



View xForm - Research Review Board (RRB) Submission

New RRB Submission

Data Entry

- Submitted 10/23/2024 2:26 PM ET by Scanlon, Christina PhD

Submission Type

RRB Number 2024-1977

Study Title Whole School Safety Planning: SROs and Local Control

Event Type New Submission defined 08/29/2024

Schools Participating No answer provided.

SUBMISSION TYPE INSTRUCTIONS AND OPTIONS

"New Submission" - if this is a brand new RRB proposal OR you need to make requested revisions to an RRB submission that is NOT yet approved.

"Entry of RRB project that was previously-approved outside of IRBManager" - if you would like to enter a project into IRBManager that was reviewed and approved outside of IRBManager (i.e. before IRBManager was implemented at CPS). For this selection, there must be no changes in your study protocol from when your study was previously approved.

"Modification/Continuing Review of RRB Project Previously approved outside of IRBManager" - if you would like submit a modification for a study that was **approved outside of IRBManager (i.e. before IRBManager was implemented at CPS)**.

Type of Submission

New Submission

Pertinent CPS Documentation

Submitter

Scanlon, Christina PhD

Email: CLScanlon@uchicago.edu

Mobile: (412) 849-6047

Overview of Pertinent CPS Documentation

The RRB is composed of members representing various Central Office academic departments as well as the Law Department. The RRB meets quarterly to evaluate new proposals to conduct research. The RRB calendar and deadlines for submissions can be found on the CPS Research Website here. Decisions resulting from the research review process will be communicated to the applicant of the request as well as appropriate CPS staff in accordance with the estimated timelines outlined in the respective RRB calendar. External researchers may not begin any research activities or obtain data for research purposes without first following the procedures outlined in this policy and securing the necessary approvals.

We expect all researchers to be familiar with the guidelines and policies guiding research within the district. Please verify that you have read and acknowledged the following:

External Research Study and Data Policy

✓ I have read and understood the External Research Study and Data Policy

CPS RRB Guidelines

✓ I have read and understood the CPS RRB Guidelines

CPS Equity Framework

✓ I have read and understood the CPS Equity Framework

CPS Vision

✓ I have read and understood the CPS Vision

CPS Volunteer Policy

✓ I have read and understood the CPS Volunteer Policy, including background check requirements

Study Personnel Details

Study Title

Whole School Safety Planning: SROs and Local Control

Does your organization participate in a Research Practice Partnership (RPP) with Chicago Public Schools?

Yes

Please select the RPP with which you are affiliated

UC CCSR

RPP Point of Contact

An, Chen PhD

Email: chen17@uchicago.edu

Phone:

Principal Investigator

Arneson, Amy PhD

Expirations:

**Background
Check
Level:**

PI Organization

University of Chicago

If the form indicates "not found" when you add the Principal Investigator, please use the link below to add the contact to the IRBManager system.

User had the option to start a different form here.

Are there any other study contacts?

Yes

If the person completing this form is not the Principal Investigator, it is suggested that the submitter be entered as a contact.

Study Contact Information

Contact Email Address	Contact Organization	Role	Study Responsibility
Scanlon, Christina PhD Email: CLScanlon@uchicago.edu Background Check Level:	University of Chicago	Project Team Member	Will engage in primary data collection Will have access to individual-level student/staff data
Johnson, David PhD Email: Background Check Level: Level I Expirations:	Lurie Children's Hospital of Chicago	Principal Supporter	Will engage in primary data collection Will have access to individual-level student/staff data
Hinze-Pifer, Rebecca PhD Email: rhp@illinois.edu Background Check Level: Expirations:	University of Illinois	Principal Supporter	Will engage in primary data collection Will have access to individual-level student/staff data

Please click **save** after each contact is added.

If the form indicates "not found" when you add the Principal Investigator, please use the link below to add the contact to the IRBManager system.

User had the option to start a different form here.

Is the Principal Investigator a Student?

No

Is the researcher a CPS Staff Member?

No

Funding and Intervention Information

Is this project contracted by the CPS Board of Education?

No

Is a funding source associated with the proposed research?

Yes

Who is the primary funding source?

Pritzker-Pucker, Crown Family Philanthropies, Circle of Service, Stone Foundation

What is the amount of funding awarded?

\$500,000.00

Please list primary contact information of funder.

Pritzker-Pucker: Judy Wilen (jwilen@pritzkerpuckerfamilyfoundation.org)

Crown Family Philanthropies: Nedra Lucas (NLucas@crown-chicago.com)

Circle of Service: Aurora Flores Garcia (aurora@cosfoundation.org)

Stone Foundation: Brandon Thorne (Brandon@wcstonefnd.org)

Select the option that applies to your study

Study will be occurring in several schools throughout district. Selection of specific schools is to be determined in partnership with CPS Office of Safety and Security and OSEL.

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My study will be occurring District-wide

Will this research require any in-person interaction or intervention activities?

Yes

Will this research require any virtual interaction or intervention activities (Google Meets, Zoom, etc.)?

Yes

Please note that Zoom is not approved for use with CPS Students. Any virtual activities will need to be conducted via Google Meets and safe@cps.edu must be invited to Google Meet. Please adjust virtual methods accordingly. For more information on permitted interactions with students and staff, please visit <https://www.cps.edu/about/policies/acceptable-use-policy/external-volunteers/>.

Please review CPS's Acceptable Use of Technology Guidance (AUP)



Questions about eligibility or appropriate use of communication channels should be directed to the school principal or CPS External Research department. Only CPS-approved communication channels may be used.

Please be aware that virtual interviews involving students may only be conducted via Google Meets. A CPS Staff member must be present for the entire duration of the interview. For more information on CPS' Acceptable Use of Technology policies, please visit <https://www.cps.edu/about/policies/acceptable-use-policy/external-volunteers/>

Please check all of the following that apply to your research protocol:

Focus Groups

Please outline your protocol for focus group activities, describing when, where, duration, frequency, and with whom.

Each focus group will take 60 minutes. There will be 10 to 12 focus groups total, each including between 6 and 8 participants. The total number of participants will not exceed 100. Three role-alike focus groups will be conducted for each of four different roles: three student focus groups, three parent focus groups, three administrator focus groups, and three staff focus groups. Participants will be recruited from across multiple CPS high schools that have previously participated in the whole school safety planning process.

Does this involve video, audio, or photograph recording?

Yes

Please describe the protocol for audio/video recording

Focus group participation will be recorded via Google Hangouts. Participants will be given the option to turn cameras on or leave them off, as they choose. The recorded audio from focus group meetings will be sent for professional transcription. Recorded video will be retained for the duration of the project and stored on a secure, encrypted server at the UChicago Consortium. All participants will be assigned a project ID number to ensure their confidentiality. A crosswalk linking participant IDs with identifiable information will be stored on a secure server and all transcripts will be scrubbed of identifying information prior to being uploaded for storage.

Please describe how data will be captured and stored securely

Focus groups will take place online (virtually). Per CPS policy, student focus groups will be conducted and recorded on Google Hangouts and with a non-school affiliated CPS district staff member present but not participating. All other focus groups will be conducted and recorded. Participation in focus groups will be kept confidential. Focus group recordings will be transcribed and transcripts will be scrubbed of any identifiable information before being saved on a secure, encrypted server at the UChicago Consortium for coding and analysis.

Please attach all study materials corresponding to focus group procedures (i.e., consent forms, protocol, recruitment and incentive plans)

WSS Adult Focus Group Verbal Consent Script.pdf	Consent Forms
WSS FOCUS GROUP PARENT CONSENT FORM - SPANISH.pdf	Consent Forms
WSS FOCUS GROUP PARENT CONSENT FORM.pdf	Consent Forms
WSS FOCUS GROUP STUDENT ASSENT FORM.pdf	Consent Forms
WSS Committee Focus Group Protocol_24-08-20.pdf	Focus Group Protocols
WSS Focus Group Recruiting Script.pdf	Recruitment Materials

Deleted Attachments: 6 (Most Recent: WSS Adult Focus Group Verbal Consent Script.pdf on 10/22/2024 4:54 PM ET)

Will this research require the use or access of existing CPS data?

No

Will this research require the use or access of existing non-CPS data?

No

Study Details

Please select all of the following that will be participating in the study?

Students
Parents
Teachers
Other Staff

Will any of these students be under the age of 18?

Yes

Please be aware that the inclusion of study subjects younger than 18 requires active, written consent from the parent(s) or guardian(s). The consent form needs to explicitly inform parents of their rights to review all materials used with their children as provided for in the Protection of Pupils Rights Act. Please ensure you have added the following statement to your consent form(s) verbatim, with the appropriate personalization for your study:

"Parents please be aware that under the Protection of Pupils Right Act 20 U.S.C. Section 1232 (c)(1)(A), you have the right to review a copy of the questions asked of or materials that will be used with your students. If you would like to do so, you should contact [INSERT APPROPRIATE CONTACT] at XXX-XXXX to obtain a copy of the questions or materials."

