



View xForm - Research Review Board (RRB) Submission

New RRB Submission

Data Entry

- Submitted 01/19/2022 7:49 PM ET by Alexander, David

Submission Type

RRB Number	2021-1751
Study Title	Evaluation of Blue Cards Program at Cassell Elementary
Event Type	New Submission defined 12/26/2021
Schools Participating	609849 - George F Cassell Elementary School

Please read the following carefully:

-Select "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.

-Select "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.

-Select "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

Alexander, David

Email: dalexander38@cps.edu

Phone:

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

Evaluation of Blue Cards Program at Cassell Elementary

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

No

Primary Study Organization/University

Capella University

Principal Investigator

Alexander, David

Expirations:

**Background
Check
Level:**

PI Organization

Capella University

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?

No

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

Is the Principal Investigator a Student?

Yes

Degree

Graduate - Doctoral

University

Capella University

College/Dept.

School of Public Service and Education

Advisor Name/Title

Dr. Alice Ledford

Advisor Email

alice.ledford@capella.edu

Is the researcher a CPS Staff Member?

Yes

CPS Affiliation

Teacher

Are you a CPS employee? If so, please select from one of the following.

Funding and Intervention Information

Is this project contracted by the CPS Board of Education?

No

Is a funding source associated with the proposed research?

No

Select the option that applies to your study

My study will involve a selection of individual schools

Please select all potential school sites involved with this study

George F Cassell Elementary School

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

No

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

Interviews
Questionnaire
Secondary Data Request

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

The interviews/questionnaires will be a one time, online, format with selected staff and teachers of Cassell Elementary school. Emails with attached questions and phone calls will be used to gather data from participants.

Does this involve video, audio, or photograph recording?

No

Please describe how data will be captured and stored securely

Data will be captured through reviewing disciplinary records of both the CPS as a whole, and the disciplinary records of Cassell Elementary, both over a five years range. This activity is expected to be done remotely, i.e., completely online. Another method for data capture will be a process of phone/email interviews with participating staff of Cassell. The above is the proposed two pronged approach for data capture in the course of this study. The data captured for this study will be stored on a computer system that requires two factor authentication to access, and which is only accessible to the principal investigator.

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

Consent Form	Consent Forms
Consent form, recruitment email, and study questions	Consent Forms
Consent form, recruitment email, and study questions	Consent Forms

Deleted Attachments: 1 (Most Recent: Consent form, recruitment email, and study questions on 01/19/2022 7:42 PM ET)

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

Consent form / participant info sheet is still insufficient; consent form needs to describe the study, research activities, potential risks, IRB contact information (the language in the consent form currently is good, but does not do a complete job explaining who you are and what the research is. Please reach out to your IRB for support.).

01/19/2022 • Dickson, Sarah • *Not Internal*

The protocol for this survey will be both a questionnaire to participants and a qualitative phone interview with the participants (teachers.) All data capture activities for this study will be done remotely, and the remote contact with participants is supposed to occur just once during this study.

Please describe how data will be captured and stored securely

Data will be captured through reviewing disciplinary records of both the CPS as a whole, and the disciplinary records of Cassell Elementary, both over a five years range. This activity is expected to be done remotely, i.e., completely online. Another method for data capture will be a process of phone/email interviews with participating staff of Cassell. The above is the proposed two pronged approach for data capture in the course of this study. The data captured for this study will be stored on a computer system that requires two factor authentication to access, and which is only accessible to the principal investigator.

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

Caapella's Informed Consent Form.docx	Consent Forms
Consent form, recruitment email, and study questions	Misc/Other
Consent form, recruitment email, and study questions	Misc/Other

Deleted Attachments: 6 (Most Recent: Participant Info Sheet-Consent Form.docx on 01/19/2022 7:46 PM ET)

Detail the method of Survey Administration (e.g. paper, online, etc.)
Online

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

This study will use publicly available data.

01/14/2022 • Alexander, David • *Not Internal*

Yes

Detail all existing CPS data that will be analyzed in the research. If applicable, include links to the data in question and attach all applicable authorization agreements for private data

The data that will be needed for this study are publicly available disciplinary records for the whole CPS' Metrics system for the past five years. This data has not yet been accessed by the evaluator.

Attach all applicable authorization agreements for CPS data

Cassell Elementary Approval.png Data Use Agreement

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

Yes

Detail all existing non-CPS data that will be analyzed in the research. If applicable, include links to the data in question and attach all applicable authorization agreements for private data

The proposed data that will be used for this study will be data obtained from the US Department of Education that deals with the issue of school discipline at the national level.

Attach all applicable authorization agreements for private data

No answer provided.

Study Details

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

Teachers

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

Yes, and it was approved

IRB of Record Name

Capella University's IRB

IRB Protocol Number

2021-1521

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

Capella's IRB's Approval Letter IRB Letters

IRB of Record Primary Contact Email Address

irb@capella.edu

Please select your primary area of research from the following:

Misconduct/Violence

Secondary Study Subject(s)

School Structure/Functions

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 motivation for this study is to reduce the incidence of disciplinary referrals in the CPS system by adopting viable school wide positive behavior intervention and support programs like the blue cards program in operation at Cassell. This evaluation study design adopts a mixed research method of analyzing quantitative secondary data on discipline available for the whole CPS system, and Cassell, over a five years period, to assess the effectiveness or otherwise of the Cassell blue cards system in reducing disciplinary referrals. There will also a qualitative questionnaire and email/phone data capture interview phase of the evaluation. The implication for the CPS, Cassell, and the wider society is that the implementation of a SWPBIS system like the blue cards program at Cassell across the whole CPS system might help reduce the incidence of disciplinary referrals in many CPS buildings.

