

**Berwyn Park District**  
Cook County, Illinois

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**A RESOLUTION ESTABLISHING AN  
ANTI BULLYING POLICY**

**R-14-06**

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**COMMISSIONERS**

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**Resolution No. R-14-06**

**A RESOLUTION ESTABLISHING  
THE BERWYN PARK DISTRICT  
ANTI- BULLYING POLICY**

**WHEREAS**, the Berwyn Park District Board of Commissioners are committed to providing safe and enjoyable parks, facilities, and programming for Berwyn residents; and,

**WHEREAS**, the Berwyn Park District determined that is beneficial to create an Anti-Bullying Policy to provide guidance and direction related help prevent bullying from occurring

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BERWYN PARK DISTRICT:**

That the Berwyn Park District Board of Commissioners adopts the attached Anti-Bullying Policy to provide direction in the prevention and occurrence of bullying related issues.

Entered upon the records of the Berwyn Park District this 20<sup>th</sup> day of May 2014.

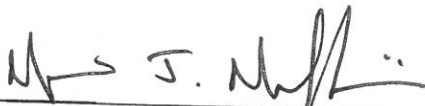
**Passed this 20<sup>th</sup> Day of May 2014**

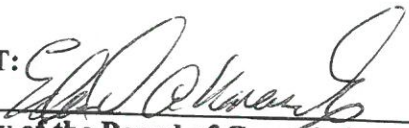
**AYES:**

**NAYES:**

**ABSENT:**

**Approved this 20<sup>th</sup> Day of May 2014.**

  
\_\_\_\_\_  
**President of the Board of Commissioners  
of the Berwyn Park District**

**ATTEST:**   
\_\_\_\_\_  
**Secretary of the Board of Commissioners  
Of the Berwyn Park District**

# BERWYN park district

## Anti-Bullying Policy

The Berwyn Park District recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports personal and group achievements. To protect the rights of all participants and groups in creating a safe and secure environment, the park district prohibits acts of bullying, harassment, and any other forms of aggression and violence.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors in order to provide positive examples for participant behavior.

"Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., cyber bullying) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/ or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off park district property, at any park district sponsored function, or in a park district vehicle or at any time or place where a staff or participant's imminent safety or overall well-being may be an issue.

Bullying or harassment is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more individuals;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more individual;
- adversely affects the ability of an individual to participate in or benefit from park district activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,
- is based on an individual's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in a park district program room, on school premises where park district programs are held, immediately adjacent to park district premises, or at a park district-sponsored event, whether or not held on park district premises. Bullying or harassment, including cyber bullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of park district programs for one or more individuals and/or the orderly day-to-day operations of any park district program.

The Berwyn Park District recognizes that in order to have the maximum impact, it is critical to provide annual training for employees and volunteers on district policies and procedures regarding bullying and harassment. Training should provide employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Berwyn Park District believes that standards for individual's behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Berwyn Park District believes that the best responsible action for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve the problems that motivated the inappropriate aggressive behavior. We will provide guidelines for proper responsive action.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

#### *Factors for Determining Consequences*

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

*Note:* Consequences must be fair and impartial.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity according to determining factors. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.*

The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### *Examples of Consequences*

- Temporary removal from the program
- Loss of privileges
- Program suspension
- Legal action

Employees will also be held accountable for bullying or harassing behavior directed toward employees, volunteers, parents, participants or district officials, according to the employee policy manual.

All employees are required to report alleged violations of this policy to their supervisor. All other members of the community, including participants, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to: Jeffrey Janda, Executive Director, 708-788-1701 or [jjanda@berwynparks.org](mailto:jjanda@berwynparks.org).

Reports may be made anonymously, but formal responsive action *may not* be based solely on the basis of an anonymous report.

The Berwyn Park District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Berwyn Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment will be dependent on determining factors, up to and including legal action. Consequences and appropriate remedial action for an *employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.