

UNAUTHORIZED PERSONS AT SCHOOL

- I. **Definitions.**
 - A. As used in this policy, a “visitor” is an individual who may periodically visit the school for school activities, but has no ongoing, regular interaction with a student or students.
 - B. As used in this policy, a “volunteer” is an individual who will provide services related to school programs under the direction of school staff on a regular schedule with noplay.
 - C. As used in this policy, an “unauthorized person” is anyone who is not a school district employee or a duly enrolled student, and:
 1. who enters a school district building without complying with the requirements of this policy; or
 2. who enters school district property or a school-sponsored meeting or event without permission; or
 3. who refuses or fails to promptly leave any school district building or property or any school-sponsored meeting or event after being requested or directed by the person in charge of the building, property, meeting or event to do so even if they have paid an admission fee or otherwise had permission to be present on the premises; or
 4. who enters or remains within any school district building, property, meeting or event in violation of the Code of the City of Topeka, or in violation of Kansas statutes
- II. School district administrators shall have the responsibility and authority to:
 - A. Protect students and staff from intimidation and injury;
 - B. Protect school district property from damage or theft; and
 - C. Prevent disruption of the educational process or school-sponsored meetings or events resulting from the presence of unauthorized persons at school or on school grounds.
- III. Upon entering any school building for any reason, visitors or volunteers, including contractors, delivery persons and those persons invited by school district staff, shall first directly present themselves at the office of the principal or other administrator in charge of the building and identify themselves and their school-related purpose for being there. Visitors or volunteers may not remain in a school district building without receiving permission to do so and receiving and maintaining on their person, a visitor’s identification badge or some other form of pass.
- IV. School district administrators shall have the absolute right and authority to determine the time, place and manner in which any person is allowed to visit, volunteer in, or attend any school-sponsored meeting or event or otherwise enter any school district building. The provisions of this section shall not apply to:
 - A. Persons specifically exempted in the discretion of the principal or the principal’s designee; or
 - B. Parents or others authorized to pick up a child entering the building at the end of the school day to pick up their student to transport them home; or
 - C. Parent meetings (including SPMT, Site Council, PTO and DCAC) held in school buildings after regular business hours; or
 - D. Student programs, athletic events, or other performances given for the entertainment of the public, whether or not an admission fee is charged; or

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- E. Events or meetings of persons, groups, or public entities who have rented or otherwise obtained permission to use a school building (or portion thereof) or a school district facility pursuant to the provisions of Policy 2725; or**
- F. Open public meetings (including Board of Education meetings) held in school district buildings.**