Research Questions and Hypothesis

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

Included in this document are both the evaluation questions that guided the study, and the questions for the one on one interviews.

Proposed Evaluation Questions

The following evaluation questions will guide this study:

- To what extent is the blue cards program helping to reduce disciplinary referrals?
- How does the implementation of the blue cards system help teachers' maintain classroom discipline?
- What improvements can be made to the blue cards system?
- These three questions were chosen because they are designed to assess the effectiveness of the blue cards system capture the essence of what this evaluation study is trying to achieve, which is to analyze the blue cards system.

Interview Questions.

- Describe the components of the Blue Card system that are effectively helping to reduce the number of discipline referrals.
- What are some strategies that you use to hold students accountable for their behaviors?
- How effective do you think the blue cards system has being in reducing disciplinary challenges at the school?
- Do you consider the blue cards system to be successful in its stated goal of managing students' behavior? If yes, why, and if no, why not.
- What further types of disciplinary, or rewards, measures would you like to see added to the Blue Cards System?

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?

Theoretical Framework and Literature Review

The theoretical framework that this evaluation study will be based on will primarily be change theory (Reinholz & Andrews, 2020) and Simons and Ambinder (2005). There is a need for a fresh approach to address the disciplinary challenges that the district is facing as a whole and there should be a willingness by managers in the district to try modalities that work, instead of ignoring the disciplinary problem, something that Simons and Ambinder (2005) refer to as change blindness. For the purposes of this evaluation study, a mixed-methods approach comprising a quantitative data gathering aspect and a qualitative one-on-one interviews (Cresswell & Cresswell, 2018) will be adopted. The project site's blue cards system's theoretical framework seems to be based on Canter's assertive classroom management theory (Canter, 2010) that sees a teacher having full authority over the classroom. Canter's assertive theory is also the specialization theory that this study is based on, which is corroborated by the experiential observation and experience of the program evaluator (Maxwell, 2013). An assertive classroom environment is an optimal climate for best instructions to take place in pre-tertiary educational settings.

The evaluation model used for this study will be the CIPP model: context, input, process, and product model (Stufflebeam, 1971.). Stufflebeam, with this model, looked at the context of the program being evaluated, the stakeholders and other variables, the means of evaluating the program, and the expected outcome. Nudge theory (Stufflebeam, 2007) is similar to Kellogg's Logic model but few differences. The presumed change theory used for this study will be the nudge theory. The nudge theory (Kosters & Van der Heijden, 2015) is in common use in the social and behavioral sciences fields like economics, political science, and in other applicable fields, and was popularized by Thaler and Sunstein in their 2008 book *Nudge*. As its name implies, it the nudge theory of change is concerned with providing positive reinforcements, a nudge, to individuals and groups to advance positive behavior, and it seems that this was the theoretical framework adopted for the formulation of the blue cards system at the project site, since the Blue cards system is designed to reinforce positive behavior among students and discourage un-altruistic conduct amongst the project site's students.

References

Canter, L. (2010). *Assertive discipline, positive behavior management for today's classroom*. Solution Tree Press.

Cresswell, J. W., & Cresswell, J. D. (2018). *Research design: Qualitative, quantitative, and mixed methods approaches* (5th ed.). Sage.

Kosters, M., & Van der Heijden, J. (2015). From mechanism to virtue: evaluating nudge theory. *The Tavistock Institute*.
<https://doi.org/10.1177%2F1356389015590218>

Reinholz, D. L., & Andrews, T. C. (2020). Change theory and theory of change: what's the difference anyway? *International Journal of STEM Education*, 7(1). <https://doi.org/10.1186/s40594-020-0202-3>

Simons, D. J., & Ambinder, M. S. (2005). Change Blindness. *Current Directions in Psychological Science*, 14(1), 44–48.
<https://doi.org/10.1111/j.0963-7214.2005.00332.x>

Stufflebeam, D. L. (2007). *CIPP evaluation model checklist [second edition.] A tool for applying the CIPP model to assess long-term enterprises Intended for use by evaluators and evaluationclients/stakeholders*.
<https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.401.1277&rep=rep1&type=pdf> Pdf download.

Stufflebeam, D. L. (1971). The relevance of the cipp evaluation model for educational accountability. *Eric*. <https://eric.ed.gov/?id=ED062385>

Thaler, R. H., & Sunstein, C. R. (2008). *Nudge: Improving decisions about wealth, health and happiness*. Yale University Press.

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.)

This study is envisaged as a mainly secondary research program dealing with evaluation of pre-existing data. In addition to asking both the CPS' main office and Cassell's office for data records covering a five years period, study participants will be asked, via online questionnaire and phone/email interviews, about their feelings on how they view the blue cards program, if it is effective or not, and any potential improvements they envisage for the program. A copy of the questionnaires for this study is attached above.

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.

Research methodologies for this study will include the quantitative analysis of secondary data on the rate of discipline in the CPS system as a whole, and at Cassell, over a five years period. The analytical methods that will be utilized will be to compare both data sets about discipline from the CPS' central office from all CPS buildings, and Cassell with a view to evaluating the impact of the blue cards program at Cassell on disciplinary referrals at Cassell.

Benefits and Commitment to Equity

Benefit to CPS

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

90% of freshmen will be on track to graduate high school.

90% of students will graduate high school within five years.

Click here to access more information on the CPS Vision Goals.

Please describe how your project supports each of the Vision Goals selected above.

By creating an atmosphere of accountability and responsibility, and an atmosphere where instructions are carried out optimally, Cassell's middle school students are motivated to continue on to high school, and continue all the way to graduation from high school.

