

**Manville School District**  
**Request for Announcement on the MHS Digital Sign/District Alert Now**

**Application for Digital Sign/District Alert Use**

DIGITAL SIGN/ALERT NOW CALLING SYSTEM GUIDELINES

Prudent use and management of the Digital Sign/Alert Now Calling System providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education - allows the community to benefit more broadly from the use of its' own property.

The Board will permit the use of school Digital Sign/Alert Now calling system when such permission has been requested in writing and has been approved by the Superintendent or School Business Administrator/Board Secretary.

Until policies and regulations are reviewed for the use of the Digital Sign/Alert Now Calling System, the following guidelines will be implemented.

- Manville School District sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff; non-profit parent organizations and clubs recognized by the Manville BOE; and
- Departments or Agencies of the Manville Municipality, Somerset County, or State Government for emergency information.

The use of the Digital Sign/Alert Now Calling System shall not be granted for:

The advantage of any commercial or profit-making organization, private social functions, advertisements or any purpose prohibited by law;

The dissemination of religious and political information; and

The announcement of any regularly scheduled meeting.

In the event the Superintendent or School Business Administrator/Board Secretary deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent and/or the School Business Administrator/Board Secretary or Board of Education may refuse to grant the use of the Digital Sign/Alert Now whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

The Digital Sign/Alert Now may not be available for community use during holidays, vacation periods, or during the time school is not in session.

***Please submit your request within 20 working days or if requires the approval of the board must be submitted not less than 10 working days prior to a Board Meeting.***

**Manville School District  
Request for Announcement on the MHS Digital Sign/District Alert Now**

**Application for Digital Sign/District Alert Use (page 2)**

PLEASE COMPLETE APPLICATION:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Please check one (see above guideline):

Manville District Organization

Department or Agency

Information to Be Posted on  Digital Sign and/or  Alert Now is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates to Be Posted: from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed 3 weeks)

**APPLICANT CONTACT INFORMATION:**

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

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

\_\_\_\_\_ Cell: \_\_\_\_\_

**APPROVAL:**

\_\_\_\_\_  
Kimberly A. Clelland  
Business Administrator/Board Secretary

\_\_\_\_\_  
Date

For Office Use Only: \_\_\_\_\_  
Date Processed Application: \_\_\_\_\_  
Sent to Technology Director on: \_\_\_\_\_  
Revisions: \_\_\_\_\_