaters with the Palmer Trinity School logo: a V-neck long-sleeved pullover, a sweater vest, a quarter-zip sweater and a cardigan.
- » NOT PERMITTED Sweatshirts are not permitted on Dress Uniform days.

GYM UNIFORMS

All gym uniforms must be purchased through Lands' End with the Palmer Trinity School logo. Gym shorts, gym shirts, socks and standard gym shoes with laces and good arch support must be worn for P.E. During cold weather, Palmer Trinity School sweatshirts may be worn during P.E.

GROOMING AND JEWELRY

- » JEWELRY The wearing of jewelry should be conservative and minimal. Excessive use of jewelry is not appropriate for school. With the exception of the ears, no visible body piercing is permitted.
- » **TATTOOS** Tattoos should not be visible.
- » HAIR Hair must be neatly styled and groomed. Unnatural hair color is not permitted. Longer hair should be combed away from the face or worn in a ponytail. Male students are required to have a clean-shaven face.

DRESS CODE EXCEPTIONS

- » SPIRIT DAY A Palmer Trinity School spirit shirt or PTS team t-shirt or jersey, accompanied by the approved school uniform bottoms. No bare midriffs, no bare shoulders and no ripped or torn clothing.
- » **SPECIALTY POLOS** Polos for clubs and activities must be approved by the Administration.
- » **TRAVEL ATTIRE** Uniforms may not be required, but students are expected to dress within the spirit of the School Dress Code.



PALMER TRINITY PARENT ASSOCIATION

Every year, our parent community participates in a wide variety of volunteer opportunities. We invite and encourage your participation at Palmer Trinity School through the Palmer Trinity Parents Association (PTPA).

PARENT BOOK CLUB

The Book Club meets on a monthly basis and is open to all current and alumni parents. Participants vote on books and enjoy a variety of book selections. Book Club meeting dates can be found on the school calendar as well as the Book Club section of the PTPA Resource page on the school's website.

SOCIAL COMMITTEE

This committee is charged with working and coordinating social activities for the students throughout the year. Events can include, but are not limited to the following: Movie & Game Night, 8th Grade School Dance, Prom, and Field Day.

HELPING HANDS

The chair(s) of this committee will recruit volunteers for specific school events, as needed throughout the year. These may include, stuffing envelopes for a mailing and helping set up for events. Support student service projects throughout the school year.

PARENT EDUCATION

This committee plans monthly gatherings that bring parents together to inform, empower and support one another on topics related to parenting and educating our students. Current programs include the monthly Parentto-Parent coffees and speaker forums.

UNI-CYCLE (UNIFORM RECYCLING PROGRAM)

This committee is charged with collecting, sorting, and selling used uniforms at a discounted price at designated times throughout the year.

HOLIDAY PARTY BOWS AND BOW TIES

This committee plans and implements the annual holiday party for Parents, Alumni, Faculty & Staff.

LESSONS AND CAROLS WITH CHRISTMAS TREE LIGHTING

This family event marks the beginning of the holiday season. Volunteers will help with set up the day of the event.

PTPA DADS CLUB

The PTPA Dads Club is a group of dads who get together, network and support various PTS events. This group works closely with the Falcon Spirit Committee to support events including athletics, and visual and performing arts.

CHAPEL ALTAR GUILD

This committee helps the school Chaplain with all Holy Eucharist Services.

BREAKTHROUGH MIAMI

This committee provides assistance to Breakthrough Miami, a not-for-profit organization that partners with Palmer Trinity. Breakthrough Miami offers academic enrichment to motivated middle-school students from underserved communities. Committee members organize and provide healthy lunches, assist with on-campus events and celebrations, and provide other support as needed. The committee works under the guidance of Breakthrough Miami's onsite Director and the PTS Director of Parent Relations.

INTERNATIONAL FESTIVAL

The International Festival, our school's signature event, celebrates and highlights our commitment to multiculturalism. This is a daylong event that unites our entire community showcasing food booths, a market place, and musical performances from around the world.