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

Academic Excellence

Student Centered

Whole Child

Please describe how your project supports each of the core values selected above.

This evaluation study is analyzing the effectiveness of Cassell's school wide positive behavior intervention and support (SWPBIS) program which is designed to reduce instances of disciplinary referrals at Cassell. Reduced events of disciplinary incidents and referrals translates into:

- Academic Excellence. Since both teachers and students will spend more time in studying, increasing the academic outcomes for students.
- Student Centered. Students are taught the concept of personal responsibility, and consequences that attend actions, whether they be positive or negative in nature. The focus is primarily centered on the child's welfare, creating a well rounded whole child experience.

How does this project support the district broadly?

Since having a disciplined school environment immensely helps in fostering the instructional process, and since a principal goal of the district is to provide qualitative education in a safe environment, this evaluation project will potentially help the district in identifying a tool (i.e., the blue cards program at Cassell) that might help in increasing positive disciplinary outcomes in the district's schools, and thus help the district in achieving one of the district's core goals.

Commitment to Equity

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

The blue cards SWPBIS program which this study is going to evaluate is designed to progress the district's commitment to equity. In this context, equity, as seen in the educational framework, is designed to provide all students in the CPS system with equal access to qualitative education which should ideally lead to the desired outcome of graduation from the CPS system within a reasonable time frame. The phenomena of a few students who regularly engage in disruptive behavior challenges this outcome, and thus the blue cards system, which is the focus of this study is designed to address such students. The principal investigator has no overtly inherent biases against any particular racial demographics, since this is a secondary evaluative study that is merely looking at archived data, and not a primary research. The PI also has the holistic humanity of all stakeholders in mind, and views all stakeholders of the study at all levels as allies, having consulted with the key stakeholders of Cassell (the principal) while preparing for this study. The blue cards system does not contribute to inequities as far as the PI can discern, but it rather works against inequities to create a level playing field, and this study does not create or add to the burden of the community being evaluated.

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?

Since the principal investigator in this study has a disability (visual) understands the daily struggle of people with disabilities to access materials of all kinds, both online and offline. Therefore, the final study will be presented in font that is easy to read, and since it will be presented in an online format, people with disabilities wishing to access the study can easily adjust the font size to their liking, or utilize the built in audio reader that is included in most contemporary computer productivity systems.

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

Not at the present time, but it may be translated into Spanish at the conclusion of the study.

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
Mary Scanlan, Eileen Email: emscanlan@cps.edu Phone:	Principal of George F. Cassell.

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?

The study's findings will be shared in an online format with the administration of Cassell Elementary, Cassell staff that participated in the study (and all other staff) and with the CPS' RRB office. It will also be made available to any CPS staff or member of the public who wants access to the study.

Research Activities

Start Date of Recruitment

The following given dates are all tentative, and dependent on final approval of the project by the full RRB's meeting in March of 2022.

12/26/2021 • Alexander, David • *Not Internal*

All dates provided are tentative.

12/26/2021 • Alexander, David • *Not Internal*

03/21/2022

End Date of Recruitment

04/11/2022

Please provide the date that you will begin primary data collection

The following dates are tentative, and the principal investigator intends to commence the study once approved in January.

01/14/2022 • Alexander, David • *Not Internal*

04/11/2022

Please provide the end date of primary data collection

04/29/2022

Please provide the date that you will begin analysis

04/30/2022

Please provide the end date of analysis

05/31/2022

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

06/30/2022

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

The final deliverable for this evaluation study is an evaluation study that satisfies the Capstone requirement for the award of a Doctor in Education Leadership and Management (EdD) from Capella University.

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?

No

Study Population

Will you be submitting a secondary Data Request?

Yes

RRB Protocol Number

2021-1751

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

Please use the following link to begin the Data Request Form. The number listed above will be used to respond to the question regarding RRB submission protocol number

User had the option to start a different form here.

Study Subject Inclusion Criteria

The study only includes one study population.

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

NA

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

Direct benefits of the blue cards program which is being evaluated in this study might include:

- For teachers: More time dedicated in teaching in an optimally disciplined classroom. This translates to less time in dealing with classroom disruption.
- For Students: More time getting instructions, and thus getting better prepared to take advantage of the education being provided by the district.
- For Administrators: Less time dealing with disciplinary referrals.
- For the District: An increase in academic outcomes, and perhaps an increase in enrollment figures.

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

The only risk foreseen for this study might be that of retaliation by the administration if unfavorable views of the blue cards program or the CPS system is expressed by the study's participants.

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

There is a robust plan to ensure that all participants of the program are fully informed of their right and privileges. More germane to the question at hand, all identifiable information of all study participants will be completely de-identified. The list of participants will not be shared with any one.

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

The study will be immediately suspended, while the PI consults with his school appointed mentor and the distressed participant(s), to seek an actionable resolution to the cause(s) of the distress.

Will you compensate study subjects?

No

Study Recruitment

Outline every aspect of the recruitment process for teacher participants.

A recruitment email will be sent out to all potential Cassell teachers asking for their participation. A sample of this email is attached in a previous page of this document.

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.

NA

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

Capella's Not Human
Subject Approval
Research Determination
Letter.pdf

Support
Letters

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

Support Letters

Support
Letters

Support Letters

Support
Letters

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.

All data will be fully scrutinized to ensure full de-identification. The entire recruitment and conduct of the study will be solely conducted by the principal investigator. There is a robust plan to ensure that all participants of the program are fully informed of their right and privileges. More germane to the question at hand, all identifiable information of all study participants will be completely de-identified. The list of participants will not be shared with any one.

