

ADMINISTRATIVE REGULATION

# CENTENNIAL SCHOOL DISTRICT

APPROVED: January 8, 2019

REVISED:

## 719-AR-0. GUIDELINES FOR USE OF UNMANNED AIRCRAFT (DRONES)

The administrative approval of a proposal for one or more students, and or District employee, to operate a drone for an educational purpose is a discretionary decision. Such approval must be requested and obtained prior to the operation of a drone.

A proposal seeking administrative approval for one or more students, and or District employee, to operate a drone for an educational purpose, and in what appears to be a lawful manner, shall be denied if the proposal would involve any of the following:

1. Operation of a drone outdoors before sunrise or after sunset.
2. Operation of a drone other than in the direct and continuous visual line-of-sight of the operator. An image being broadcast from a remote location (even from the drone itself) is not, standing alone, a sufficient line-of-sight.
3. Intent to fly a drone more than 400 feet above ground level.
4. Operation of a drone weighing 10 pounds or more, inclusive of payload.
5. Where the drone has been designed, constructed, or otherwise modified by or at the direction of the Centennial School District (et al).
6. Where the drone is not owned and operated by the Centennial School District (et al).
7. Operations directly above or otherwise unreasonably proximate to any person who is not protected by a covered structure and who is not directly participating in, and having their attention primarily focused on, the operation of the drone(s). In determining an appropriate distance, judgment must be applied to ensure that the operation of a drone will not pose an undue hazard to such persons, including in the event of a loss of control of the aircraft for any reason.
8. Operations directly above or otherwise unreasonably proximate to unprotected vehicles (including moving vehicles) or to any structures on District property that would be vulnerable to unacceptable damage in the event of an accidental collision with the proposed drone.
9. Operations from, or occurring above, Non-school District property (including other public property) where permission has not been obtained from the property owner or where the

operation would occur directly above, or otherwise unreasonably proximate to, any unprotected person who is not directly participating in the operation of the drone, any unprotected vehicles, or any other property or structures to which the drone would pose an undue hazard.

10. Operations that would occur without the presence of a District employee or other responsible adult who is acting as a District-authorized supervisor of the activity and the students.

Any drone operations for an educational purpose that are authorized by an administrator are automatically subject to all of the above-listed restrictions.

Additional factors that would weigh against the possible approval of a proposal for one or more students to operate a drone for an educational purpose include the following:

1. The primary purpose of the proposed drone operation would be to photograph or otherwise record people (due to both safety and privacy concerns).
2. In relation to any proposed outdoor operation of a drone, the administration determines that there is a lack of reasonable clarity as to whether federal requirements for drone registration, marking, and operational authority (including authority for operations by students within a District program) will be satisfied.
3. The proposed drone is not equipped with propeller guards, although exceptions may be made depending on the size of the drone and other circumstances of the proposed use.

Factors that would generally weigh in favor of approval of a proposal for one or more students to operate a drone for an educational purpose include the following:

1. A clear educational objective for the project or activity has been identified that goes beyond a desire to capture images or video of people for creative purposes.
2. Indoor or outdoor operations are proposed to occur under supervised and controlled conditions, including in an area that has been specifically and exclusively designated for the flight of the drone(s) and that would be unlikely to be damaged in the event of an accidental collision with the drone. An example would be a large field not presently being used for other activities that allows for student(s) to operate the drone as well as an identified buffer zone.
3. Operations are proposed to occur in accordance with the applicable safety code(s) of the Academy of Model Aeronautics (or AMA) or a similar organization.
4. The District is able to confirm that District liability and property damage insurance applies to the proposed student operation of a drone.

### Responding to the Unauthorized, Dangerous, or Unlawful Operation of a Drone

If a drone is being operated (or if a person is intending or attempting to operate a drone) on or above School District property, or in connection with the District-sponsored event or activity, in a manner that is in violation of District policy in a manner that is (1) careless or reckless (2) imminently dangerous or damaging to persons or property (3) materially interfering with how District-controlled property is currently being used (4) invasive of a person's privacy, or (5) otherwise potentially unlawful, an administrator or another District employee or authorized agent of the District may take such action as is reasonable to address and alleviate the situation, including any of the following:

1. Identifying the operator of the drone and requesting the person to cease the activity. A person in possession of, operating or attempting to operate, a drone in an unauthorized or unlawful manner may be denied admittance to or ejected from such property by any administrator or by a designated staff member or other responsible adult who is acting on behalf of the District as an on-site supervisor at the time of the incident.
2. Temporarily or indefinitely suspending a District activity that is being affected by the operation of the drone.
3. Referring the incident for further administrative or supervisory evaluation and response, including possible disciplinary action.
4. Taking pictures or video of the drone, drone registration number, or drone operations to assist with the documentation of specific concerns.
5. Contacting law enforcement or federal regulatory personnel. Contacting local law enforcement can be particularly appropriate whenever there is a concern with trespass, disorderly conduct, reckless conduct, actual injury or actual property damage, privacy violations, or harassment.

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## 719-AR-1. USE OF DRONE PERMISSION FORM

Drones may be operated on Centennial School District property (please check applicable purpose):  
 by public safety agencies and their personnel for an authorized governmental purpose; or  
 in accordance with any other exception that may be approved in advance of the activity by the District Administrator as an educational-related exercise of case-by-case discretion.

Any drone operations for an educational purpose that are authorized by the District administrator are automatically subject to all restrictions listed in Policy 719.

Date of Request: \_\_\_\_\_

Date for use of Drone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Cellphone: \_\_\_\_\_

### DRONE INFORMATION

Drone Model: \_\_\_\_\_

Drone Serial Number: \_\_\_\_\_

Drone Size: \_\_\_\_\_

Special Flight Operations Certificate Number: \_\_\_\_\_

### PROJECT INFORMATION

Describe purpose of using Drone: \_\_\_\_\_

Describe areas where Drone will be used: \_\_\_\_\_

I hereby state that the above information given is complete and correct, and that no false or misleading information or statements have been given.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

The Centennial School District may request proof of general liability insurance, in an amount the District deems adequate, before issuing a Drone Permit. The Centennial School District may accept or reject any Drone Permit Application at its sole discretion.