

DISTRIBUTION OF INFORMATION/MATERIALS

I. Purpose

The uninterrupted flow of educational services to students and the efficient operation of schools are of paramount importance to the Martinsville City Public School Division ("MCPS") and takes precedence. In accordance with this purpose and School Board Policy KF, which requires that the Division Superintendent, or designee, approve, in advance, materials sought to be distributed or made available by non-school organizations, this Regulation establishes the criteria and procedures for the approval, distribution, and posting of materials in MCPS by non-school organizations. This Regulation does not apply to governmental organizations and groups sponsored and approved by MCPS, such as City of Martinsville agencies and departments and MCPS parent-teacher organizations and booster clubs, whose activities relate to and support the educational mission of MCPS.

II. Restrictions on the Distribution of Information/Materials

In order to avoid disruption to the educational process and school operations and the unnecessary distraction or diversion of student, staff and administrative time, the distribution of information and materials by non-school organizations will be limited to a website posting of an organization's web page link on the MCPS Website (the "Posting"). MCPS will maintain a location on its website, <http://www.martinsville.k12.va.us/> (the "MCPS Website"), on which non-school organizations may be listed and provide a link to its website (the "Non-School Organization Link"). All Non-School Organization Links shall be of nonprofit organizations that do not unlawfully discriminate; do not promote, either directly or indirectly illegal activities; and do not promote any activities contrary to the curriculum of MCPS and, in addition, satisfy the criteria of section III below.

III. Prohibited Posting

- a. A Non-School Organization Link will not be posted to the MCPS Website if its purposes, activities and/or objectives:
 1. Are reasonably likely to cause substantial disruption of, or a material interference with, school activities;
 2. Endorse or encourage the use of alcohol, tobacco, or any illegal substance or action;
 3. Endorse or encourage any violation of the Standards of Student Conduct (see Policy JFC-R);
 4. Conflict with MCPS curriculum or the educational mission of MCPS; or
 5. Are obscene, pornographic or defamatory.

- b. Links to websites of a partisan political nature shall not be posted to the MCPS Website.
- c. Links to websites suggesting that MCPS advertises or endorses a commercial product, service, group or endeavor shall not be posted, except as otherwise authorized pursuant to School Board Policy JL - Fundraising and Solicitation.

IV. Procedure for Posting and Enforcement

- a. Prior to the posting of the Non-School Organization Link to the MCPS Website, the form below must be completed and submitted to the Division Superintendent. The Division Superintendent and/or designee shall approve the posting of the Non-School Organization Link and shall monitor all Non-School Organization Links from time to time to determine compliance with this regulation.
- b. Upon clicking on any Non-School Organization Link posted on the MCPS Website, a disclaimer will appear upon which the MCPS Website visitor will be informed of and agree to the following:

Please note that by clicking on this link, you will leave the MCPS Website and enter a privately owned website created, operated and maintained by a non-school related organization. By linking to this non-school related organization, the Martinsville City Public School Division neither sponsors nor endorses its activities, information, services, purposes or security policies and expressly disclaims such.

- c. If a Non-School Organization Link posted to the MCPS Website is subsequently found to be in violation of this Regulation, the Non-School Organization Link will be immediately removed from the MCPS Website.

Issued: December 8, 2014

Legal Refs.: U. S. Constitution amend. I

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, 22.1-79.5, 22.1-131, 22.1-279.6, and 22.1-293(B-D)

Cross Refs.: JFC-R Standards of Student Conduct
KFB Administration of Surveys and Questionnaires
KG Community Use of School Facilities
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

**MARTINSVILLE CITY PUBLIC SCHOOLS
APPLICATION FORM:**

POSTING OF NON-SCHOOL ORGANIZATION LINK ON MCPS WEBSITE

PLEASE PRINT

Name of Organization: _____ (the "Organization")

Address of Organization: _____ Contact Person: _____

_____ Email Address: _____

_____ Phone Number: _____

Brief Description or
Mission of Organization: _____

Requested Link to be Posted to the MCPS Website:

By my signature below, I affirm that I am authorized to sign this Form on behalf of the Organization and that the Organization satisfies the criteria of Section III of Regulation KF-R, Distribution of Materials and that it does not (i) unlawfully discriminate; (ii) promote, either directly or indirectly, illegal activities; and (iii) promote any activities contrary to the curriculum of MCPS.

Signature

Date

Please submit a completed copy of this application and a copy of the 501(c)(3) determination letter for your organization to:

MARTINSVILLE CITY PUBLIC SCHOOLS
DIVISION SUPERINTENDENT
746 INDIAN TRAIL
POST OFFICE BOX 5548
MARTINSVILLE, VA 24115

MARTINSVILLE CITY PUBLIC SCHOOLS