
ELK ISLAND CATHOLIC S.R.D. NO. 41

LEGAL REFERENCES: *School Act*, Section 44

CROSS REFERENCE: CA, School Based Leadership

CODE: DID-Policy

TITLE: Inventory

ADOPTION DATE: January 24, 2001

REVISION DATE:

The Board expects the principal to undertake the administration of school equipment.

ELK ISLAND CATHOLIC S.R.D. NO. 41

LEGAL REFERENCES: *School Act*, Section 44

CROSS REFERENCE: CA, School Based Leadership

CODE: DID-Guidelines

TITLE: Inventory
(Page 1 of 2)

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1. Inventory

The Secretary-Treasurer shall be responsible for establishing inventory controls of Board assets. Yearly inventories are required in all schools. Shortages will be reported to the Secretary-Treasurer at the end of June each year.

2. Loaning of School Equipment

In general, equipment may not be lent. There may be extenuating circumstances that would justify community use of specialized equipment. Subject to approval from the principal, school equipment may be loaned if used or operated by a Division employee.

3. Moving Equipment from School to School.

- 3.1 Equipment may be moved from one school to another providing notification of the move is filed with the Secretary-Treasurer and providing inventories in each school have been changed accordingly.
- 3.2 The use of equipment belonging to one school and to be used only temporarily in another school is permitted without notice to the Secretary-Treasurer.

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4. Telephone and Fax Use

Long distance calls shall be made only on official school business. A record of all calls shall be kept on the form supplied. Long distance calls of a personal nature shall either be collect calls, charged to the caller's home number or charged to a personal calling card.

A record must be kept of all fax calls with personal fax calls paid to the school or charged to a personal calling card.

5. Supplies

The principal shall be responsible for controlling supplies for their own schools. Supplies will not be included in the inventory list.