Has this project been reviewed by an Institutional Review Board (IRB)?

The project as a whole has been approved by University of Chicago Crown Family School IRB (IRB23-1529). The focus groups addressed in this RRB are the subject of a pending amendment currently under review at Crown IRB.

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Yes, and it was approved

IRB of Record Name

University of Chicago - Crown Family School IRB

IRB Protocol Number

IRB23-1529

Please attach all of your IRB documentation here (include approval/exemptions letters, IRB study protocol, etc.).

WSSP_SRO IRB23-1529 Approval Letter.pdf IRB Letters
IRB Attachment for RRB Submission.pdf IRB Protocol

Deleted Attachments: 1 (Most Recent: Research Review Board (RRB) Submission-2024-08-07-15-04.pdf on 08/21/2024 2:29 PM ET)

IRB of Record Primary Contact Email Address

amyarne@uchicago.edu

Please select your primary area of research from the following:

Safety and Security

Secondary Study Subject(s)

No answer provided.

Study Overview

Executive Summary or Abstract

Please provide a high-level overview of your study, including a summary of the motivation, design, and implications of the project.

The purpose of this research is to understand and describe the operation and impact of a specific Chicago Public Schools' policy change that allowed public schools to remove school resource officers (SROs) from schools in exchange for off-setting funds to be used for alternative whole school safety strategies (e.g. restorative justice programming, mental health supports, additional staffing).

Research Questions and Hypothesis

Please list all research questions and hypotheses associated with this project.

The study addresses four interconnected research questions:

1.
What is the impact of removing one or both SROs on student outcomes (e.g. attendance; students' likelihood of being written up, suspended, expelled, or arrested in school), students' perceptions of safety, and teachers' perceptions of safety?
2.
How do key district and community stakeholders define and describe the goals of SRO removal and the district's whole school safety process? In particular, how do stakeholders understand and define safety (i.e. for whom, from what)?
3.
What specific strategies and/or approaches do schools propose and pursue under Whole School Safety Plans (WSSPs) submitted to the district? Why? What school and community characteristics are associated with particular strategies or approaches?
4.
How do school communities experience the development and implementation of WSSPs? Specifically, what successes/opportunities and challenges/obstacles do CPS students, school leaders, educators, staff, and community (LSC, et al) members encounter? How are those issues addressed?

Purpose and Literature Review

Please provide an overview of the existing research and literature on this subject. What is the contextual history of this subject area and how does this research build upon the body of extant knowledge?

Findings from previous studies on the role and impact of school resource officers on students' outcomes and experiences are mixed. Mixed evidence parallels a robust public debate about the role of police officers in schools. In Chicago, as in other major urban school districts, the presence and behavior of police officers in schools has become a point of contention between district officials, community members, student activists, and police, particularly in the wake of the murder of George Floyd. At the core of these debates are empirical questions about the ways in which the presence and/or removal of SROs from schools may affect student outcomes and experiences, particularly in the realm of discipline (e.g. students' likelihood of being written up, suspended out of school, expelled from school, or arrested in school) and perceived safety.

This study will provide evidence to inform this debate and related policy decisions regarding SROs and schools' pursuit of alternative strategies for whole school safety.

Research Activities and Student/Staff Involvement

Please provide an overview of all primary and secondary research activities associated with this study. Please use this space to describe, as thoroughly as possible, all that will be asked of your research subjects (e.g. surveys, focus groups, observations, etc.)

Participants in this research study will be asked to partake in a single in-depth, semi-structured virtual focus group of approximately 60 minutes in length. Focus groups explore members' experiences and perspectives as members of their school's whole school safety committee. Focus groups will be role-alike (e.g. students with other students, parents with other parents, administrators with other administrators, and school staff with other school staff members) and comprised of roughly 6 to 8 individuals from across multiple different CPS high schools.

Research Methodology and Analytical Technique

Please provide an overview of your research methodology and specific analytical techniques that will be utilized as part of this study.

Focus group recordings will be transcribed and transcripts will be scrubbed of any identifiable information before being saved on a secure, encrypted server at the UChicago Consortium for coding and analysis. Data will be analyzed qualitatively to produce a set of findings that will identify and describe the set of challenges and also opportunities that individuals experience as part of their participation in the whole school safety planning process at their schools.

Benefits and Commitment to Equity

Benefit to CPS

Which (if any) CPS vision goals does your research support?

No answer provided.

[Click here to access more information on the CPS Vision Goals.](#)

Which (if any) of the CPS core values does your research support?

No answer provided.

How does this project support the district broadly?

Placeholder

Commitment to Equity

In what ways does this project reflect/challenge/progress the district's commitment to equity?

The Whole School Safety project reflects, challenges, and progresses the district's commitment to equity by reimagining school safety. It prioritizes student well-being, recognizing the disproportionate impact of traditional policing on students of color, and emphasizes community engagement, involving stakeholders in safety discussions. The project challenges the status quo by rethinking discipline and safety, moving away from school resource officers and punitive measures that have historically marginalized students of color.

Reflect on the district's equity framework as well as the following: As a researcher, what is my privilege / bias when it comes to this question? Am I assuming that Black and brown students will inherently perform poorly? Have I consulted those whose communities I want to research? Is the research designed with the holistic humanity of the people I am researching in mind? Do I perceive the communities I want to research as allies, or as research subjects? Am I interrogating / challenging policies and systems that may be contributing to inequities? Will this project create an undue burden on the communities I am seeking to research?

How are your research activities accessible to individuals with disabilities?

We are committed to ensuring that all research activities are fully accessible to individuals with disabilities. This includes providing materials in multiple formats (e.g., large print, digital versions compatible with screen readers). Virtual meetings ensures that focus groups are physically accessible, and sign language interpreters, captioning services, or other necessary supports will be made available on an as-needed basis. The project also prioritizes inclusive communication strategies, ensuring that all participants can engage fully in discussions and contribute to the research process.

Are your research activities translated into languages other than English as appropriate for the community?

Yes. Our research activities are translated into Spanish and interpreters will be available so that Spanish-speaking participants can fully participate.

Please use the table below to list all District CPS Supporters and the role they will have in your study. Use the details box to describe your supporters' title and role in the district. List your primary supporter first.

Please click "save" after each line.

CPS Supporter Email Address	CPS Supporter Details
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Link to New Contact Form

User had the option to start a different form here.

How will you share your research findings with the population(s) you are studying?

We will share research findings with the populations involved by highlighting key insights and actionable recommendations. These reports will be accessible and easy to understand for all stakeholders, including students, teachers, and parents. Additionally, the project will use community engagement sessions to present and discuss findings in an open, inclusive environment, fostering direct interaction and feedback from community members. To ensure broad access, all materials will be provided in multiple languages and accessible formats, empowering communities to actively participate in shaping safer and more equitable school environments.

Research Activities

Start Date of Recruitment

11/04/2024

End Date of Recruitment

06/01/2025

Please provide the date that you will begin primary data collection

11/18/2024

Please provide the end date of primary data collection

06/02/2025

Please provide the date that you will begin analysis

12/16/2024

Please provide the end date of analysis

06/16/2025

Please provide the approximate date that you will finalize your research report.

08/01/2025

Description of Deliverable/Final Product (i.e., academic/journal article, white paper, memo, report)

There will be one published research brief associated with the focus group data collection and analysis described herein. This report will serve as a valuable resource for school administrators, policymakers, and community organizations. Summaries of key research findings will also be provided in both English and in Spanish translation. In addition to the report, the findings will be further disseminated through academic journal articles. These articles will delve deeper into specific aspects of the research, contributing to scholarly discourse on school safety, equity, and community engagement/co-design. The articles will be tailored to meet the standards of peer-reviewed journals, ensuring that the research reaches a wider academic audience. Both the report and articles will be made available in multiple formats to enhance accessibility and utility for all stakeholders.

Will any portion of this research, including recruitment or consent, take place during or in any way interfere with standard activities?

No

With very few exceptions, research procedures cannot be carried out during or in any way interfere with standard activities, including instruction time or professional development sessions.

Will this study involve study subject randomization or a control group?

No

Will your research employ study-subject deception or non-disclosure?

No

Will this research involve Product Testing?

No

Will this research involve collection of biological samples or biometric data?

No

Does this research involve other research procedures not described previously?

No

Is this research tied to a standard or novel curriculum, teaching or other program, staff professional development training or program, or other non-research activity or activities?

No

Does this study involve the use of educational technology (including survey tools, video conference platforms, and third party websites. See note for add'l details)?

