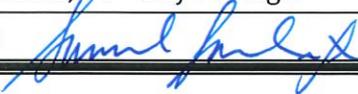




CITY OF CHARLOTTESVILLE
STANDARD OPERATING PROCEDURE

Type of Policy:	Policy Number:
Policy Prohibiting Bullying in all Youth-Serving City Services, Activities, Programs & Facilities	
Authorization: Samuel Sanders, Jr. - City Manager	
Signature of City Manager: 	Effective Date: 08/08/24

I. PURPOSE OF POLICY

This policy protects the dignity and safety of youth served by the City of Charlottesville, Virginia. It prohibits bullying, harassment, and intimidation in all youth-serving city services, activities, programs, and facilities. For the purposes of this policy, “youth” are individuals aged 21 years or less who participate in City programs or activities. This policy shall not be construed to prohibit any constitutionally protected activity or speech.

II. DEFINITIONS

“Bullying” shall be defined as any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal, that:

1. May be based, without limitation, on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, physical ability, source of income, or any other distinguishing characteristic, or on a youth’s association with a person or group with any of the actual or perceived foregoing characteristics; and
2. Is reasonably likely to:
 - a. Place the youth in reasonable fear of physical harm to their person or property;
 - b. Cause a substantial detrimental effect on the youth’s physical or mental health;
 - c. Substantially interfere with the youth’s academic performance or attendance; or
 - d. Substantially interfere with the youth’s ability to participate in or benefit from the services, activities, programs, facilities, or privileges provided by an agency, contractor, or agent.

III. PROHIBITION AGAINST BULLYING

1. Acts of bullying, including cyberbullying, whether by youth, volunteers, or staff, are prohibited in all youth-serving City services, activities, programs, and facilities.
2. Retaliation against a youth, volunteer, or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.
3. All agencies and departments that provide services, activities, programs, and facilities for youth shall establish a clear policy for reporting, addressing, and preventing bullying, as defined above. This policy shall include a requirement for annual training for all staff on said policy and best bullying prevention practices. The City shall encourage all third-party organizations that receive City funding for services and programs that include youth to establish their own clear policy for reporting, addressing, and preventing bullying following their policies and practices.

IV. YOUTH CODE OF CONDUCT

The City expects youth to behave in a way that supports a safe and welcoming environment for other youth, City employees, volunteers, and community members. Youth who participate in City programs and activities are expected to:

1. Treat all participants in the program or activity with respect;
2. Respect the property of the City, its staff, and other youth involved in the program or activity;
3. Respond appropriately to instructors from the program or activity staff and volunteers

IV. REPORTING INCIDENTS OF BULLYING OR RETALIATION

The City expects all employees, student participants, and volunteers in City programs and activities to report incidents of bullying or retaliation they witness or of which they are made aware. Youth, parents, guardians, and community members are also encouraged to report any bullying incidents they witness or become aware of.

Reports of bullying may be made to the employee in charge of the activity or program, the Program Coordinator, or a member of facility management. If the employee involved is a manager or program coordinator, the situation should be reported to the department director's office, which hosts the program, activity, or facility.

Employees aware of a bullying situation should immediately document the incident, including dates, times, places, people involved, and a description of behavior and response. The incident should then be reported immediately to the manager of the facility where the offense took place.

Should the citizen involved be uncomfortable reporting the incident to the manager of the facility where the incident took place, the following individuals have been designated to accept such complaints:

- Director of the department hosting the program, activity, or facility.

- Deputy City Manager for Social Equity and LGBTQIA+ Liaison to the City Manager
- City Manager's Office

Any allegation of bullying by a city employee shall be promptly investigated and addressed according to the process outlined in Human Resources Personnel Policies sections Equal Employment Opportunity, 2-2; Diversity/Equity/Inclusion/Belonging/Accessibility (DEIBA) Policy, 2-3; Anti-Discrimination/Anti-Harassment/Anti-Retaliation, 2-7; and Workplace Violence, 10-5. Confidentiality will be maintained throughout the investigatory process.