

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2325-01
SUBJECT: UNAUTHORIZED PERSONS AT SCHOOL	DATE OF ISSUE: 08/16/88 REVISIONS: 09/05/08; 08/03/15; 06/25/18; 02/16/23 PREPARING OFFICE: SUPERINTENDENT

- I. PURPOSE:**
To establish procedures and guidelines for dealing with unauthorized persons at school.
- II. PERSONNEL AFFECTED:**
- A. School Building Personnel**
 - B. TPS School Police**
- III. PROCEDURES:**
- A. A notice of relevant city ordinance(s) or other signage indicating a person may be asked to leave school based on their behavior may be posted on doors to each building on the school campus.**
 - B. Unauthorized persons found in the school shall be requested by a member of the staff to report to the principal's office or leave the premises.**
 - 1. If the person refuses the request and is determined to be:**
 - a. A student of another USD 501 school - a building administrator and/or school police shall be called upon to handle the situation. The school principal or designee shall call the student's home school principal to report the incident.**
 - b. Not enrolled in any USD 501 school - a building administrator and/or school police will be authorized to call the TPS School Police or the Topeka Police Department for assistance.**
 - 2. City ordinance states that it is unlawful for a person who has been requested to leave to re-enter the premises at any future time during the school year without specific written permission from the building principal. The TPS School Police or the Topeka Police Department may be called for assistance in the event any person other than a USD 501 student violates this section of the code.**
 - 3. The TPS School Police or the Topeka Police Department may be called for assistance at any time the actions of any person(s) are disruptive to the educational program.**