No

Please be aware that under The Student Online Personal Protection Act, SOPPA (105 ILCS 85/), any platform students interact with must be compliant with current data security and student privacy regulations. Please note that this definition includes online survey tools such as Qualtrics. Please use the following website to check if your proposed platform is complaint with SOPPA: <https://cps.app.learnplatform.com/new/public/tools>

Study Population

Will you be submitting a secondary Data Request?

No

RRB Protocol Number

2024-1977

This is your assigned RRB Number. Please reference this in any data request associated with this study.

Study Subject Inclusion Criteria

Student, parent, administrator, and staff focus group participants will be selected based on their role/expertise.

If the research involves more than one study subject population (e.g. students, parents, teachers, staff), please individually detail the inclusion criteria for each.

Study Subject Exclusion Criteria

There are no criteria for excluding participants from selection.

If the research involves more than one study subject population, please individually detail the inclusion criteria for each

Please select all special populations that may be targeted for your study

No answer provided.

Describe the potential direct and/or indirect benefits for all detailed research procedures and populations

There are no direct benefits to participation and the consent form reflects this. Indirectly, efforts to address the degree to which young people and adults (e.g. students, teachers/staff) feel safe in schools are of vital importance to the success of their mission. Schools represent a critical social institution and serve a vital educational and developmental purpose in the lives of young people, in addition to serving as a place of employment for many adults. Efforts to address school safety are also local and place-based in an important sense, often reflecting the specific contexts and priorities of the local communities that schools serve. The benefits of this research include greater understanding the processes and approaches used to achieve greater school safety.

Describe the anticipated potential risks, however minimal, associated with the detailed research procedures and subject populations

There are no known risks associated with participation in the study beyond those of everyday life. Participation is completely voluntary and can be withdrawn at any time without penalty. There is some risk of loss of confidentiality; however, the research team will take adequate measures to ensure confidentiality and data security throughout the study.

How will the identified risks for all research procedures and subject populations be minimized and/or mitigated to the greatest extent possible?

Participants will be identified only by project ID numbers. Crosswalks linking participants' ID numbers with their identities will be stored only on secure servers and accessible only to UChicago staff. Recordings of focus groups will be saved and stored only on secure servers. Transcripts of focus groups will be de-identified and participants will never be identified in any published materials associated with the study.

What procedures will you use in the event that research questions/processes produce observable stress/distress in subjects?

If research questions or processes produce observable stress or distress in subjects, the study will immediately pause to assess and address the participant's well-being, offering them the option to take a break, skip questions, or withdraw without penalty. Participants will be informed about available support resources, such as school counselors or mental health services, and will be provided with contact information for these resources. The research team will review the situation to adjust protocols if necessary and will follow up with distressed participants to ensure they have accessed appropriate support. The informed consent process will clearly outline the risks and participants' rights to withdraw at any time, reinforcing the study's commitment to ethical practices and participant well-being.

Will you compensate study subjects?

Yes

Detail the proposed compensation (monetary and/or non-monetary) for each research procedure and population

Focus group participants will each receive a \$25 Amazon gift card electronically.

Student incentives must be appropriate, equitable, and reasonable in amount. All staff incentives are limited to \$50 or less in a given year. Any amount in excess will require the secondary employment form to be completed by staff participants, or otherwise have the amount allocated to the school.

Describe when and where study subjects will be compensated and detail the mechanisms that will be in place to ensure study subject privacy when distributing compensation.

Participants will receive compensation within 48 hours of the completion of their focus group. An electronic code will be sent to the participants via email.

Describe the compensation schedule for participants that withdraw from the research or that are withdrawn from the research by the study team.

Participants who withdraw or are withdrawn after partially contributing to the focus groups will receive full compensation.

Study Recruitment

Outline every aspect of the recruitment process for students.

Researchers will contact and recruit potential student participants via email using the consent script provided. Student participants will be identified and recruited based on their participation in their school's whole school safety committee. We will work with our partners in the Office of Safety and Security to obtain CPS email addresses for individuals who are identified in the Whole School Safety Plans submitted by the schools. Participants may be asked to suggest the names of additional members of their school's whole school safety committee (snowball sampling). Research team members will collect consent electronically by providing potential participants a QR code that will link to an online consent/assent form that parents/youth can complete electronically. Research team members will confirm consent/assent before beginning focus group discussions.

Outline every aspect of the recruitment process for parent participants.

Researchers will contact and recruit potential parent participants via email using the consent script provided. Parent participants will be identified and recruited based on their participation in their school's whole school safety committee. We will work with our partners in the Office of Safety and Security to obtain CPS email addresses for individuals who are identified in the Whole School Safety Plans submitted by the schools. Recruitment will occur via email whenever possible. Participants may be asked to suggest the names of additional members of their school's whole school safety committee (snowball sampling). Research team members will collect consent electronically by providing potential participants a QR code that will link to an online consent form that are completed electronically. Research team members will confirm consent before beginning focus group discussions.

Outline every aspect of the recruitment process for teacher participants.

Researchers will contact and recruit potential teacher participants via email using the consent script provided. Parent participants will be identified and recruited based on their participation in their school's whole school safety committee. We will work with our partners in the Office of Safety and Security to obtain CPS email addresses for individuals who are identified in the Whole School Safety Plans submitted by the schools. Participants may be asked to suggest the names of additional members of their school's whole school safety committee (snowball sampling). Research team members will collect consent electronically by providing potential participants a QR code that will link to an online consent form that are completed electronically. Research team members will confirm consent before beginning focus group discussions.

Outline every aspect of the recruitment process for non-teacher staff participants.

Researchers will contact and recruit potential non-teacher staff participants via email using the consent script provided. School staff and administrators will be identified and recruited based on their participation in their school's whole school safety committee. We will work with our partners in the Office of Safety and Security to obtain CPS email addresses for individuals who are identified in the Whole School Safety Plans submitted by the schools. Participants may be asked to suggest the names of additional members of their school's whole school safety committee (snowball sampling). Research team members will collect consent electronically by providing potential participants a QR code that will link to an online consent form that are completed electronically. Research team members will confirm consent before beginning focus group discussions.

Please attach all recruitment materials not attached elsewhere (Optional).

No answer provided.

Please attach all consent/assent forms associated with this study not already attached elsewhere (Optional).

No answer provided.

Identify study team members who will recruit subjects.

David W. Johnson will be the only member of the research team who will be directly involved the recruitment and consent process. Individual participants will be identified and recruited based on their professional roles. Participants may be asked to suggest the names of additional individuals whom they feel may have relevant experience/perspectives of interest to the research team (snowball sampling).

Will this research involve screening procedures

No

Compliance**FERPA**

For more information on FERPA, click [here](#).

Is any aspect of this research subject to FERPA?

Yes

Is the proposed research in compliance with FERPA?

Yes

ISSRA

For more information on ISSRA, click here.

Is any aspect of this research subject to ISSRA?

No

PPRA

For more information on PPRA, click here.

Is any aspect of this research subject to PPRA?

No

Permission, Confidentiality, and Security

Attach a draft of the permission letter that will be sent to school Principals

No answer provided.

Please note that Principals have final authority over what happens in their schools.

How will you protect the privacy of prospective research subjects? Please detail how study subject privacy will be protected during recruitment, screening, consent, and all research procedures. Provide an accounting for all applicable research procedures and study populations.

Recruitment and Focus groups will take place online (virtually). Per CPS policy, student focus groups will be conducted and recorded on Google Hangouts and with a non-school affiliated CPS district staff member present but not participating. All other focus groups will be conducted and recorded via Zoom. Participation in focus groups will be kept confidential, and participants will be given the option to turn off their cameras.

Describe the data confidentiality or security provisions that will be in place for all research data.

Focus group recordings will be transcribed and transcripts will be scrubbed of any identifiable information before being saved on a secure, encrypted server at the UChicago Consortium for coding and analysis. Research staff will ensure that data are securely transmitted and stored using encrypted servers only.

How will you store participant data?

Without any identifiers or codes

These details must be included in all applicable consent forms

Explain how data will be de-identified. What information will be contained on the record such that re-identification is impossible?

All participants will be assigned a project ID number to ensure their confidentiality. A crosswalk linking participant IDs with identifiable information will be stored on a secure server and all transcripts will be scrubbed of identifying information prior to being uploaded for storage.

Will you keep participants' contact information on file after the data have been collected?

No

Will you share individual-level data with other researchers or practitioners beyond the designated key research personnel?

No

What will you do with the data once the research has been completed (choose all that apply)?

Retain data for three years or longer post-completion, then destroy it

Please note that the district discourages storing study data for longer than three years after study completion.

Please describe the purpose for which you will be storing data after the conclusion of the study. Also, explain the planned duration (i.e. how long) you will retain data

Deidentified research data and study materials will be kept for up to ten years following the conclusion of the project for the purposes of analysis related to the whole school safety project. Identifiers (e.g. crosswalks) will be destroyed after the completion of the research project. After ten years, research data and materials will be securely deleted.

