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, the arts, 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 social emotional development, character, sports, and nature.

PURPOSE
The purpose of this policy is to provide guidelines for the physical security and safety of building occupants and to protect the physical assets of Ben Franklin Academy (BFA).

SECTION 2. KEY, KEY FOB AND ACCESS CARD HOLDER RESPONSIBILITIES

Each individual item with a purchase price over $400 and any additional items identified by the BFA Board of Directors (BOD) 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, are included in the classroom or building inventory.

PORTABLE DEVICES
Portable devices for classroom use include microscopes, laptops, tablet computers, and 5th-8th grade Chromebooks. These devices can be designated as a BFA student Chromebook, a classroom portable device or a staff portable device.

BFA Student Chromebooks
Pursuant to and consistent with BFA's Mobile Electronic Device Usage Policy and BFA Chromebook Handbook, BFA 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 student. Student Chromebooks and accessories (charger and battery) will be distributed to BFA 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 BFA.

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. The family will be billed and notified using reasonable efforts

to collect/resolve. In the event that payment is not received, and no arrangements are made to resolve the debt, the account may be sent to collections.

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. The device will no longer be subject to the inventory management policy.

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 those 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.

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 the database.

All devices will be returned by the end of the school year for maintenance over summer vacation. Devices not returned will be handled in the same way as the BFA Student Chromebooks.

Staff/Director Portable Devices

Staff/Director portable devices are for use by an assigned person, 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 person. The assigned person is permitted to use an assigned device outside of the facility, but he/she is responsible for the safekeeping of that assigned portable device.

At the Principal's sole discretion, the Principal can disallow a staff member from using a staff portable device outside the facility.

NON-PORTABLE TECHNOLOGY DEVICES

Non-portable technology 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 Principal's designee will complete check-out/check-in inventories for common or shared spaces in the facility. The Principal or Principal's designee will also complete an inventory of those assets that are used throughout the building as opposed to assigned to a classroom, office, or workspace.

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