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| **PART 2. SAMPLE PROTOCOL FOR DASA INCIDENT INVESTIGATION** |
| **To be completed by the DAC or person designated by the Principal to do the investigation.**  **A thorough investigation must be done. Attach more copies of this section for each interviewee.** |

**Interviewee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I am going to ask you some questions about a reported (identify the kind of) incident.*

*Please answer the questions the best you can. We will keep your answers anonymous as much as possible.*

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| 1. Briefly, please describe what happened: |
| 1. Who was involved?    1. Who was the offender?    2. Who was targeted?    3. Were there bystanders/witnesses? If yes, who were they? |
| 1. What did you see? |
| 1. What did you hear? |
| 1. What did you feel (physically)? |
| 1. When did this start? How long has this been going on? |

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| 1. Who was hurt?    1. How was that person hurt? (Physically? Feelings? Something broken or damaged?)    2. How do you feel now? |
| 1. Was anyone else hurt in any way? |
| 1. Was anything damaged or broken? Missing? |
| 1. Did you or anyone else miss school, classes or school work? |
| 1. Please describe how this has affected you while you are at school. |
| 1. Has this happened before? |
| 1. Do you have anything you can show or give to me about this incident? Any evidence?    1. Examples: Notes, bruises, URL’s , pictures, screen shots, etc. |
| 1. Why do you think this happened? |
| 1. Who else should I talk to about this incident? |
| 1. Is there anything else you can/want to say about this incident? |

***Thank you very much.***