Attachments

Please attach all miscellaneous attachments

No answer provided.

If you are resubmitting your protocol following initial review, please attach your response letter here.

Are there any additional finalized contracts or agreements associated with this research that have not been attached elsewhere as part of this application (e.g. CPS Data Authorization Agreements)?

No

Are there any pending (i.e. not yet signed by both parties) contracts or agreements associated with this research that have not been attached elsewhere as part of this application?

No

Acknowledgements

Acknowledgements

Please acknowledge the following:

- ✓ All parts of this submission are accurate, complete, consistent, and clear.
- ✓ I have accurately and completely described all intended human subjects research procedures and the populations with whom they will be carried out.
- ✓ I have attached all study materials, including, but not limited to, all materials that will be given to, sent to, read to, or otherwise used with all prospective study subject populations.
- ✓ This submission adhere to all CPS policies and guidance as outlined in the link below
<https://www.cps.edu/about/district-data/conduct-primary-research/>
- ✓ I have accurately identified all personnel who will be involved in this study.
- ✓ I acknowledge that any/all changes required by the CPS RRB in the course of its review of this submission will be reported to my IRB of record during the entire lifetime of this study.
- ✓ I attest that I will work with my IRB of record to address any concerns raised in the review of this submission.
- ✓ I attest that all of the research procedures detailed in this submission have been carried out with prospective IRB review and approval.
- ✓ I agree to comply with all background check and volunteer procedures required of my study, per the official CPS Volunteer Policy (link provided below):
<https://policy.cps.edu/download.aspx?ID=272>

Submission Date

08/07/2024

Load Initial Submission into IRBManager
- Submitted 10/23/2024 2:26 PM ET by System, The

Research Office Pre-Review**- Submitted 08/30/2024 3:10 PM ET by Corson, Adam****Pre-Review****RRB Number**

2024-1977

Ready for Review

Ready for Review

Type of Review

Full Board

Primary Reviewer

Semrow, Samantha

Review Due Date

09/17/2024

Comments for Reviewer

There is an SOW executed under the CCSR MRSA for the quantitative/admin data portions of this project. This is the qualitative component, which is still subject to RRB.

Supplementary Site Output*No answer provided.***School Contacts***No answer provided.***Administrative Processor**

Corson, Adam

Email: ACorson1@cps.edu**Phone:****RRB Meeting Date**

09/16/2024

Payment Received

Yes

Return for Stakeholder Re-Review*No answer provided.***Current associated projects**

N/A

Associated Projects

No answer provided.

Please enter the record number of any data request or projects associated with this project. Each record number will need to be provided with a link to the project screen using the Hyperlink Manager icon.

Primary Reviewer Recommendation**- Submitted 09/16/2024 4:28 PM ET by System, The****Primary Reviewer Recommendation****Primary Reviewer Recommendation**

Type	Reviewer	Outcome	Assigned	Due	Complete
Primary Initial Review	Semrow, Samantha	Revise and Re-Submit	08/30/2024	09/17/2024	09/16/2024

I recommend revising and resubmitting proposal once issues related to the following are resolved: - IRB approval - plan for access to emails for recruitment and to ensure all WSSP members are contacted - plan for student and staff focus groups that does not interfere with instructional time - plan for student focus groups that does not include a related school staff member - consent forms for student assent, student (adult) consent, parent (for student) consent, and adult consent forms - reviewing the protocol especially as it relates to the applicability of some questions for student participants - modifying the data use and destruction plan

Reviewer Notes

I recommend revising and resubmitting proposal once issues related to the following are resolved: - IRB approval - plan for access to emails for recruitment and to ensure all WSSP members are contacted - plan for student and staff focus groups that does not interfere with instructional time - plan for student focus groups that does not include a related school staff member - consent forms for student assent, student (adult) consent, parent (for student) consent, and adult consent forms - reviewing the protocol especially as it relates to the applicability of some questions for student participants - modifying the data use and destruction plan

Under Convened Board Review

- Submitted 10/07/2024 7:33 PM ET by Corson, Adam

Post Board Meeting Processing

Do not process this stage until after the board meeting

Post Board Determination

Re-Submit with Changes

Post Board Summary for Researcher

Please update the IRB documentation within the system

--

Please clarify the plan for access to emails for recruitment and address how, using convenience sampling, researchers can ensure the diversity of WSSP members are included.

--

The following issues were noted within the existing student assent and parent (for student) consent forms.: The assent form has numerous issues including: missing study title, does not have a refusal checkbox, does not have checkboxes for recording, does not have signature lines, missing PPRA statement, not clear that not participating in study won't affect student's WSSP participation, states there might be subsequent uses of the data, does not outline data destruction plan, only available in English. It is also suggested, but not required, that a written consent form for parents (for parent participation) be included in English and Spanish (currently only collects verbal consent)

--

Please clarify the data use and destruction plan, particularly as it relates to retention of data for future studies.

--

Please clarify your plans for focus groups.

Researchers state that student participants will participate during school time but that they will not miss instructional time. If student participants will be engaging in focus groups from across schools simultaneously this may be difficult to ensure.

Additionally, researchers state a non-school staff member will be present in all student focus groups but can only try to ensure that it is not a staff member from the participants school. More details may need to be provided to explain who will be supervising student focus groups, how they will ensure that it is not a staff member from a student's school, and how researchers will ensure that it does not overlap with students course schedule or teachers instructional time.

If this submission has been rejected, approved with recommendations, or conditionally approved, the above information will be included in the generated letter.

If this submission requires re-submission with changes, the information above will be included in an email.

Follow Up Required

No Follow-up required

After you click "Next" and "Submit", this form will automatically send an email with the post-board summary included to indicate the revisions required to this application.

Administrative Processing

This submission was previously reviewed at the convened board that had requested revisions prior to approval, as listed below:

Please update the IRB documentation within the system

--

Please clarify the plan for access to emails for recruitment and address how, using convenience sampling, researchers can ensure the diversity of WSSP members are included.

--

The following issues were noted within the existing student assent and parent (for student) consent forms.: The assent form has numerous issues including: missing study title, does not have a refusal checkbox, does not have checkboxes for recording, does not have signature lines, missing PPRA statement, not clear that not participating in study won't affect student's WSSP participation, states there might be subsequent uses of the data, does not outline data destruction plan, only available in English. It is also suggested, but not required, that a written consent form for parents (for parent participation) be included in English and Spanish (currently only collects verbal consent)

--

Please clarify the data use and destruction plan, particularly as it relates to retention of data for future studies.

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This submission had required follow-up by the convened board by the primary reviewer who has required the following revisions.

Re-submission Date

10/23/2024

Requested Revisions Completed?

Requested Revisions Completed

Administrative Comments

No answer provided.

Administrative Determination

Approve

Approval Actions

Simple Approval

Approval Date

12/11/2024

Approval Period in Number of Months

12

Notes for Letter

No answer provided.

Background Check Determination

Reviewer Background Check Recommendation

Yes

Display Proposed Study Participants

Students

Parents

Teachers

Other Staff

Display Study Interventions

Focus Groups

Display Study Contacts

Contact Email Address	Contact Organization	Role	Study Responsibility
Scanlon, Christina PhD Email: CLScanlon@uchicago.edu Background Check Level:	University of Chicago	Project Team Member	Will engage in primary data collection Will have access to individual-level student/staff data
Johnson, David PhD Email: Background Check Level: Level I	Lurie Children's Hospital of Chicago	Principal Supporter	Will engage in primary data collection Will have access to individual-level student/staff data
Hinze-Pifer, Rebecca PhD Email: rhp@illinois.edu Background Check Level:	University of Illinois	Principal Supporter	Will engage in primary data collection Will have access to individual-level student/staff data

Please select the level of background check required for researchers involved with primary data collection.

Level I

Justification for Background Check

Interviews with students

This will appear in the "Other Notes" section of the letter received by the researcher. Please start this statement by identifying the level of background check

required.

Determination Letter Finalization

- Submitted 12/11/2024 4:17 PM ET by Corson, Adam

Review Generated Letter and Confirm Before Sending

RRB

2024-1977

Study Title

Whole School Safety Planning: SROs and Local Control

Principal Investigator

Arneson, Amy PhD

Email: amyarne@uchicago.edu

Company: (773) 834-8185

Redisplayed Board Determination

Re-Submit with Changes

Determination Letter

In some cases you may see other determination letters attached by the submitter. However, only the generated determination letter will be sent in the decision email.

Name	Type	Date
RRB#2024-1977- Amy Arneson, PhD	Determination Letter	12/11/2024
2024-12-11.docx		

This determination letter will be automatically attached to an email being sent to the principal investigator.

Please use the link below, click on the Attachments link on the left side of the page if you need to upload an edited version of the above letter.

