



# YUHSD STAFF REFERENCE GUIDE TO STUDENT NUTRITION

EVERY STUDENT COLLEGE,  
CAREER, AND COMMUNITY PREPARED

The mission of Student Nutrition is to collaborate with the educational community of Yuma Union High School District to help students achieve their maximum potential, by providing nutritious meals that promote growth and development.

## Table of Contents

- 1) Contacts: page 2
- 2) Community Eligibility Provision-Universal Meal Program for All Students: page 3
- 3) Menu & Nutritional Information: page 3
- 4) Second Chance Breakfast & Breakfast After the Bell: page 3
- 5) Summer Meal Service: page 4
- 6) Field Trip Meals: page 4
- 7) At-Risk Afterschool Meals: page 4
- 8) Local Wellness Initiative page 5
- 9) Student Allergy & Meal Accommodations page 5
- 10) Student Detention Meals page 5
- 11) Student Workers page 5
- 12) Student Advisory Committee page 6
- 13) Student Fundraising page 6
- 14) School Nurse Supplies page 6
- 15) Catering Services page 6
- 16) Supplemental Information page 7
  - a) MySchoolBucks
  - b) Student Nutrition Resources
  - c) Share Bins
  - d) Supplemental Supplies: plates, cups, plastic utensils
  - e) Kitchen Ice Machines
  - f) Kitchen Equipment
  - g) Student Nutrition Staff After Hours



# STUDENT NUTRITION CONTACTS

- Executive Director: Elena Hildreth
  - [ehildreth@yumaunion.org](mailto:ehildreth@yumaunion.org)
  - 928-502-4773
- Director: Shelley Gonzalez
  - [sgonzalez1@yumaunion.org](mailto:sgonzalez1@yumaunion.org)
  - 928-502-4771
- Administrative Assistant: Anjalina Whiddon
  - [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org)
  - 928-502-4773
- Yuma High School: Manager- Christina Smith
  - [csmith1@yumaunion.org](mailto:csmith1@yumaunion.org)
  - 928-502-5292
- Kofa High School/Vista High School: Manager-Alma Cardenas
  - [acardenas@yumaunion.org](mailto:acardenas@yumaunion.org)
  - 928-502-5539
- Cibola High School: Manager- Christian Juarez
  - [cjuarez1@yumaunion.org](mailto:cjuarez1@yumaunion.org)
  - 928-502-5868
- San Luis High School: Manager- Arturo Ramirez
  - [aramirez7@yumaunion.org](mailto:aramirez7@yumaunion.org)
  - 928-502-6142
- Gila Ridge High School: Manager- Olga Ocegüera
  - [ocegüera@yumaunion.org](mailto:ocegüera@yumaunion.org)
  - 928-502-6568
- Somerton High School: Manager- Leticia Ramos
  - [lramos@yumaunion.org](mailto:lramos@yumaunion.org)
  - 928-502-4020



## COMMUNITY ELIGIBILITY PROVISION (CEP)

**YUHSD currently participates in district wide CEP. CEP is a universal meal plan that provides all enrolled students with breakfast and lunch daily at no cost.**

Benefits to CEP is increased student participation, nurtures a learning environment, eliminates social stigma, no student meal debt, and eases administrative burden while improving program efficiency.

With CEP there is no need for families and/or students to complete meal applications, all students are provided full access to universal breakfast and lunch at no cost.

## MENU & NUTRITIONAL INFORMATION

Monthly menus with corresponding nutritional information are emailed to all students and staff.

You can also find menu and nutritional information on the Student Nutrition webpage:

<https://www.yumaunion.org/departments/student-nutrition/menus> If you need ingredient information, please contact Shelley [sgonzalez1@yumaunion.org](mailto:sgonzalez1@yumaunion.org), or Elena [ehildreth@yumaunion.org](mailto:ehildreth@yumaunion.org).

