

DEPARTMENT OF FOOD AND NUTRITION

MEMORANDUM

August 6, 2025  
AK/2025-26/M001  
786-275-0420

TO: All Food Service Managers and Satellite Assistants

FROM: Ms. Angie Kasselakis, Food and Nutrition Officer *AK/PP*  
Department of Food and Nutrition

**SUBJECT: IMPORTANT SCHOOL SAFETY AND SECURITY REMINDERS**

This memo serves as a reminder of critical school safety requirements that went into effect on July 1, 2024, and must be strictly followed by all cafeteria managers and food service staff. These measures are in place to protect students and staff, and noncompliance may result in progressive disciplinary action, as required by Florida Statute 1006.07(6)(g) and MDCPS district policy.

**Key Safety Requirements:**

1. Campus Access Control
  - All gates and access points to school campuses must remain closed and locked when students are present.
  - Gates may only be open if:
    - Actively staffed by a person, or
    - An exemption has been approved by the School Safety Specialist.
2. Building Access
  - All doors and access points into school buildings must remain closed and locked, except during active entry or exit.
  - Exemptions must be requested by the school-site principal and approved.
3. Kitchen and Food Service Area Protocols
  - Keep the back kitchen door locked at all times.
  - Immediately close and secure doors after deliveries—never leave doors propped open.
  - Unauthorized personnel must enter through the Main Office—no exceptions.
  - Verify IDs of all delivery and service personnel before granting access to food service areas.
  - Ensure doors remain closed to prevent pest entry and security breaches.

**Action Items for Cafeteria Managers:**

- Review these requirements with your staff at your next team meeting.
- Monitor doors and gates frequently.
- Report any issues with locks or access points immediately.
- Confirm access points are secured after each food delivery.
- Familiarize yourself and your team with any approved safety exemptions at your school.

Your full cooperation is essential to maintaining a safe and secure school environment. Thank you for your attention to these important responsibilities and for your continued commitment to student and staff safety.

AK/ac

cc: Mr. Luis Diaz