New Submission defined 08/29/2024

Output Background Check Level

Yes

Additional Attachments to Decision Email

No answer provided.

Notes for Determination Email

No answer provided.

Study Site Contact Background Check Expirations

Name	Role	Background Check Expiration
Arneson, Amy PhD	Principal Investigator	Missing
Hinze-Pifer, Rebecca PhD	Principal Supporter	Missing
Johnson, David PhD	Principal Supporter	Missing
Scanlon, Christina PhD	Project Team Member	Missing

Please use the text box above to indicate the background check level required or any other pertinent information.

Level I

Background Check Level Justification

Interviews with students

Other Notes in Letter

N/A

RRB Meeting Date for Acknowledgment of Final Determination

12/06/2024

Please select the next meeting date of the RRB.

WSS Adult Focus Group Verbal Consent Script

We are researchers from the University of Chicago, Northwestern University, and the University of Illinois.¹ You are being invited to participate in a research study about the Whole School Safety process and we are especially interested to learn more about your experiences and perspectives.

We are interested in learning more about your experiences participating in and working on your school's Whole School Safety Planning Committee. We want to know how you felt about your experience, and particularly, what worked well and what you thought could have been improved. **The purpose of this study is to understand the Whole School Safety Committee process and to help the school district, as well as principals and educators, improve that process, particularly for students and parents.**

You are being asked to participate in a 60 minute focus group interview about your experiences and perceptions of the Whole School Safety Committee process at your school. The focus group will be conducted by a member of the research team. All focus groups will be conducted virtually, recorded, and professionally transcribed.

You do not have to participate in the study. It is up to you. You can say 'no' now, or you can even say 'yes' and change your mind later. I understand that not participating in this study will not affect my ability to participate in future Whole School Safety activities. **You may also participate, but decline to answer any question that is asked of you during the focus group.**

There are no risks to participating in the study beyond those associated with everyday life. Being in this study will not harm you. We hope that you find the discussion during the focus group interesting and thought-provoking. If, however, you feel uncomfortable in any way during the focus group, you have the right to decline to answer any question or to leave the focus group.

There are no benefits to participating in the study. However, we hope that your participation will help us learn more about the Whole School Safety Committee process. If you participate in the study, you will receive a \$25 Amazon gift card electronically as a thank you for your time and contributions.

¹ Dr. Hinze-Pifer is not engaged in human subjects research as part of this project and will not address questions regarding consent/assent. Please direct all such questions to Dr. Arneson at amyarne@uchicago.edu (see below).

We will be very careful to keep all of your personal information confidential. Other adults who have participated in the whole school safety committee process will also participate in the focus group with you. Statements made in the focus group will be heard by other participants.

During and after the study, we keep all information about participants secure – data are stored on an encrypted, password-protected server maintained by the University of Chicago. Only the research team will have access to the files. The audio recording of the focus group will be transcribed by a professional. Your name and other identifying information about you will not be included in the transcription. The researchers will not identify you by name in any reporting using information obtained from this focus group.

Please note that the research team may give information to appropriate authorities for reasons of health and safety – for example, if you indicate that you plan to harm yourself or others. Though your participation in this study is confidential, if we learn about current or ongoing child abuse or neglect, we may be required or permitted by law to report this information to authorities.

If you have questions about the study, you may contact Amy Arneson by email at amyarne@uchicago.edu or by phone at (773) 834-8185. If you have any questions or concerns that you want to discuss with someone who is not part of the research team, you can contact the University of Chicago Crown Family School Institutional Review Board (IRB) Office by phone at (773) 834-0402 or by email at irb@crownschool.uchicago.edu.

If you agree to participate in the focus group, please indicate verbally now that you understand what is being asked of you and that you are willing to participate.

FORMULARIO DE CONSENTIMIENTO DE PADRES PARA GRUPOS DE ENFOQUE DE WSS

Consortio de Investigación Escolar de la Universidad de Chicago

Número de IRB: IRB23-1529

TÍTULO DEL ESTUDIO: PLANIFICACIÓN DE SEGURIDAD ESCOLAR INTEGRAL: SROS Y CONTROL LOCAL

Investigadores principales: David W. Johnson, Amy Arneson y Rebecca Hinze-Pifer¹

Dirección: 950 E. 61st Street, Chicago IL 60637

Teléfono: 773-702-4491

Se le está pidiendo a su hijo que participe en un estudio de investigación. Somos investigadores de la Universidad de Chicago, la Universidad Northwestern y la Universidad de Illinois. Los estudios de investigación se realizan para aprender más sobre un tema. Este estudio se centra en el proceso de seguridad escolar integral y estamos especialmente interesados en aprender más sobre las experiencias y perspectivas de su hijo.

¿Por qué recibo este formulario?

Este formulario le brindará más información sobre el estudio para ayudarlo a decidir si desea o no que su hijo participe. Debe hacer todas las preguntas que tenga antes de tomar una decisión. Puede pensarlo y discutirlo con su familia y amigos antes de tomar una decisión. Está bien decir que "no" si no desea que su hijo participe en el estudio y, si elige decir que "sí", su hijo/a siempre es libre de retirarse en cualquier momento sin meterse en problemas.

¿De qué se trata el estudio?

Estamos interesados en aprender más sobre las experiencias de su hijo/a al participar y trabajar en el Comité de planificación de seguridad escolar integral de su escuela. Queremos saber cómo se sintió su hijo/a con respecto a su experiencia y, en particular, qué funcionó bien y qué pensó que se podría haber mejorado. El propósito de este estudio es comprender el proceso del Comité de Seguridad de toda la escuela y ayudar al distrito escolar, así como a los directores y educadores, a mejorar ese proceso, en particular para los estudiantes y los padres.

¿Qué deberá hacer mi hijo/a si participa en el estudio?

Se le pedirá a su hijo/a que participe en una entrevista grupal de 60 minutos sobre sus experiencias y percepciones del proceso del Comité de Seguridad de toda la escuela en su escuela. El grupo de discusión será dirigido por un miembro del equipo de investigación. El grupo de discusión se llevará a cabo fuera del horario escolar; su hijo/a no perderá ningún tiempo de instrucción. Un miembro del personal de CPS estará presente en el grupo de discusión. Intentaremos asegurarnos de que no sea un miembro del personal de la escuela de su hijo/a.

¿Cuánto tiempo estará su hijo/a en el estudio?

El grupo de discusión durará aproximadamente 60 minutos. Durante ese tiempo, el equipo de investigación tomará notas y se grabará el grupo de discusión en sí. Si no desea que su hijo sea grabado, no podrá participar en el estudio. No es posible grabar solo a algunos participantes y no a otros en un grupo de discusión realizado virtualmente, y la grabación es esencial para capturar con precisión estas conversaciones.

¿Mi hijo/a tiene que participar en el estudio? ¿Puede mi hijo/a dejar de participar en el estudio?

Su hijo/a no tiene que participar en el estudio. Usted decide. Puede decir "no" ahora, o incluso puede decir "sí" y cambiar de opinión más tarde. Su hijo/a puede participar, pero negarse a responder cualquier pregunta que se le haga durante el grupo de discusión. Si su hijo/a no participa en el estudio, no afectará su capacidad para participar en futuras actividades de seguridad de toda la escuela.

¿Cuáles son los posibles riesgos o incomodidades para mi hijo/a?

No existen riesgos por participar en el estudio más allá de los asociados con la vida cotidiana. Participar en este estudio no dañará a su hijo/a. Esperamos que su hijo/a encuentre la discusión durante el grupo de discusión interesante y estimulante. Sin embargo, si su hijo/a se siente incómodo de alguna manera durante el grupo de discusión, tiene derecho a negarse a responder cualquier pregunta o a abandonar el grupo de discusión.

¿Cuáles son los beneficios para mi hijo/a o para otras personas si participan en el estudio?

No hay beneficios por participar en el estudio. Sin embargo, esperamos que la participación de su hijo/a nos ayude a aprender más sobre el proceso del Comité de Seguridad de toda la Escuela.

¿Qué hará con la información sobre mi hijo?

Tendremos mucho cuidado de mantener la confidencialidad de toda la información personal de su hijo y solicitaremos que todos los demás participantes del grupo de discusión hagan lo mismo. Otros estudiantes que hayan participado en los comités de seguridad de sus escuelas también participarán en estos grupos de discusión; las declaraciones realizadas en los grupos de discusión serán escuchadas por otros participantes.

Durante y después del estudio, mantenemos segura toda la información sobre los participantes: los datos se almacenan en un servidor encriptado y protegido con contraseña mantenido por la Universidad de Chicago. Solo el equipo de investigación tendrá acceso a los archivos. Conservaremos estos archivos seguros durante diez años. Después de estos diez años, sus datos se eliminarán de forma segura.