## Second Chance Breakfast & Breakfast After the Bell

It is proven that breakfast is the most important meal of the day, YUHSD provides all students breakfast at no cost. In an effort to maximize participation we serve traditional breakfast from grab & go kiosks throughout campus between 7am-7:40am. Second Chance Breakfast & Breakfast After the Bell is a service we provide to extend breakfast service through the second period, allowing students who missed out on a morning meal school because of barriers such as parents and buses dropping students off too late, students participating in early school related activities, or detained during the breakfast serving period. If you have any questions, please feel free to email Elena.



## Summer Meal Service

YUHSD is considered area eligible based on our students' financial status. Area eligibility allows us to open up our campuses during the summer (time between traditional school calendars) to all children under the age of 18, and YUHSD enrolled transitional students aged 18-22 providing breakfast and lunch at no cost. Summer Meal Service regulations allow us to provide meals to **any** child, under age 18 who is on campus for any reason during the summer. Arizona Department of Education (ADE) requires the district to submit annual sponsor applications indicating our intentions and schedules when meals will be available. We are permitted to extend service as needed to meet the needs of the community.

## Field Trip Meals

Our mission is to ensure that all students have access to breakfast and lunch, however when students are off campus on school related events and are unable to take advantage of the traditional meal service, we offer meals to go. On our webpage there is a form for administration and faculty to order "to go meals" for students who will miss campus meal service. We are equipped to provide all students at no cost breakfast and lunch. Ideally, advance notice of 10 days is preferred, but understanding things happen (specially with athletics) and there might be situations with less advance notice. In the event you need a quicker turnaround, please email Anjalina Whiddon [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org). We are committed to serving our students and will find an accommodating solution. Field Trip Request Form: [24-25StudentNutritionServicesRequestForm.pdf](#)

## At Risk Afterschool Meals

Understanding the needs of our students does not end when the school bell rings. Many of our students remain on campus for several hours and into the early evening. The At Risk Afterschool Meal Program is available to all students who are on campus for afterschool activities, including participants in athletics and includes field trips off campus. All YUHSD schools are approved for At-Risk Supper Program by ADE- therefore any and all YUHSD students on any of the YUHSD campuses are eligible to receive supper at no cost. Supper meals consist of sandwich and/or wrap, vegetable, fruit & milk. There is no required program length or specific day of the week requirements- afterschool programs can vary from one day to every day throughout the school year. Supper Request Form: [24-25StudentNutritionServicesRequestForm.pdf](#).

## Local Wellness Initiative (LWI)



Yuma Union High School District is committed to the optimal development of every student. The District believes that for students to achieve personal, academic, and social success, we need to create a positive, safe, and health promoting learning environment throughout our school community. Every student, college, career and community prepared.

The Local Wellness Committee meets bi-annually to review programs and practice. The district's overall Wellness Assessment is reviewed annually, and finalized for ADE review triennially. If you are interested in participating, please contact Anjalina Whiddon at [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org)

The LWI ensures compliance with program nutrition standards, reasonable student menu/meal accommodations are being met, fundraising restrictions, and compliance with student wellness board policies. YUHSD Local Wellness Initiative: [YUHSD Local Wellness Initiative](#)

## Student Allergies and Meal Accommodations

Reasonable meal modifications are intended to accommodate students with special dietary needs including food allergies. We will do our best to make reasonable modifications to ensure the students' needs are met. Menu modifications are not for meal preferences. Students requiring accommodations will need to have their physician complete the medical statement form which is available on the Student Nutrition webpage. [Medical Statement for Students with Special Dietary Accommodations Form](#)

## Students Detained from Scheduled Meal Periods

All students must have access to participate in all provided meal programs. When students are withheld from meal periods – testing, meetings, detention, behavior concerns or alike. You should contact the Cafeteria Manager to ensure that meals will be set aside for those students. To protect their civil rights, students must be provided the same choices as students eating in the cafeteria. Choices should include the same entrée, vegetable, fruit and milk selections provided to the students in the cafeteria. Even though meals are served at no cost, we still require student names & id numbers to document their meal account.

