

New Horizons Academy

Northwest Ohio's new home for *SPECIAL* education!

2025-26 High School Supply List Sara's Garden/Career Center Transition

STUDENT EMPLOYEE HANDBOOK - PLEASE READ

Appropriate dress for female Student Employees:

- A DARK colored, PLAIN T-shirt
- Slacks, jeans, and capri pants may be worn in an appropriate manner. Capri pants must be below the knees. All pants must be in good condition, without rip, tears, or holes.
- Bermuda shorts and skirts are acceptable. They must come to the knee and have no rips, tears, or holes. No biker shorts, basketball shorts, or running shorts should be worn.
- Shoes should be closed toe and closed heel, as well as slip-resistant. No sandals, crocs, or backless slip shoes are acceptable.
- When working the drive thru in the winter, baristas may wear a coat and gloves that do not hinder efficiency.
- Jewelry which is out of line with the safe and efficient care of our customers, such as piercings with dangling or hoop jewelry that could become caught or snagged, is not allowed.
- Gum should not be chewed while on the line.

Appropriate dress for male Student Employees

- A DARK colored, PLAIN T-shirt
- Slacks and jeans may be worn in an appropriate manner. All pants must be in good condition, without rip, tears, or holes.
- Bermuda shorts or jean shorts are acceptable. They must come to the knee and have no rips, tears, or holes. No biker shorts, basketball shorts, or running shorts should be worn.
- Shoes should be closed toe and closed heel, as well as slip-resistant. No sandals, crocs, or backless slip on shoes are acceptable.
- When working the drive thru in the winter, baristas may wear a coat and gloves that do not hinder efficiency.
- Jewelry which is out of line with the safe and efficient care of our customers, such as piercings with dangling or hoop jewelry that could become caught or snagged, is not allowed.
- Gum should not be chewed while on the line.

SCHOOL SUPPLIES

(1) Trapper Keeper or closeable binder to keep materials in (if student wants)

(4) PLASTIC pocket folders - 3 hole punched (no prongs)

**** (1) - Plastic pocket folder with prongs for Math **if you have math in Sara's Garden building.**

(2) Composition Notebooks	(4) boxes Kleenex
(1) Pencil pouch or box	Mechanical pencils, extra lead, erasers
(4) Thin black Expo markers	(2) Highlighters
(6) Glue Sticks	(1) Pack of colored pencils
(1) Black Sharpie	(1) Hand held sharpener for colored pencils
(3) Packs of Index Cards for Science	(1-2) Scotch tape for Science
(2) packages of square post-it notes	(1) box quart OR snack size Ziploc bags
(2) Rolls of paper towels	Lunch box with ice packs
(3) LARGE packages of paper plates (NO styrofoam-please as students cannot use these in the microwave)	
Refillable water bottle	Headphones/Earbuds

Personal Care Kit: (travel size to be kept in backpack)

Deodorant, brush, toothbrush, toothpaste, female products, nail clippers

Hygiene Kit-(Please put all items inside a large plastic baggie with Student's Name)

Hand Towel, (1) Plain black ball cap, Change of WORK clothes, (1) pair of Black Socks, Work Shoes (closed toe, closed heel), Extra Change of Daily Clothes

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