La grabación de audio del grupo de discusión será transcrita por un profesional. El nombre de su hijo/a y otros datos de identificación sobre él no se incluirán en la transcripción. Los investigadores no identificarán a su hijo/a por su nombre en ningún informe que utilice información obtenida de este grupo de discusión. Todos los identificadores personales se eliminarán de la información retenida.

Tenga en cuenta que el equipo de investigación puede proporcionar información a las autoridades correspondientes por razones de salud y seguridad, por ejemplo, si su hijo/a indica que planea hacerse daño a sí mismo/a o a otras personas.

¿Mi hijo/a recibirá algo por participar en el estudio?

Su hijo/a recibirá una tarjeta de regalo de Amazon de \$25 en formato electrónico como agradecimiento por su tiempo y sus contribuciones al estudio.

¿Con quién puedo hablar sobre el estudio?

Si tiene preguntas sobre el estudio, puede comunicarse con Amy Arneson por correo electrónico a amyarne@uchicago.edu o por teléfono al (773) 834-8185. Si tiene alguna pregunta o inquietud que desee discutir con alguien que no sea parte del equipo de investigación, puede comunicarse con la Oficina de la Junta de Revisión Institucional (IRB) de la Escuela de Familia Crown de la Universidad de Chicago por teléfono al (773) 834-0402 o por correo electrónico a irb@crownschool.uchicago.edu.

CONSENTIMIENTO DE LOS PADRES

Ley de Protección de los Derechos de los Alumnos Padres, tengan en cuenta que, de conformidad con la Ley de Protección de los Derechos de los Alumnos, Título 20, Sección 1232(c)(1)(A), tienen derecho a revisar una copia de las preguntas o los materiales que se utilizarán con sus alumnos. Si desean hacerlo, deben comunicarse con Amy Arneson al (773) 834-8185 o a amyarne@uchicago.edu para obtener una copia de las preguntas o los materiales.

He leído este formulario y se me ha explicado el estudio de investigación. Se me ha dado la oportunidad de hacer preguntas y se han respondido mis preguntas. Si tengo preguntas adicionales, se me ha indicado a quién contactar y cómo.

- ☐ *Al marcar esta casilla, doy mi permiso para que mi hijo/a participe en el estudio de investigación descrito anteriormente y recibiré una copia de este formulario.*
- ☐ *Al marcar esta casilla, no doy permiso a mi hijo/a para participar en este estudio. Entiendo que el hecho de que mi hijo/a no participe en este estudio no afectará mi capacidad o la de mi hijo de participar en futuras actividades de seguridad escolar.*

Nombre del niño/a: _____

Apellido del niño/a: _____

UChicago Consortium on School Research

IRB Number: IRB23-1529

Escuela del niño/a: _____

Nombre del padre/madre (en letra de imprenta): _____

Apellido del padre/madre (en letra de imprenta): _____

Firma del padre/madre: _____ Fecha: _____

WSS FOCUS GROUP PARENT CONSENT FORM
University of Chicago Consortium on School Research
IRB Number: IRB23-1529

STUDY TITLE: WHOLE SCHOOL SAFETY PLANNING: SROS AND LOCAL CONTROL

Principal Investigators: David W. Johnson, Amy Arneson, & Rebecca Hinze-Pifer¹

Address: 950 E. 61st Street, Chicago IL 60637

Telephone: 773-702-4491

Your child is being asked to take part in a research study. We are researchers from the University of Chicago, Northwestern University, and the University of Illinois. Studies are done to learn more about a topic. This study is focused on the Whole School Safety process and we are especially interested to learn more about your child's experiences and perspectives.

Why am I receiving this form?

This form will tell you more about the study to help you decide whether or not you want your child to participate. You should ask any questions you have before making up your mind. You can think about it and discuss it with your family and friends before you decide. It's okay to say 'no' if you don't want your child to be in the study, and, if you say 'yes' and change your mind, your child is always free to quit at any time without getting in any trouble.

What is the study about?

We are interested in learning more about your child's experiences participating in and working on their school's Whole School Safety Planning Committee. We want to know how your child felt about their experience, and particularly, what worked well and what they thought could have been improved. The purpose of this study is to understand the Whole School Safety Committee process and to help the school district, as well as principals and educators, improve that process, particularly for students and parents.

What will my child need to do if they participate in the study?

Your child will be asked to participate in a 60 minute focus group interview about their experiences and perceptions of the Whole School Safety Committee process at their school. The focus group will be conducted by a member of the research team. The focus group will take place outside of school time; your child will not miss any instructional time. A CPS staff member will be present at the focus group. We will try to ensure that it is not a staff member from your child's school.

How long will your child be in the study?

The focus group will last approximately 60 minutes. During that time, notes will be taken by the research team and the focus group itself will be recorded. If you do not want your child to be recorded, your child will not be able to participate in the study. It is not possible to record only

¹ Dr. Hinze-Pifer is not engaged in human subjects research as part of this project and will not address questions regarding consent/assent. Please direct all such questions to Dr. Arneson at amyarne@uchicago.edu (see below).

some participants and not others in a focus group conducted virtually and recording is essential to accurately capture these conversations.

Does my child have to participate in the study? Can my child stop being in the study?

Your child does not have to participate in the study. It is up to you. You can say 'no' now, or you can even say 'yes' and change your mind later. Your child may participate, but decline to answer any question that is asked of them during the focus group. If your child does not participate in the study, it will not affect my or their ability to participate in future Whole School Safety activities.

What are the possible risks or discomforts to my child?

There are no risks to participating in the study beyond those associated with everyday life. Being in this study will not harm your child. We hope that your child finds the discussion during the focus group interesting and thought-provoking. If, however, your child feels uncomfortable in any way during the focus group, they have the right to decline to answer any question or to leave the focus group.

What are the benefits to my child or others if they participate in the study?

There are no benefits to participating in the study. However, we hope that your child's participation will help us learn more about the Whole School Safety Committee process.

What will you do with information about my child?

We will be very careful to keep all of your child's personal information confidential and will ask that all other focus group participants do the same. Other students who have participated in their schools' whole school safety committees will also participate in these focus groups; statements made in focus groups will be heard by other participants.

During and after the study, we keep all information about participants secure – data are stored on an encrypted, password-protected server maintained by the University of Chicago. Only the research team will have access to the files. We will keep these secure files for ten years. After ten years, your data will be securely deleted.

The audio recording of the focus group will be transcribed by a professional. Your child's name and other identifying information about your child will not be included in the transcription. The researchers will not identify your child by name in any reporting using information obtained from this focus group. All personal identifiers will be removed from the information retained.

Please note that the research team may give information to appropriate authorities for reasons of health and safety – for example, if your child indicates that they plan to harm themselves or others. Though your child's participation in this study is confidential, if we learn about current or ongoing child abuse or neglect, we may be required or permitted by law to report this information to authorities.

Will my child be given anything for being part of the study?

Your child will receive a \$25 Amazon gift card electronically as a thank you for their time and contributions to the study.

Who can I talk to about the study?

For questions about the study, you may contact Amy Arneson by email at amyarne@uchicago.edu or by phone at (773) 834-8185. If you have any questions or concerns that you want to discuss with someone who is not part of the research team, you can contact the University of Chicago Crown Family School Institutional Review Board (IRB) Office by phone at (773) 834-0402 or by email at irb@crownschool.uchicago.edu.

PARENTAL CONSENT

Protection of Pupil Rights Act

Parents please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c)(1)(A), you have the right to review a copy of the questions asked of or materials that will be used with your students. If you would like to do so, you should contact Amy Arneson at (773) 834-8185 or amyarne@uchicago.edu to obtain a copy of the questions or materials.

I have read this form and the research study has been explained to me. I have been given an opportunity to ask questions and my questions have been answered. If I have additional questions, I have been told whom to contact and how.

- ☐ By checking this box, I give my permission for my child to participate in the research study described above and will receive a copy of this form.
- ☐ By checking this box, I do not give my child permission to participate in this study. I understand that my child not participating in this study will not affect my or my child's ability to participate in future Whole School Safety activities.

Child's First Name: _____

Child's Last Name: _____

Child's School: _____

Parent's First Name (please print): _____

Parent's Last Name (please print): _____

Parent Signature: _____ Date: _____

WSS FOCUS GROUP STUDENT ASSENT FORM
University of Chicago Consortium on School Research
IRB Number: IRB23-1529

STUDY TITLE: WHOLE SCHOOL SAFETY PLANNING: SROS AND LOCAL CONTROL

Principal Investigators: David W. Johnson, Amy Arneson, & Rebecca Hinze-Pifer¹

Address: 950 E. 61st Street, Chicago IL 60637

Telephone: 773-702-4491

We are researchers from the University of Chicago, Northwestern University, and the University of Illinois. You are being asked to participate in a research study. Studies are done to learn more about a topic. This study is focused on the Whole School Safety process and we are especially interested to learn more about your experiences and perspectives.