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

As stated elsewhere in this application, There is a robust plan to ensure that all participants of the program are fully informed of their right and privileges, and a conscious effort will be made by the principal investigator to ensure that every step of the study complies with all applicable laws governing confidentiality and privacy of study participants. More germane to the question at hand, all identifiable information of all study participants will be completely de-identified. The list of participants will not be shared with any one. All data acquired in the process of this study will be stored on a computer system with robust two factor authentication. In compliance with the PI's school's requirements, all data for this study will be securely stored in the two factor guarded system described above for at least seven years.

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?

The data that will be collected for this study is not concerned with individuals but with identifying general disciplinary trends, therefore the whole data set which is obtained for this study will be checked for any potential identifiers like names of students, names of schools, ages, years of disciplinary incidents, names of teachers, titles of other ancillary staff, etc.

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

Yes

How long will you store participant contact information?

For at least 7 years

Explain the purpose for which participant contact information will be retained, such as recruitment for future studies or other follow-up study completion

The storage of the study's data is in compliance with Capella University's IRB's requirements.

These details must be included in all applicable consent forms

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

The storage of the study's data is in compliance with Capella University's IRB requirements.

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

12/17/2021

All RRB new submissions, modifications, continuing reviews require a \$50 processing fee. Please click on the following link to access our payment system. You will need to reference your assigned RRB number listed below:

CPS RRB/Data Request ePay System

RRB Protocol #

2021-1751

Payment Confirmation Number

20000002

Load Initial Submission into IRBManager
- Submitted 01/19/2022 7:49 PM ET by System, The

Research Office Pre-Review
- Submitted 01/10/2022 7:34 PM ET by Sell, Jared

Pre-Review

RRB Number

2021-1751

Ready for Review

Ready for Review

Type of Review

Ad Hoc

Primary Reviewer

Sell, Jared

Comments for Reviewer

N/A

Supplementary Site Output

609849 - George F Cassell Elementary School

School Contacts

Mary Scanlan, Eileen

Email: emscanlan@cps.edu

Phone:

Administrative Reviewer

Sell, Jared

Email: jsell1@cps.edu

Phone:

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 01/14/2022 2:43 PM ET by System, The

Primary Reviewer Recommendation

Primary Reviewer Recommendation

Type	Reviewer	Outcome	Assigned	Due	Complete
Primary Initial Review	Dickson, Sarah	Revise and Re-Submit	01/01/0001	01/15/2022	01/14/2022

Researcher needs to: update data destruction timeline, provide participant information sheet, clarify that they will use publicly available data.

Reviewer Notes

Researcher needs to: update data destruction timeline, provide participant information sheet, clarify that they will use publicly available data.

Post Primary Reviewer Processing
- Submitted 01/14/2022 2:55 PM ET by Dickson, Sarah

Office Processing

Ready to be Placed on Agenda?

Ready to be Placed on Convened Board Agenda

RRB Meeting Date

01/18/2022

Under Convened Board Review

- Submitted 01/14/2022 3:02 PM ET by Dickson, Sarah

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 data destruction timeline to align with IRB requirements.

Your consent form references a participant information sheet; please provide participant information sheet for review.

Please confirm and update your proposal to reflect that you will use publicly available misconduct data.

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 of Revise and Resubmit
- Submitted 01/21/2022 3:33 PM ET by Dickson, Sarah

Administrative Processing

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

Please update data destruction timeline to align with IRB requirements.

Your consent form references a participant information sheet; please provide participant information sheet for review.

Please confirm and update your proposal to reflect that you will use publicly available misconduct data.

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

Re-submission Date

01/19/2022

Requested Revisions Completed?

Requested Revisions Completed

Administrative Comments

No answer provided.

Administrative Determination

Approve

Approval Actions

Simple Approval

Approval Date

01/21/2022

Approval Period in Number of Months

12

Notes for Letter

No answer provided.

*Please add "N/A" if no other notes are needed
and no background check is required.*

Background Check Determination

Reviewer Background Check Recommendation

No

Display Proposed Study Participants

Teachers

Display Study Interventions

Interviews

Questionnaire

Secondary Data Request

Display Study Contacts

Office determination of background check level required for this study?

No Background Check

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

Determination Letter Finalization
- Submitted 01/21/2022 3:40 PM ET by Dickson, Sarah

Review Generated Letter and Confirm Before Sending

RRB #

2021-1751

Study Title

Evaluation of Blue Cards Program at Cassell Elementary

Principal Investigator

Alexander, David

Email: dalexander38@cps.edu

Phone:

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#2021-1751-David Alexander 2022-01-21.docx	Determination Letter	01/21/2022	<i>This determination letter will be automatically attached to an email being sent to the principal investigator.</i>

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 12/26/2021

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
------	------	-----------------------------

Alexander, David	Principal Investigator	Missing
------------------	------------------------	---------

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

No Background Check

Background Check Level Justification

N/A

Other Notes in Letter

N/A

RRB Meeting Date for Acknowledgment of Final Determination

03/18/2022

Please select the next meeting date of the RRB.

Please enter the date by which the coordinator should submit the Data Use Agreement. Automatic notifications will be sent out based upon this date.

02/04/2022

Data Request

Data Request # Format DRY-###

INFORMED CONSENT FORM

Study Title: Evaluation of Blue Cards Program at Cassell Elementary

Studyer: David Alexander

Capella Email Address and Telephone Number: alexanderdavic@gmail.com. (708) 307 - 2225

Study Supervisor: Dr. Alice T. Ledford

Capella Email Address: alice.ledford@capella.edu

INTRODUCTION

I invite you to participate in this evaluation study. I am a doctoral learner at Capella University in the School of Public Service and Education. I am conducting this study to complete my degree. I will write a paper about the study's findings. This form will help you decide if you want to participate in my study. Participation in this study is voluntary.

