



## Administrative Regulation 5146 Release of Students During School Hours

**Responsible Office:** Office of Accountability & School Performance

### **REGULATION**

1. To Law Enforcement officers
  - a. Students may be released to law enforcement agencies by the principal upon receipt of:
    - i. A court order.
    - ii. A warrant for the student's arrest.
    - iii. The placement of the student into custody (under arrest) by a peace officer.
  - b. If this should happen, every effort shall be made by the school authorities to notify the parent or guardian and the appropriate RELEASE OF STUDENT form (See page 2 attached) shall be completed and placed in the school's file.
2. To Parents and Guardians
  - a. Students are not to be released from school at the request of any person other than the parent(s) or guardian(s) with whom they are living as shown on the enrollment card, with the exception of law enforcement officers as described above.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation complies with the Family Educational Rights and Privacy Act (FERPA).
3. This regulation aligns with Board Policy 5040, Release of Students and Student Information.
4. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to Release of Students:
  - a. Administrative Procedure PATH-P106, Release of Information about Students

**REVISION HISTORY**

Date	Revision	Modification
5/9/1967	1.0	Adopted
9/22/1992	2.0	Revised



WASHOE COUNTY SCHOOL DISTRICT  
RELEASE OF STUDENT

\_\_\_\_\_ has been released from  
(Name of Student)

\_\_\_\_\_ on \_\_\_\_\_  
(School) (Date)

at \_\_\_\_\_ by \_\_\_\_\_  
(Time) (School Official)

and has been given over to the custody of \_\_\_\_\_  
(Name of Officer)

This student was released based on the following authority:

\_\_\_\_\_ Court order

\_\_\_\_\_ Warrant for student's arrest

\_\_\_\_\_ Student was taken into custody

\_\_\_\_\_ Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

The undersigned assumes responsibility for said student's custody and responsibility for notifying student's parent(s) or guardian(s).

By: \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Title)