This form will tell you more about the study to help you decide whether or not you want to participate. You should ask any questions you have before making up your mind. You can think about it and discuss it with your family and friends before you decide. It's okay to say 'no' if you don't want to be in the study, and, if you say 'yes' and change your mind, you are always free to quit at any time without getting in any trouble.

What is the study about?

We are interested in learning more about your experiences participating in and working on your school's Whole School Safety Planning Committee. We want to know how you felt about your experience, and particularly, what worked well and what you thought could have been improved. The purpose of this study is to understand the Whole School Safety Committee process and to help the school district, as well as principals and educators, improve that process, particularly for students and parents.

What will I need to do if I am in the study?

You will be asked to participate in a 60 minute focus group interview about your experiences and perceptions of the Whole School Safety Committee process at your school. Other students who have taken part in their schools' whole school safety committee process will also be included in the group.

The focus group will be conducted by a member of the research team. As the focus group will take place outside of school time; you will not miss any instructional time. A CPS staff member will be present at the focus group. We will try to ensure that it is not a staff member from your school.

How long will I be in the study?

¹ Dr. Hinze-Pifer is not engaged in human subjects research as part of this project and will not address questions regarding consent/assent. Please direct all such questions to Dr. Arneson at amyarne@uchicago.edu (see below).

The focus group will last approximately 60 minutes. During that time, notes will be taken by the research team and the focus group itself will be recorded. If you do not want to be recorded, you will not be able to participate in the study. It is not possible to record some, but not other participants in a virtual focus group discussion and recording is essential to capture these conversations accurately.

Do I have to participate in the study? Can I stop being in the study?

You do not have to participate in the study. It is up to you. You can say 'no' now, or you can even say 'yes' and change your mind later. You may also participate, but decline to answer any question that is asked of you during the focus group. If you do not participate in the study, it will not affect your ability to participate in future Whole School Safety activities.

What bad things might happen to me if I am in the study?

There are no risks to participating in the study beyond those associated with everyday life. Being in this study will not harm you. We hope that you find the discussion during the focus group interesting and thought-provoking. If, however, you feel uncomfortable in any way during the focus group, you have the right to decline to answer any question or to leave the focus group.

What good things might happen to me if I am in the study?

There are no benefits to participating in the study. However, we hope that your participation will help us learn more about the Whole School Safety Committee process.

What will you do with information about me?

We will be very careful to keep all of your personal information confidential and will ask that everyone else who participates in the focus group will do the same. Remember that things that you share in a focus group setting will be heard by the other students who are participating.

During and after the study, we keep all information about participants secure – data are stored on an encrypted, password-protected server maintained by the University of Chicago. Only the research team will have access to the files. We will keep these secure files for ten years. After ten years, your data will be securely deleted.

The audio recording of the focus group will be transcribed by a professional. Your name and other identifying information about you will not be included in the transcription. The researchers will not identify you by name in any reporting using information obtained from this focus group. The research team may quote from transcripts in written materials but will not attribute such quotes in ways that identify the speaker. The research team may use audio recordings as part of presentations (e.g. at conferences) but only in such a manner that preserves the confidentiality of speakers.

All personal identifiers will be removed from the information retained. Please note that the research team may give information to appropriate authorities for reasons of health and safety –

for example, if you indicate that you plan to harm yourself or others. Though your participation in this study is confidential, if we learn about current or ongoing child abuse or neglect, we may be required or permitted by law to report this information to authorities.

Will I be given anything for being part of the study?

You will receive a \$25 Amazon gift card electronically as a thank you for your time and contributions to the study.

Who can I talk to about the study?

For questions about the study, you may contact Amy Arneson by email at amyarne@uchicago.edu or by phone at (773) 834-8185. If you have any questions or concerns that you want to discuss with someone who is not part of the research team, you can contact the University of Chicago Crown Family School Institutional Review Board (IRB) Office by phone at (773) 834-0402 or by email at irb@crownschool.uchicago.edu.

STUDENT ASSENT

First Name (please print): _____

Last Name (please print): _____

Signature: _____ Date: _____

By checking this box, you agree to participate in the research study described above. You will receive a copy of this form.

- ☐ *I agree to participate in this study. I understand that by agreeing to participate, I also agree to be recorded. I understand that my participation is voluntary and I can stop participating at any time.*
- ☐ *I decline to participate in this study. I understand that not participating in this study will not affect my ability to participate in future Whole School Safety activities.*

WSS Committee Focus Group Protocol

Introduction & Check-in

Before we jump into doing any work together, I'd really like to have a chance to connect first on a human level. We all have different experiences and perspectives, and we're going to get into that. To start with, I'd like to ask each person to start by sharing your ...

- Name and pronouns; and ...
- The thing you most look forward to at the end of your day

Thank you!

General WSS Committee Experience

For a lot of folks, Whole School Safety committees are new and creating those Whole School Safety plans is unfamiliar – but you all have some valuable experience with this process already. I'd like to start by asking the group about some of those experiences.

- To start, how would you explain your work on the WSS committee to someone who doesn't know anything about it?
 - What's most important for them to understand about that?
 - Why?
- What have you appreciated most about your experience on the WSS committee at your school? Why?
- What has been the most challenging part of participating in the WSS committee at your school for you? Why?
- What has surprised you about the experience of participating in the WSS committee at your school? Why?

Centering and Elevating Youth Voice

Schools make decisions in lots of different ways, and not all of them necessarily center or include the experiences and perspectives of young people. I'd like to ask some questions about youth voice in the WSS committee and what you experienced.

- [For students]: how did you become a part of the WSS committee at your school (e.g. were you invited, nominated, volunteered)?
 - How did you feel about that (e.g. excited, flattered, cautious, concerned)? Why?
 - How do you feel like you were treated in the committee? How did that feel?

- Thinking back, how did the WSS committee at your school try to engage youth voice in its work?
 - What were some of the ways that the committee tried to learn about young people's experiences and perspectives in the school? How did that go?
 - How did the WSS use what it learned about young people's experiences and perspectives?
 - How well do you think the WSS committee at your school did at trying to understand the experiences and perspectives of young people in the school? Why?
 - Whose voices do you think might have been missing? Why might that be important?
- What were some of the big successes – the things that you think worked really well – that your school did to engage and include young people in the WSS committee?
 - Why do you think that worked so well for you?
 - Was there anything that could have made that experience even better? How?
- What were some of the challenges that the WSS committee at your school ran into around hearing from and listening to young people? Why?
 - How did the WSS committee address those challenges? How well did that work?
 - What do you think the WSS at your school could have done differently?
- As a [role – student, parent, administrator, staff member], what surprised you from the work that the WSS committee at your school did with youth voice? Why?
- What advice would you give to other people in your position [youth, parents, administrators, staff] about the best ways to engage and include young people in WSS committees at their schools?

Centering and Elevating Parent Voice

Along with the voices of young people, the voices of parents are also not always centered or engaged in how schools make decisions. I'd like to ask a few questions about the voices of parents in the WSS committee at your school.

- [For parents]: how did you become a part of the WSS committee at your school (e.g. were you invited, nominated, volunteered)?
 - How did you feel about that (e.g. excited, flattered, cautious, concerned)? Why?
 - How do you feel like you were treated in the committee? How did that feel?
- Thinking back, how did the WSS committee at your school try to engage parent voice in its work?
 - What were some of the ways that the committee tried to learn about parents' experiences and perspectives in the school? How did that go?
 - How did the WSS use what it learned about parents' experiences and perspectives?
 - How well do you think the WSS committee at your school did at trying to understand the experiences and perspectives of parents in the school? Why?

- Whose voices do you think might have been missing? Why might that be important?
- What were some of the big successes – the things that you think worked really well – that your school did to engage and include parents in the WSS committee?
 - Why do you think that worked so well for you?
 - Was there anything that could have made that experience even better? How?
- What were some of the challenges that the WSS committee at your school ran into around hearing from and listening to parents? Why?
 - How did the WSS committee address those challenges? How well did that work?
 - What do you think the WSS at your school could have done differently?
- As a [role – student, parent, administrator, staff member], what surprised you from the work that the WSS committee at your school did with parent voice? Why?
- As a [role – student, parent, administrator, staff member], what advice would you give to other [role] about the best ways to engage and include parents in WSS committees at their schools?

Centering and Elevating Staff Voice

Along with the voices of young people and parents, the voices of staff members can also be an important part of how schools make decisions. I'd like to ask a few questions about the voices of school staff in the WSS committee at your school.

