



New Horizons Academy

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

2025-26 Career Center Only

Student Supply List

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.

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

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

(2) PLASTIC pocket folders (no prongs)

(4) Glue Sticks

(2) Packages of square post-it notes

(4) Boxes of Kleenex tissues

(1) Box quart OR snack size Ziplock Bags

(2) Rolls of Paper Towels

(3) LARGE packages of paper plates (no Styrofoam please as students cannot use these in the microwave)

Lunch Box with ice packs (no refrigeration available for students)

Water bottle with your child's name on it

*****Please write your child's name on all materials*****

WAUSEON