

Rawan Online School Anti-Bullying Policy

I. Introduction and Commitment

Rawan Online School is committed to providing a safe, supportive, and inclusive learning environment free from bullying and harassment for all students, staff, and parents/guardians. This policy applies to all school-sponsored activities, including online classes, virtual meetings, digital platforms, and any interactions that impact the school climate or a student's ability to learn.

We believe that every member of our community has the right to be treated with dignity and respect. Bullying is strictly prohibited and will result in disciplinary action.

II. Definition of Bullying

Bullying is defined as repeated, unwanted, and aggressive behavior among school community members that involves a real or perceived power imbalance. This behavior is intended to inflict physical, verbal, or emotional harm.

In the context of an online school, bullying includes, but is not limited to:

- 1. Verbal Bullying (Online):** Repeated use of demeaning, threatening, derogatory, or abusive language via voice, chat, or direct messages on school platforms or official communication channels.
- 2. Cyberbullying (Digital):**
 - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
 - Sharing private or embarrassing information, pictures, or videos without consent (doxing or non-consensual sharing).
 - Impersonating another student or staff member (catfishing/spoofing).
 - Excluding someone intentionally from virtual groups, study sessions, or collaborative school projects.
 - Hacking or tampering with another user's account or digital workspace.
- 3. Social Bullying (Exclusionary):** Spreading rumors, damaging reputation, or encouraging others to exclude a student from virtual interactions or social media groups related to the school.
- 4. Bias-Based Harassment:** Any bullying behavior directed toward a student or staff member based on their race, color, national origin, gender, gender identity, sexual orientation, disability, religion, or any other characteristic protected by law.

III. Reporting Procedures

All members of the Rawan Online School community are responsible for reporting any instances of bullying or suspected bullying.

1. **Immediate Reporting:** Any student who feels they have been bullied, or any witness to bullying, must report the incident immediately to a teacher, counselor, or school administrator.
2. **Formal Reporting:** Reports must be submitted via the school's designated digital reporting form (available on the school portal) or by sending a detailed email to the designated Anti-Bullying Coordinator (ABC), whose contact information is available on the school website.
3. **Required Information:** Reports should include:
 - Names of the individuals involved (alleged victim and alleged bully/bullies).
 - Date, time, and specific virtual location (e.g., "Math class Zoom chat," "School Discord channel," "Google Classroom comments").
 - Specific details of the behavior (what happened, how often it happened, and how the communication was delivered—text, voice, image, video).
 - Any saved evidence (screenshots, chat logs, links to posts).

IV. Investigation Procedures

1. **Timeliness:** All reports will be investigated promptly, typically beginning within 1 school day of receipt.
2. **Confidentiality:** All reports will be handled with discretion and confidentiality, sharing information only on a need-to-know basis to conduct a thorough investigation and comply with legal obligations.
3. **Fact-Finding:** The investigation will involve:
 - Interviewing the reporter(s), the alleged victim, and the alleged aggressor(s).
 - Interviewing any relevant witnesses.
 - Reviewing digital evidence (chat logs, platform activity, emails, saved screenshots).
4. **Determination:** The investigator will determine if bullying occurred based on the "preponderance of the evidence" (meaning it is more likely than not that the behavior meets the definition of bullying).
5. **Documentation:** All findings, evidence reviewed, and disciplinary actions taken will be thoroughly documented and maintained by the school administration.

V. Disciplinary and Remedial Action

If an investigation concludes that bullying has occurred, Rawan Online School will take disciplinary and remedial action tailored to the severity and frequency of the behavior. Actions may include, but are not limited to:

1. Student Consequences:

- Verbal warning and parental contact.
- Required participation in anti-bullying and digital citizenship counseling sessions.
- Temporary removal or restriction from online platforms or chat features.
- Temporary suspension from virtual classes.
- Permanent expulsion from Rawan Online School.

2. Remedial Action (Non-Disciplinary):

- Increased supervision in virtual settings.
- Support and counseling for the victim.
- Mediation (only if appropriate and requested by both parties).
- Restitution for any damages.

VI. Prevention and Education

Rawan Online School is committed to proactive prevention through education:

- **Digital Citizenship Curriculum:** Integrating mandatory lessons on respectful online behavior, privacy, and the impacts of cyberbullying into the curriculum for all grade levels.
- **Staff Training:** Ensuring all staff members are trained annually on recognizing, reporting, and responding effectively to bullying incidents in a virtual environment.
- **Parent Resources:** Providing parents and guardians with information and tools to monitor their children's online activity and reinforce anti-bullying values at home.

VII. Policy Review

This policy will be reviewed and updated by the Rawan Online School administration and Governing Board annually to ensure it remains effective and compliant with current best practices and legal standards.

Policy last reviewed: November 2025