If you have questions about the study, please ask me. Please let me know if you would like more time to think about your participation. You may also want to discuss your participation with people close to you.

WHAT IS THIS STUDY ABOUT?

I want to learn about **the effectiveness of the Cassell blue cards** system.

WHY WOULD YOU WANT TO PARTICIPATE?

You might want to participate because you might provide insight into how the Cassell blue cards program might be improved upon.

WILL PARTICIPATION HELP YOU OR OTHERS?

Participation in this study will not directly help you. Information from this study might help the studyer or others in the future.

WHY WOULD YOU NOT WANT TO PARTICIPATE?

You might not want to participate because of personal reasons, because the risks associated with participating in this study are very minimal as all participants will be fully anonymized.

ARE THERE RISKS TO YOU IF YOU PARTICIPATE?

This is a minimal risk study. Any discomfort should not be greater than discomfort you experience in daily life or in routine tests. You can stop participation at any time.

ARE YOU ELIGIBLE FOR THE STUDY?

You can participate in the study if you:

- Are a staff of Cassell Elementary

About **10** participants will be in this study.

WHAT WILL HAPPEN DURING THIS STUDY?

If you participate, you will complete the following activities:

- **A brief questionnaire:** This will take **less than ten** minutes to complete.
- **An email or phone interview.** This will take **about 10** minutes also.

Study Title:

Participant Initials: _____ Studyer Initials: _____

WHAT KINDS OF PERSONAL DATA WILL I COLLECT FROM YOU?

No personal data will be collected from participants for this study.

ARE THERE OTHER PROCEDURES THAT MIGHT HELP YOU?

There are no alternative procedures relevant to the study.

HOW LONG WILL YOU BE IN THE STUDY?

If you decide to be in this study, your total participation will last less than 8 weeks.

CONFLICT OF INTEREST DISCLOSURE

I am employed at the Chicago Public Schools as a substitute teacher and I have worked at Cassell Elementary in the past. This may pose or appear to pose a conflict of interest or influence of participation because of confirmation bias. I will manage this by conducting the study in a fair and balanced method, and by constantly seeking the input of my Capella appointed mentor at every step of the study. I will not be paid to conduct the study and will not make money from the study. I will ensure data are collected and interpreted without bias.

WILL YOU GET PAID?

You will not be paid for your participation.

IS PARTICIPATION VOLUNTARY?

Your participation in this study is voluntary. You can say no or stop participation at any time. There will be no penalty to you. You will not lose benefits or services to which you are otherwise entitled. If you want to stop participation, please **email me at alexanderdavic@gmail.com or call or text me at (708) 307-2225.**

ARE THERE ANY COSTS TO YOU IF YOU PARTICIPATE?

There are no additional costs to you if you participate.

WHEN WILL I REMOVE YOU FROM THE STUDY?

I can remove you from the study if any of the following occur:

- I believe participation is causing you undue discomfort or stress.
- You are unable to complete activities as required.
- You no longer meet the inclusion criteria to participate.
- You request to be removed.

HOW WILL I PROTECT YOUR PRIVACY AND CONFIDENTIALITY?

The information you provide for the study will be kept confidential by storage on a computer that is protected by a two factor authentication system and only accessible to me.

Please note possible risks from electronic transfer of your information to school reviewers who live in different places with different data privacy laws.

In any written reports or publications, I will not use your name. If I collect information that uniquely describes you, I will write or present it in a way that eliminates others' ability to identify you.

Study Title:

Participant Initials: _____ Studyer Initials: _____

I, my study supervisor, and my doctoral committee will have access to your study data. Additionally, Capella University's IRB, and the Study Compliance Committee (RCC) and its designees may review your study records

All information you provide for the study will be securely maintained for seven years. If you leave the study early, I **[will or will not]** use the data I have collected from you.

When the study is over, information that identifies you will be separated from your other data. This information will be stored in a separate place. No data collected in this study will be given to another studyer for use in future study.

You have the right to ask questions about how your data will be handled. If you leave the study, you can ask for your data to be removed from analyses and destroyed. If this is not an anonymous study, you can request a copy of your data. You can request a correction if anything is wrong or incomplete.

In my study, I plan to quote parts of your interview. These quotes will not include your name. However, it is possible that use of multiple quotes may make you identifiable to people who know you.

ARE THERE LIMITS TO CONFIDENTIALITY?

I cannot keep things you tell me confidential if:

- I believe a child or vulnerable adult has been abused
- I believe you plan to hurt yourself
- I believe you plan to hurt someone else

There are laws that require many professionals to alert a state agency or law enforcement if they think a person is at risk for suicide, homicide, or if a child or adult is being abused. Please ask any questions you may have about this issue before you agree to participate. It is important that you do not feel betrayed if I cannot keep something confidential.

FERPA RELEASE

Do you consent for me to obtain [specify protected educational record or information]? This information is needed for the purpose of this study. This consent is valid until: December 31st, 2022.

Circle one: YES or NO

WHO CAN YOU TALK TO ABOUT THIS STUDY?

You can talk to family members, friends, professionals, or anyone who supports you. It is important that you feel comfortable with your participation. You can ask me questions about the study. You can ask my study supervisor questions about the study. You can contact me using the contact information listed on page 1 of this form.