ANNUAL FUND AMBASSADOR

The Annual Fund allows our school to fulfill the academic plan budgeted for each school year. As with most independent schools, tuition alone at Palmer Trinity School does not cover the cost of educating our children. The Annual Fund provides the resources needed to meet our budget so that Palmer Trinity can continue to provide the highest level of academics. In the past, these resources have been used to equip classrooms with technology and innovative educational aids, and hire and retain the best teachers. If you would like to help spread the word about the importance of the Annual Fund, you can become an Annual Fund Ambassador and join a group of parents who want to make a difference.









SANDY GOLF TOURNAMENT

Sandy Block was a former PTS parent and an active board member. Aspiring to honor his father's memory, Chris Block '96 founded this tournament. This daylong fundraising event includes a Golf tournament, dinner, and raffle. The committee will work closely with the school's Development team to organize, plan, and orchestrate all the activities. Proceeds are allocated to the Sandy Block Financial Aid Award, which allows outstanding students to attend Palmer Trinity School on a needbased scholarship.

FOLLOW US ON SOCIAL MEDIA

PALMER TRINITY SCHOOL:

Facebook @palmertrinityschool Instagram @palmertrinity

PARENTS:

Facebook @PtsParents Instagram @ptsparents (QR Code Link Below)





To volunteer, please scan the QR code below to select the PTPA committee(s) that you would like to volunteer for.

PALMER TRINITY SCHOOL

65% FACULTY WITH ADVANCED DEGREES	25 AP CLASSES	15:1 AVERAGE CLASS SIZE	\$6 MILLION AWARDED IN FINANCIAL AID
29,004 SERVICE HOURS COMPLETED BY CLASS OF 2025	STUDENTS ACCEPTED TO 4-YEAR UNIVERSITIES 100% SENIOR CLASS (80% OUT OF STATE)	800 STUDENTS IN GRADES SIX THROUGH TWELVE	53 COUNTRIES REPRESENTED BY OUR STUDENTS

GUIDING PRINCIPLES

Our school community reflects the pride of shared purpose and love of learning in a values-based environment, where each child is respected for his or her uniqueness: SPIRITUALITY LEARNING DEDICATION COMMUNITY SERVICE HONOR RESPECT DIVERSITY BALANCE



palmertrinity.org



IMPORTANT CONTACT INFORMATION

MIDDLE SCHOOL OFFICE

MARY ANDREU (305) 969-4220 mandreu@palmertrinity.org

UPPER SCHOOL OFFICE

MARINA LITHGOW (305) 969-4236 <u>mlithgow@palmertrinity.org</u>

REGISTRAR'S OFFICE

AMY DUARTE (305) 969-1107 aduarte@palmertrinity.org

FINANCE OFFICE ROSANA YANES

(305) 969-4292 ryanes@palmertrinity.org

BEVERLY HEW (305) 969-4272 <u>bhew@palmertrinity.org</u>

SCHOOL NURSE/HEALTH FORMS

PATRICIA LEMA (305) 969-4248 healthclinic@palmertrinity.org

WEBSITE AND DIGITAL CONTENT MANAGER

TINA BUSTAMANTE (305) 259-1128 tbustamante@palmertrinity.org

LEARNING SPECIALIST

EMILY KEUNEN (305) 251-2230 ext. 152 ekeunen@palmertrinity.org

TECHNOLOGY

GUS SABOGAL (305) 259-1111 techsupport@palmertrinity.org

BUS SHUTTLE SERVICE

TAYLOR HAAS (305) 969-4260 <u>thaas@palmertrinity.org</u>

ATHLETICS

DAVE LANHAM (305) 969-4211 dlanham@palmertrinity.org

COMMUNICATIONS

SUZANNE GOTTLIEB CALLEJA (305) 969-4297 <u>scalleja@palmertrinity.org</u>

PARENT RELATIONS

ELIZABETH BELLANDE (305) 259-1159 ebellande@palmertrinity.org







PALMER TRINITY SCHOOL

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