RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

FOOD DELIVERY GUIDELINES | 5012.13

RCCSD School Safety-Campus Access & Protocols

During school hours (6:30 AM – 4:30 PM), all authorized food deliveries ordered by staff must follow these drop-off procedures:

Deliveries will be left outside the main entrance in a cooler or table provided by school administration.

Staff is not permitted to meet food delivery personnel at any location on school property other than the main entrance.

To maintain campus security and student safety, drivers and staff must strictly adhere to these important protocols.

During these hours, students are prohibited from ordering food via online applications or arranging for food deliveries.

Questions about the information contained in this administrative memorandum should be directed to the Senior Director of School Operations.