Capella University's Institutional Review Board (IRB) has been established to protect the rights and welfare of human study participants. Contact the IRB at 1-888-227-3552, extension 7839 or at irb@capella.edu for any of the following reasons:

Study Title:

Participant Initials: _____ Studyer Initials: _____

- You have questions about your rights as a study participant.
- You have experienced a study-related injury.
- You wish to discuss problems or concerns.
- You have suggestions to improve the participant experience.
- You do not feel comfortable talking with the studyer.

You may contact the IRB without giving your name. To ensure safe conduct of the study, the IRB may need to reveal the information you provide to the studyer, supervisor, or appropriate authority.

DO YOU WANT TO BE IN THIS STUDY?

Your signature below shows you have read this form. You have had time to ask questions about this study. I have answered your questions. You voluntarily agree to be in this study. You understand that you can stop participation at any time. You will get a copy of this consent form for your records.

Printed Name of Participant	Date
-----------------------------	------

Signature of Participant	Date
--------------------------	------

I confirm that the participant named above was given time to consider this information. The participant had an opportunity to ask questions. To the best of my knowledge, the participant voluntarily agrees to be in this study.

Printed Name of the Studyer	Date
-----------------------------	------

Signature of Studyer	Date
----------------------	------

Study Title:

Participant Initials: _____ Studyer Initials: _____

Looking For Study Participants

Hello everybody,

My name is David Alexander, and I am a substitute teacher with the CPS and a Doctoral candidate at Capella University. I am looking for participants for an evaluation study to assess the Cassell blue cards school wide, positive behavior, interventions and support (SWPBIS) program at Cassell. You will only have to fill out a brief questionnaire, and participate in a very brief email/phone interview. Please if you are interested, respond to this email. Thank you so much, and I look forward to hearing from you.

David Alexander.

Included in this document are both the evaluation questions that guided the study, and the questions for the one on one interviews.

Proposed Evaluation Questions

The following evaluation questions will guide this study:

- To what extent is the blue cards program helping to reduce disciplinary referrals?
- How does the implementation of the blue cards system help teachers' maintain classroom discipline?
- What improvements can be made to the blue cards system?
- These three questions were chosen because they are designed to assess the effectiveness of the blue cards system capture the essence of what this evaluation study is trying to achieve, which is to analyze the blue cards system.

Interview Questions.

- Describe the components of the Blue Card system that are effectively helping to reduce the number of discipline referrals.
- What are some strategies that you use to hold students accountable for their behaviors?
- How effective do you think the blue cards system has being in reducing disciplinary challenges at the school?
- Do you consider the blue cards system to be successful in its stated goal of managing students' behavior? If yes, why, and if no, why not.
- What further types of disciplinary, or rewards, measures would you like to see added to the Blue Cards System?

INFORMED CONSENT FORM

Study Title: Evaluation of Blue Cards Program at Cassell Elementary

Studyer: David Alexander

Capella Email Address and Telephone Number: alexanderdavic@gmail.com. (708) 307 - 2225

Study Supervisor: Dr. Alice T. Ledford

Capella Email Address: alice.ledford@capella.edu

INTRODUCTION

I invite you to participate in this evaluation study. I am a doctoral learner at Capella University in the School of Public Service and Education. I am conducting this study to complete my degree. I will write a paper about the study's findings. This form will help you decide if you want to participate in my study. Participation in this study is voluntary.

If you have questions about the study, please ask me. Please let me know if you would like more time to think about your participation. You may also want to discuss your participation with people close to you.

WHAT IS THIS STUDY ABOUT?

I want to learn about **the effectiveness of the Cassell blue cards** system.

WHY WOULD YOU WANT TO PARTICIPATE?

You might want to participate because you might provide insight into how the Cassell blue cards program might be improved upon.

WILL PARTICIPATION HELP YOU OR OTHERS?

Participation in this study will not directly help you. Information from this study might help the studyer or others in the future.

WHY WOULD YOU NOT WANT TO PARTICIPATE?

You might not want to participate because of personal reasons, because the risks associated with participating in this study are very minimal as all participants will be fully anonymized.

ARE THERE RISKS TO YOU IF YOU PARTICIPATE?

This is a minimal risk study. Any discomfort should not be greater than discomfort you experience in daily life or in routine tests. You can stop participation at any time.

ARE YOU ELIGIBLE FOR THE STUDY?

You can participate in the study if you:

- Are a staff of Cassell Elementary

About **10** participants will be in this study.

WHAT WILL HAPPEN DURING THIS STUDY?

If you participate, you will complete the following activities:

- **A brief questionnaire:** This will take **less than ten** minutes to complete.
- **An email or phone interview.** This will take **about 10** minutes also.

Study Title:

Participant Initials: _____ Studyer Initials: _____

WHAT KINDS OF PERSONAL DATA WILL I COLLECT FROM YOU?

No personal data will be collected from participants for this study.

ARE THERE OTHER PROCEDURES THAT MIGHT HELP YOU?

There are no alternative procedures relevant to the study.

HOW LONG WILL YOU BE IN THE STUDY?

If you decide to be in this study, your total participation will last less than 8 weeks.

CONFLICT OF INTEREST DISCLOSURE

I am employed at the Chicago Public Schools as a substitute teacher and I have worked at Cassell Elementary in the past. This may pose or appear to pose a conflict of interest or influence of participation because of confirmation bias. I will manage this by conducting the study in a fair and balanced method, and by constantly seeking the input of my Capella appointed mentor at every step of the study. I will not be paid to conduct the study and will not make money from the study. I will ensure data are collected and interpreted without bias.

WILL YOU GET PAID?

You will not be paid for your participation.

IS PARTICIPATION VOLUNTARY?