## Student Workers

Student Nutrition is always looking for student workers. We can offer varied shifts during the school day, at each campus. If you have students interested, please contact [Elena Hildreth](mailto:ehildreth@yumaunion.org) at [ehildreth@yumaunion.org](mailto:ehildreth@yumaunion.org).



## Student Advisory Committees

The Student Advisory Committee is a school-based group intended to represent all students. The group shares responsibility for providing feedback to Student Nutrition on program best practices, and exploring new initiatives. Student Advisory Committee members ideally should be composed of student leaders from all grade levels and with varied backgrounds. There can be multiple campus committees, varied perspectives and feedback is encouraged. Committees' ideally would meet quarterly, or at minimum bi-annually. Questions, please contact [Elena Hildreth](mailto:ehildreth@yumaunion.org) at [ehildreth@yumaunion.org](mailto:ehildreth@yumaunion.org).

## Student Fundraising

USDA and ADE considers a fundraiser to be an event that includes any activity during which currency/tokens/tickets, etc. are exchanged for the sale/purchase of a product in support of the school or school related activities. For example, giving away food but suggesting a donation would be considered a fundraiser, since funds may be raised as a result. Another example may include a vending machine available at athletic events when the profits are used to support a school-sponsored club or activity such as the school band or football team. LEAs shall use this guidance when reviewing school-sponsored fundraisers for their schools. What is the allowable length of an exempt fundraising event? Fundraisers should be single events of duration not exceeding one week. Effective immediately, all exemption requests for fundraisers by LEAs will be approved by the Arizona Department of Education. [Fundraiser Exemption Survey](#)

## School Nurse Supplies

We have the flexibility to purchase items for the School Nurses at invoiced cost. Typical items are but not limited to: juice, graham crackers, saltine crackers, granola bars, Ziplock bags and dry cereal. If you need supplies please reach out to Anjalina Whiddon at [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org).

## Catering Services

We offer catering services at all of the school campuses. Typically, our services include muffins, pastries, coffee, fresh seasonal fruit & vegetables, water, lemonade, cookies and brownies. We have the ability to offer more substantial items: sandwich platters, hot or cold appetizers, cheese & meat platters, if you need something please consider connecting with Student Nutrition. [24-25StudentNutritionServicesRequestForm.pdf](#)



## Supplemental Information

MySchoolBucks- online payment portal for parents/guardians to deposit funds into students accounts for ala carte purchases. Students no longer pay for meals.

Student Nutrition Resources- Student Nutrition's webpage has additional information at your fingertips. If you have any additional questions please feel free to reach out with us.

Share Bins- Are identified containers for students to put unwanted items from their meal that they do not want. Items discarded must be individually wrapped and shelf stable. Milk and other temperature sensitive items should be discarded appropriately. Any student is free to help themselves to the items in the "share bins". Items left in the share bin after the designated meal period is available for the school nurse to take and use for students in need.

Supplemental Supplies-Please be aware that if you need plates, cups, forks etc. you must contact Student Nutrition, Anjalina Whiddon at [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org) Student Nutrition is unable to provide supplemental items for classroom events, projects or other situations.

Kitchen Ice Machines- Ice machines in the kitchen are for kitchen use only. Proper handling of ice, ice machines and ice scoops are considered critical food safety concerns. Improper handling of ice & ice machines can cause biological contamination, cross-contamination, physical contamination and chemical contamination. If you need access to ice, you must contact the Cafeteria Manager.

Kitchen Equipment- If you need to use/borrow anything from the kitchen you must get prior written approval from Student Nutrition.

Student Nutrition Staff After Hours- When the kitchen is closed, no unauthorized personnel should be in the kitchen and or using our equipment. In the event you need to use the kitchen you must get written prior approval. Health Department regulations require a certified food service staff person be present at all times when the kitchen is used. If you need to hire one of our staff members, please coordinate with Anjalina Whiddon at [awhiddon@yumaunion.org](mailto:awhiddon@yumaunion.org) so that the appropriate PAR is processed.