



Book	Policy Manual
Section	700 Property
Title	Unmanned Aircraft Systems - Unmanned Aircraft Vehicles - Drones
Code	715
Status	First Reading
Adopted	November 13, 2018

Purpose

This policy defines the requirements for the acceptable use of Unmanned Aircraft Systems on Hempfield School District owned or controlled property, or elsewhere for district-sanctioned activities.

In addition to all applicable federal regulations, this policy sets forth protocols that govern the use of UAS to ensure their safe and orderly operation while on Hempfield School District property. Furthermore, this policy outlines specific employee responsibilities in order to ensure that all Federal Aviation Administration (FAA) guidelines and rules are followed. FAA guidelines continue to evolve in this space and it is recommended that anyone interested in operating a UAS stay current on these updates.

Under the district's definition, all model aircrafts fall under the unmanned aircraft system rules.

Definitions

Drone – Unmanned Aircraft Systems, also known as “drones”. According to the FAA, an unmanned aircraft system (UAS), sometimes called a **drone**, is an aircraft without a human pilot onboard – instead, the UAS is controlled by an operator on the ground.

Federal Aviation Administration (FAA) – The division of the Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air-navigation control facilities.

Unmanned Aircraft (UA) – An aircraft operated without the possibility of direct human intervention from within or on the aircraft. (From Small Unmanned Aircraft Rule Part 107)

Unmanned Aircraft Systems (UAS) – An Unmanned Aircraft and its associated elements (including communication links and the components that control the UAS) that are required for the safe and efficient operation of the UAS. (From Small Unmanned Aircraft Rule Part 107)

UAS Flight Coordinator – A district employee assigned responsibility for the operation and maintenance of an UAS owned by the district.

Visual Observer (VO) – A person acting as a flight crew member who assists the person manipulating the controls to see and avoid other air traffic or objects aloft or on the ground. (From Small Unmanned Aircraft Rule Part 107)

Visual Line-of-sight – The direct line between the person manipulating the controls of the UA and the UA itself.

School property – all buildings and grounds, instructional or otherwise, indoors and outdoors.

1. Examples include but are not limited to: classrooms, hallways, gymnasiums, pools, athletic fields, courts, mats, gym floor, spectator areas, parking lots, buses, bus stops, and travel to and from bus stops.
2. School property also includes all building and grounds used, and not owned, by the Hempfield School District for school-sponsored events and activities.

Authority

The Hempfield School District declares that there is no use of publicly or privately owned Unmanned Aircraft Systems on district- held or controlled properties unless explicitly authorized by the Superintendent or designee.

Unmanned Aircraft Systems owned and controlled by the Hempfield School District may be operated on district property provided they are being used to directly enhance the curriculum of a given course of study or for other official purposes. The Board requires that all district owned UAS are properly registered and insured before any operation of said UAS may take place. The district reserves the right to monitor, track, and require flight logs for any UAS use on district-owned property.

UAS may not be operated in a manner that is dangerous to people or property. It is prohibited to operate UAS in a way that negatively affects the environment, individuals, or facilities. This policy applies 24-hours per day, whether school is in session or not.

All digital media produced using district owned UAS is the property of the Hempfield School District, and may not be used for profit.

Guidelines

All FAA Regulations and Guidelines are to be adhered to by district personnel when operating UAS.

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Guidelines that may apply to district-owned Unmanned Aircraft Systems:

- UAS must weigh less than fifty-five (55) pounds.
- All digital media produced while using the UAS will directly enhance, demonstrate, or relate to concepts and curriculum taught in specific courses of study or be produced for other official purposes approved by the Superintendent or designee.
- The district will keep records of the specific storage location of all district-owned UAS as well as FAA required registrations.
- Flight logs for any district-owned UAS must be saved for at least six (6) months, and be made available upon request by district administration.
- All UAS flights on district property will be restricted to a maximum altitude of 200 feet.
- Any UAS flight that results in personal injury or property damage will be reported within twenty-four (24) hours to district administration.

Student Guidelines

- Students may only operate drones over school property for educational pursuits in conjunction with a Hempfield UAS flight coordinator and as a member of a club or as a partial fulfillment of a course requirement for an HSD class.
- Students who operate drones on or over school district property without prior authorization will be handled according to the current Hempfield Student Handbook as well as other applicable policies and may be subject to discipline.

Employee Guidelines

- School personnel shall refuse admission or entry to anyone attempting to use a drone on school district property unless previous authorization has been provided by the Superintendent or designee.
- Employees who operate drones on or over school district property without prior authorization may be subject to disciplinary action.
- School personnel will report any unauthorized drone activity on school district property to the Superintendent or designee. If the drone is being piloted by an individual not authorized to be on school property, the observing employee shall call the police or law enforcement agency to have the drone operator removed.

General Public

- Individuals on district property and/or operating a drone above school property without prior authorization are in violation of this policy and shall be treated as trespassers. Such individuals may be dealt with accordingly, including but not limited to, being removed from school property, receiving a written directive to remain off school property, and being reported to appropriate law enforcement.

- The district reserves the right to rescind any facilities use authorization granted under district policy 707 (Use of School Facilities) issued to an individual or group who violates any provision of this policy.[1]
- Individuals or contracted companies/organizations, operating UAS on district property for authorized purposes will certify that they meet all FAA requirements prior to flights occurring. The Superintendent or designee is responsible for obtaining this certification when services are purchased or contracted.

Delegation of Responsibility

The Superintendent or designee shall develop and implement a system to monitor compliance with all Federal Aviation Administration regulations and district protocols. This system should include, but is not limited to, maintaining accurate records of all proper UAS registrations, specific storage locations of all district-owned UAS, and district-owned insurance policies as they pertain to the use of UAS by district employees.

The Superintendent, or designee, shall appoint a "UAS Flight Coordinator" for each district-owned UAS. The "UAS Flight Coordinators" are the only people approved to supervise flight and student use of the UAS. The "UAS Flight Coordinator" is required to go through district training that reviews all FAA regulations, as well as district-specific requirements. Furthermore, the Board declares that the specific care and use of Unmanned Aircraft Systems falls under the responsibility of the established "UAS Flight Coordinator". It is the "UAS Flight Coordinator's" responsibility to maintain accurate flight records. The "UAS Flight Coordinator" must be present whenever the UAS is in use and is solely responsible for the adherence to FAA and district regulations and guidelines.

Legal

1. Pol. 707