Your participation in this study is voluntary. You can say no or stop participation at any time. There will be no penalty to you. You will not lose benefits or services to which you are otherwise entitled. If you want to stop participation, please **email me at alexanderdavic@gmail.com or call or text me at (708) 307-2225.**

ARE THERE ANY COSTS TO YOU IF YOU PARTICIPATE?

There are no additional costs to you if you participate.

WHEN WILL I REMOVE YOU FROM THE STUDY?

I can remove you from the study if any of the following occur:

- I believe participation is causing you undue discomfort or stress.
- You are unable to complete activities as required.
- You no longer meet the inclusion criteria to participate.
- You request to be removed.

HOW WILL I PROTECT YOUR PRIVACY AND CONFIDENTIALITY?

The information you provide for the study will be kept confidential by storage on a computer that is protected by a two factor authentication system and only accessible to me.

Please note possible risks from electronic transfer of your information to school reviewers who live in different places with different data privacy laws.

In any written reports or publications, I will not use your name. If I collect information that uniquely describes you, I will write or present it in a way that eliminates others' ability to identify you.

Study Title:

Participant Initials: _____ Studyer Initials: _____

I, my study supervisor, and my doctoral committee will have access to your study data. Additionally, Capella University's IRB, and the Study Compliance Committee (RCC) and its designees may review your study records

All information you provide for the study will be securely maintained for seven years. If you leave the study early, I **[will or will not]** use the data I have collected from you.

When the study is over, information that identifies you will be separated from your other data. This information will be stored in a separate place. No data collected in this study will be given to another studyer for use in future study.

You have the right to ask questions about how your data will be handled. If you leave the study, you can ask for your data to be removed from analyses and destroyed. If this is not an anonymous study, you can request a copy of your data. You can request a correction if anything is wrong or incomplete.

In my study, I plan to quote parts of your interview. These quotes will not include your name. However, it is possible that use of multiple quotes may make you identifiable to people who know you.

ARE THERE LIMITS TO CONFIDENTIALITY?

I cannot keep things you tell me confidential if:

- I believe a child or vulnerable adult has been abused
- I believe you plan to hurt yourself
- I believe you plan to hurt someone else

There are laws that require many professionals to alert a state agency or law enforcement if they think a person is at risk for suicide, homicide, or if a child or adult is being abused. Please ask any questions you may have about this issue before you agree to participate. It is important that you do not feel betrayed if I cannot keep something confidential.

FERPA RELEASE

Do you consent for me to obtain [specify protected educational record or information]? This information is needed for the purpose of this study. This consent is valid until: December 31st, 2022.

Circle one: YES or NO

WHO CAN YOU TALK TO ABOUT THIS STUDY?

You can talk to family members, friends, professionals, or anyone who supports you. It is important that you feel comfortable with your participation. You can ask me questions about the study. You can ask my study supervisor questions about the study. You can contact me using the contact information listed on page 1 of this form.

Capella University's Institutional Review Board (IRB) has been established to protect the rights and welfare of human study participants. Contact the IRB at 1-888-227-3552, extension 7839 or at irb@capella.edu for any of the following reasons:

Study Title:

Participant Initials: _____ Studyer Initials: _____

- You have questions about your rights as a study participant.
- You have experienced a study-related injury.
- You wish to discuss problems or concerns.
- You have suggestions to improve the participant experience.
- You do not feel comfortable talking with the studyer.

You may contact the IRB without giving your name. To ensure safe conduct of the study, the IRB may need to reveal the information you provide to the studyer, supervisor, or appropriate authority.

DO YOU WANT TO BE IN THIS STUDY?

Your signature below shows you have read this form. You have had time to ask questions about this study. I have answered your questions. You voluntarily agree to be in this study. You understand that you can stop participation at any time. You will get a copy of this consent form for your records.

Printed Name of Participant

Date

Signature of Participant

Date

I confirm that the participant named above was given time to consider this information. The participant had an opportunity to ask questions. To the best of my knowledge, the participant voluntarily agrees to be in this study.

Printed Name of the Studyer

Date

Signature of Studyer

Date

Study Title:

Participant Initials: _____ Studyer Initials: _____

Looking For Study Participants

Hello everybody,

My name is David Alexander, and I am a substitute teacher with the CPS and a Doctoral candidate at Capella University. I am looking for participants for an evaluation study to assess the Cassell blue cards school wide, positive behavior, interventions and support (SWPBIS) program at Cassell. You will only have to fill out a brief questionnaire, and participate in a very brief email/phone interview. Please if you are interested, respond to this email. Thank you so much, and I look forward to hearing from you.

David Alexander.

Included in this document are both the evaluation questions that guided the study, and the questions for the one on one interviews.

Proposed Evaluation Questions

The following evaluation questions will guide this study:

- To what extent is the blue cards program helping to reduce disciplinary referrals?
- How does the implementation of the blue cards system help teachers' maintain classroom discipline?
- What improvements can be made to the blue cards system?
- These three questions were chosen because they are designed to assess the effectiveness of the blue cards system capture the essence of what this evaluation study is trying to achieve, which is to analyze the blue cards system.

Interview Questions.

- Describe the components of the Blue Card system that are effectively helping to reduce the number of discipline referrals.
- What are some strategies that you use to hold students accountable for their behaviors?
- How effective do you think the blue cards system has being in reducing disciplinary challenges at the school?
- Do you consider the blue cards system to be successful in its stated goal of managing students' behavior? If yes, why, and if no, why not.
- What further types of disciplinary, or rewards, measures would you like to see added to the Blue Cards System?

**Alexander, David** <dalexander38@cps.edu>

to Eileen, Julie ▼

Good morning Dr. Scanlan, and a very happy new year to you.