- [For staff]: how did you become a part of the WSS committee at your school (e.g. were you invited, nominated, volunteered)?
 - How did you feel about that (e.g. excited, flattered, cautious, concerned)? Why?
 - How do you feel like you were treated in the committee? How did that feel?
- Thinking back, how did the WSS committee at your school try to engage staff voice in its work?
 - What were some of the ways that the committee tried to learn about staff members' experiences and perspectives in the school? How did that go?
 - How did the WSS use what it learned about staff members' experiences and perspectives?
 - How well do you think the WSS committee at your school did at trying to understand the experiences and perspectives of staff members in the school? Why?
 - Whose voices do you think might have been missing? Why might that be important?
- What were some of the big successes – the things that you think worked really well – that your school did to engage and include staff members in the WSS committee?
 - Why do you think that worked so well for you?
 - Was there anything that could have made that experience even better? How?
- What were some of the challenges that the WSS committee at your school ran into around hearing from and listening to staff members? Why?
 - How did the WSS committee address those challenges? How well did that work?

- What do you think the WSS at your school could have done differently?
- As a [role – student, parent, administrator, staff member], what surprised you from the work that the WSS committee at your school did with staff members' voices? Why?
- As a [role – student, parent, administrator, staff member], what advice would you give to other [role] about the best ways to engage and include staff members in WSS committees at their schools?

Closing Moves

Thank you so much for your time today and for sharing your knowledge, your experiences, and your perspectives with us. The work that each of you has done and will do with Whole School Safety is important and necessary work and we are grateful to you for your leadership, for your courage, and for your generosity in sharing your truth with us.

- Before we wrap, do you have any questions for us?

WSS Focus Group Recruiting Script

We are researchers from the University of Chicago, Northwestern University, and the University of Illinois. You are being invited to participate in a research study about the Whole School Safety process and we are especially interested to learn more about your experiences and perspectives.

We are interested in learning more about your experiences participating in and working on your school's Whole School Safety Planning Committee. We want to know how you felt about your experience, and particularly, what worked well and what you thought could have been improved. **The purpose of this study is to understand the Whole School Safety Committee process and to help the school district, as well as principals and educators, improve that process, particularly for students and parents.**

If you agree to participate, you will be asked to participate in a 60 minute focus group interview about your experiences and perceptions of the Whole School Safety Committee process at your school. The focus group will be conducted by a member of the research team. All focus groups will be conducted virtually, recorded, and professionally transcribed.

- Student focus groups will take place outside of school time; you will not miss any instructional time. A CPS staff member will be present at the focus group. We will try to ensure that it is not a staff member from your school.
- Adult focus groups will be scheduled based on availability.

You do not have to participate in the study. It is up to you. You can say 'no' now, or you can even say 'yes' and change your mind later. I understand that not participating in this study will not affect my ability to participate in future Whole School Safety activities. You may also participate, but decline to answer any question that is asked of you during the focus group.

There are no risks to participating in the study beyond those associated with every day life. Being in this study will not harm you. We hope that you find the discussion during the focus group interesting and thought-provoking. If, however, you feel uncomfortable in any way during the focus group, you have the right to decline to answer any question or to leave the focus group.

There are no benefits to participating in the study. However, we hope that your participation will help us learn more about the Whole School Safety Committee process. If you participate in the study, you will receive a \$25 Amazon gift card electronically as a thank you for your time and contributions.

We will be very careful to keep all of your personal information confidential. During and after the study, we keep all information about participants secure – data are stored on an encrypted, password-protected server maintained by the University of Chicago. Only the research team

will have access to the files. The audio recording of the focus group will be transcribed by a professional. Your name and other identifying information about you will not be included in the transcription. The researchers will not identify you by name in any reporting using information obtained from this focus group. Subsequent uses of records and data will be subject to standard data use policies which protect the anonymity of individuals and institutions. All personal identifiers will be removed from the information retained. Please note that the research team may give information to appropriate authorities for reasons of health and safety – for example, if you indicate that you plan to harm yourself or others. Though your participation in this study is confidential, if we learn about current or ongoing child abuse or neglect, we may be required or permitted by law to report this information to authorities.

If you have questions about the study, you may contact Amy Arneson by email at amyarne@uchicago.edu or by phone at (773) 834-8185. If you have any questions or concerns that you want to discuss with someone who is not part of the research team, you can contact the University of Chicago Crown Family School Institutional Review Board (IRB) Office by phone at (773) 834-0402 or by email at irb@crownschool.uchicago.edu.

AURA

THE UNIVERSITY OF
CHICAGO

Crown Family School - Chapin Hall Institutional Review Board
Crown Family School of Social Work, Policy and Practice, AND Chapin Hall
University of Chicago, Chicago, IL 60637

Notification of Expedited Approval

Date of Letter: 10/17/2023

Protocol [IRB23-1529](#)

Number/Submission

Link:

Type of Submission: New Study

Status: **Approved - Continuing Review Not Required**

Principal Investigator: David Johnson

Protocol Title: Whole School Safety Planning: SROs and Local Control

Risk Level: Minimal Risk

Consent Type: Waiver of Documentation of Consent
Alteration of Consent

Authorization Type: There are no items to display

Funding: No funding to display

Protocol Review: 46.110(5,6,7)

Approval Date: 10/17/2023

The IRB reviewed this study under the University of Chicago's Federal wide Assurance **FWA00005565**.

The above-referenced study was approved by the IRB.

If the study continues to be conducted as currently approved by the IRB, no further continuing review is required by the IRB. However, if changes are made to the approved study, please submit an amendment to the IRB. If an unanticipated problem occurs, please notify the IRB.

The IRB may require that an update on your current study status be submitted in the future. You will be notified when this report should be submitted.

Funding Changes: It is the principal investigator's responsibility to notify the IRB if a study's funding status changes. If the study receives external funding at any point, you must notify the IRB. Funding can alter review requirements.

Amendments: Investigators may not make any changes to this protocol, including personnel changes, without prior IRB approval, except in an emergency necessary to safeguard the well-being of research participants or data subjects and then notifying the Crown-CH IRB as soon as possible. Any significant new finding that human subjects should know about must also be submitted via an amendment application.

Closure of Study: When all study activities are complete or the study is no longer active, please submit a termination request to formally close it. Termination requests are submitted in AURA by selecting "Termination by PI".

Any unanticipated problems, adverse events, protocol deviations, and breaches in data security must be reported to the IRB via an Unanticipated Problem application under this protocol number as soon as practicable or within ten (10) days following the event, whichever is earlier.

The study personnel agree to abide by all University of Chicago or Chapin Hall research policies including, but not limited to, the policies on data use agreements, responsible conduct in research, conflict of interest, training and education, and maintenance of project data/materials as required.

If you have any questions, please contact the IRB office in the Crown Family School of Social Work, Policy and Practice at (773) 834-0402 or email us at irb@crownschool.uchicago.edu. For additional information, please visit our website at <https://crownschool.uchicago.edu/institutional-review-board>

Template ID > _Protocol > Letter v3: IS SSA NC Expedited Approved Continuing Review Not Required

To: CPS Office of External Research
From: Amy Arneson (University of Chicago Consortium on School Research)
David W. Johnson (Lurie Children's Hospital, Northwestern University)
Rebecca Hinze-Pifer (University of Illinois)
Christina L. Scanlon (University of Chicago Urban Education Institute)
RE: Whole School Safety RRB and IRB
Date: August 21, 2024

To Whom it May Concern,

The research project "Whole School Safety Planning: SROs and Local Control" has been submitted to and approved by the University of Chicago Crown School IRB (IRB23-1529). The approval letter is attached.

This RRB application is being made specifically to add the collection and analysis of focus group data to this existing research project. These focus groups are the subject of a concurrent IRB amendment that is under review. The research team is submitting this RRB application pending approval of the IRB amendment, at which time we will provide updated documentation of IRB approval for this project.

Please direct any questions to the research team. Thank you.



42 W. Madison | 2nd Floor | Chicago, IL 60602
Telephone: (773) 553-4444
Fax: (773) 553-2421

12/11/2024

Amy Arneson, PhD
1313 East 60th Street Chicago, IL 60637
Chicago, IL 60637

Dear Ms. Arneson,

Thank you for your interest in conducting research in The Chicago Public Schools. The Research Review Board has reviewed your proposal and has approved your request to conduct this research, including the submitted modifications dated 10/23/2024 to your research project, titled: Whole School Safety Planning: SROs and Local Control.

Although your study is approved, school principals have final authority over activities that are allowed to take place in the school. If data collection continues beyond a year from this approval, please complete the Modification & Continuing Review Process Form which can be found on IRBManager.

Please note the following--

Background Check Level Required: Level I

Other Notes: Interviews with students

Upon completion of the research study, a copy of the final report or summary of the results must be provided to the Research Review Board. The Board reserves the right to use the information in the research report or summary for planning, solicitation or grants, and staff development.

Please note that your study has been assigned Project ID #2024-1977. If you have any questions, please contact our office by email at research@cps.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Dickson".

Sarah Dickson
Co-Chair, Research Review Board