



City of Virginia Beach

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DEPARTMENT OF PUBLIC LIBRARIES

Policy

Title: Youth Bullying Prevention	Policy Number: VBPL-POL-0019
Effective Date: 7/17/2019	Date of Revision: 7/17/2019

1.0 Purpose and Need

Respect and care for every person is a core value of the City of Virginia Beach. All individuals, including youth who participate in City programs or activities, deserve to be free from the threat or actuality of physical violence or verbal abuse, and the City will not tolerate acts of bullying, harassment and intimidation of youth. The intent of this policy is to prevent bullying in City programs and activities serving youth.

2.0 Definitions

“Bullying” shall be defined as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that can reasonably be predicted 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 as a part of a City program or activity or by an agency, contractor or agent thereof.

Bullying may be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, place of residence or business, or any other distinguishing characteristic, or on a youth’s association with a person, or group that contains any person, with one or more of the actual or perceived foregoing characteristics.

For purposes of this policy, “youth” are individuals aged 21 years or less who participate in City programs or activities.

3.0 Prohibition Against Bullying

Acts of bullying, including cyberbullying, whether by youth, volunteers or employees, are prohibited in City programs or activities on and off City property. Retaliation against a youth, volunteer or employee who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

4.0 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:

- A. Treat all participants in the program or activity with respect;
- B. Respect the property of the City, its staff and other youth involved in the program or activity;
- C. Respond appropriately to instructions from the program or activity staff and volunteers

5.0 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 incidents of bullying that they witness or of which they become aware.

Reports of bullying may be made to the employee in charge of the activity or program, 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 office of the Director of Libraries.

Employees who become aware of a bullying situation should immediately document the incident to include 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:

- LGBTQ Liaison to the City Manager
- City Manager's Office
- Employee Relations Manager, Department of Human Resources

Any allegation of bullying on the part of a city employee shall be promptly investigated pursuant to the process set forth in Human Resources Equal Employment Opportunity Policy and Complaint Procedure, 6.06. Confidentiality will be maintained throughout the investigatory process.

Approved by:

Eva Poole, Director of Libraries