INVENTORY MANAGEMENT POLICY

SECTION 1. BEN FRANKLIN ACADEMY

MISSION
The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION
Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE
The purpose of this policy is to ensure the proper safe keeping and protection of Ben Franklin Academy (BFA) assets.

SECTION 2. INVENTORY MANAGEMENT

Each individual item with a purchase price over $400 and any additional items identified by the BFA Board of Directors (Board) and/or the Principal or his/her designee will be inventoried and labeled with a unique barcode and serial number. An inventory database shall be maintained that lists at least the serial number, location, description and/or staff member responsible for each inventoried item. The inventory database shall be maintained by a designee of the Principal and shall be updated when the location or the responsible staff member changes. A barcode and scanner shall be used. This scanner can be used in conjunction with the database to keep the inventory up to date. Classroom equipment, materials and furnishings valued at less than $400 individually, unless otherwise directed by the Board or the Principal, shall be managed as set forth below.

PORTABLE DEVICES
Portable devices for classroom use include microscopes, laptops, tablet computers, and 5th grade Chromebooks. These devices can be designated as a classroom portable device or a staff portable device. BFA-owned Chromebooks issued to BFA middle school students also are subject this policy.

Middle School Student Chromebooks

Pursuant to and consistent with BFA's Mobile Electronic Device Usage Policy and Middle School Chromebook Handbook, BFA middle school students issued BFA-owned Chromebooks ("Student Chromebooks") are permitted to take them home for educational purposes after participating in the required training. Each Student Chromebook will be inventoried and assigned to a specific middle school student. Student Chromebooks and accessories (charger and battery) will be distributed to BFA middle school students in the fall and collected at the end of each school year for maintenance over summer vacation. Students will be assigned the same Student Chromebook each year while they attend the BFA middle school.

Any student who transfers out of BFA will be required to return his/her Student Chromebook and accessories to BFA. If the Student Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the matter may be turned over to a collection agency.

Any student who is continuously enrolled in the BFA middle school (grades 6-8) will be allowed to keep his/her assigned Student Chromebook when he/she graduates from BFA at no additional cost. Following graduation the device will be reset and no longer managed by BFA.

Classroom Portable Devices

Classroom portable devices will be housed in a secure location. The Principal's designee, with the presumption being that the Principal's designee will be a BFA technology specialist, shall manage the physical storage of these devices in a secure location. For use in a classroom, classroom portable devices can only be checked out at most for a single day. At some time prior to the end of the school day, classroom portable devices must be returned to the secure location and checked back in by the Principal's designee. Classroom portable devices shall not be checked out overnight. Unless approved by the Principal, classroom portable devices may not be checked out to a student or teacher for use at home, even for academic purposes.

When classroom portable devices are checked in or out within a mobile cart, the Principal's designee shall ensure that each and every portable device is present in the cart and indicate as such in a database.

Staff Portable Devices

Staff portable devices are for use by an assigned staff member, including, but not limited to, BFA Directors, Administrators, teachers and staff. These individuals are responsible for the BFA assets entrusted to them. The inventory database shall reflect this use and indicate the assigned staff member. The assigned staff member can use an assigned device away from the facility. The assigned staff member shall be responsible for the safekeeping of the staff portable device. At the Principal's sole discretion, the Principal can disallow a staff member from using a staff portable device away from the facility.

NON-PORTABLE DEVICES

Non-portable devices shall also be inventoried. Non-portable devices include those non-portable technology devices (i.e., desktop computers) assigned to a classroom or other area.

OTHER BFA ASSETS

To support its rigorous academic programming, BFA owns materials, equipment and furniture. BFA Administrators and staff are responsible for the BFA assets entrusted to them. Thus, BFA Administrators and staff will complete a check-out inventory for their classroom/office at the beginning of the school year and a corresponding check-in inventory at the end of the school year. The Principal or the Principal's designee will complete check-out/check-in inventories for common or shared spaces in the facility. The Principal or the Principal's designee also will complete an inventory of those assets that are used throughout the building as opposed to assigned to a classroom, office or workspace.

POLICY HISTORY:
Original: approved by the Board 2/15/2012
Revision: approved by the Board: 2/11/2014
Reviewed by the Board: 2/10/2015; 3/08/2016
Revision: approved by the Board 2/13/2017
Revision: Approved by the Board 2/20/2018