

2026-27 High School Supply List Career Center Transition

STUDENT EMPLOYEE HANDBOOK - PLEASE READ

Appropriate dress for female Student Employees:

- A Special Grounds Coffee Co shirt or BLACK shirt (t-shirt, long sleeve t-shirt, hoodie, or sweatshirt) should be worn (and visible) when working the line.
- 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. No leggings, sweatpants, or joggers should be worn while working.
- 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 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.

Appropriate dress for male Student Employees

- A Special Grounds Coffee Co shirt or BLACK shirt (t-shirt, long sleeve t-shirt, hoodie, or sweatshirt) should be worn (and visible) when working the line.
- Slacks and jeans may be worn in an appropriate manner. All pants must be in good condition, without rip, tears, or holes. No sweatpants, ball pants, or joggers should be worn while working.
- 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

(3-4) 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 gallon OR quart Ziploc bags

(4) Rolls of paper towels

Lunch box with ice packs

Refillable water bottle

Headphones/Earbuds

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

Deodorant, hand towel, nail clippers, toothbrush, tooth paste, comb/brush, hair ties, (1) plain BLACK ball cap, feminine products (girls), change of WORK clothes, (1) pair black socks, work shoes (closed toe & closed heel) extra change of daily clothes. Optional:



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chapstick, lotion, mouthwash, floss.

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