This is David Alexander (a substitute teacher) who worked at Cassell, and I am wondering if you could assist me in re
The capstone project that I envisage would be mainly unobtrusive - it would generally involve data gathering based on

David.

**Scanlan, Eileen** <emscanlan@cps.edu>

to me, Julie ▼

Good afternoon Mr. Alexander!

Wonderful to hear from you. I welcome you to use the blue card system and work with a few of our teachers, howev
Have a good day!

Eileen M. Scanlan, Ed.D.

Principal

Cassell Fine Arts School

Ph: 773.535.2640

This email and any files transmitted with it are confidential and intended solely for
delete this e-mail from your system. If you are not the intended recipient you are not



Type here to search





Date: December 14, 2021

From: The Institutional Review Board (IRB)

Re: 2021-1521

Study title: Proposed Evaluation of Cassell Elementary's Blue Cards Model.

Submission type: NHSR Submission

Dear DAVID ALEXANDER,

On behalf of Capella University's Institutional Review Board (IRB), I am writing to inform you that your study does not meet the federal regulations definition of human subject research and therefore IRB review and oversight is not needed. The researcher may continue with the research.

Please note: If your study involves face-to-face interactions with participants or prospective participants (face-to-face recruitment, consent, data-collection, etc.), you are required to follow the risk mitigation strategies outlined in the Conduct of In-Person Research Form included in your submission. As noted in current policy, face-to-face study procedures may only occur when researchers adhere to the most rigorous of the current CDC, state, county, municipality, site, and/or other applicable local health and safety directives.

Further information can be found on Campus, or by contacting the IRB office.

Please take special note of the following important aspects of your approval:

- Most programs have additional requirements before data collection may proceed. You must complete those requirements before collecting data.
- Changes made to your study may change the status of your study to human subject research. Therefore, the IRB must be notified and approve any changes to your study before they can be implemented. Contact the IRB Office at irb@capella.edu with your questions and/or proposed modifications.
- If there are any unanticipated problems or complaints from participants during your data collection, you must notify the Capella IRB Office within 24 hours of the data collection problem or complaint.
- While oversight is not required, monitoring of the consent process or data collection and analysis may occur. The IRB will notify you if your study will be audited.
- Per the [Doctoral Learner policy](#), you are required to be enrolled during recruitment, data collection, and data analysis. If you are not enrolled, you must cease recruitment, data collection and analysis.

The Capella University IRB is pleased to congratulate you on receiving approval to move forward. Best wishes as you conduct your research!

Regards,

Capella University Institutional Review Board

Email: irb@capella.edu



Date: December 14, 2021

From: The Institutional Review Board (IRB)

Re: 2021-1521

Study title: Proposed Evaluation of Cassell Elementary's Blue Cards Model.

Submission type: NHSR Submission

Dear DAVID ALEXANDER,

On behalf of Capella University's Institutional Review Board (IRB), I am writing to inform you that your study does not meet the federal regulations definition of human subject research and therefore IRB review and oversight is not needed. The researcher may continue with the research.

Please note: If your study involves face-to-face interactions with participants or prospective participants (face-to-face recruitment, consent, data-collection, etc.), you are required to follow the risk mitigation strategies outlined in the Conduct of In-Person Research Form included in your submission. As noted in current policy, face-to-face study procedures may only occur when researchers adhere to the most rigorous of the current CDC, state, county, municipality, site, and/or other applicable local health and safety directives.

Further information can be found on Campus, or by contacting the IRB office.

Please take special note of the following important aspects of your approval:

- Most programs have additional requirements before data collection may proceed. You must complete those requirements before collecting data.
- Changes made to your study may change the status of your study to human subject research. Therefore, the IRB must be notified and approve any changes to your study before they can be implemented. Contact the IRB Office at irb@capella.edu with your questions and/or proposed modifications.
- If there are any unanticipated problems or complaints from participants during your data collection, you must notify the Capella IRB Office within 24 hours of the data collection problem or complaint.
- While oversight is not required, monitoring of the consent process or data collection and analysis may occur. The IRB will notify you if your study will be audited.
- Per the [Doctoral Learner policy](#), you are required to be enrolled during recruitment, data collection, and data analysis. If you are not enrolled, you must cease recruitment, data collection and analysis.

The Capella University IRB is pleased to congratulate you on receiving approval to move forward. Best wishes as you conduct your research!

Regards,

Capella University Institutional Review Board

Email: irb@capella.edu



Date: December 14, 2021

From: The Institutional Review Board (IRB)

Re: 2021-1521

Study title: Proposed Evaluation of Cassell Elementary's Blue Cards Model.

Submission type: NHSR Submission

Dear DAVID ALEXANDER,

On behalf of Capella University's Institutional Review Board (IRB), I am writing to inform you that your study does not meet the federal regulations definition of human subject research and therefore IRB review and oversight is not needed. The researcher may continue with the research.

Please note: If your study involves face-to-face interactions with participants or prospective participants (face-to-face recruitment, consent, data-collection, etc.), you are required to follow the risk mitigation strategies outlined in the Conduct of In-Person Research Form included in your submission. As noted in current policy, face-to-face study procedures may only occur when researchers adhere to the most rigorous of the current CDC, state, county, municipality, site, and/or other applicable local health and safety directives.

Further information can be found on Campus, or by contacting the IRB office.

Please take special note of the following important aspects of your approval:

- Most programs have additional requirements before data collection may proceed. You must complete those requirements before collecting data.
- Changes made to your study may change the status of your study to human subject research. Therefore, the IRB must be notified and approve any changes to your study before they can be implemented. Contact the IRB Office at irb@capella.edu with your questions and/or proposed modifications.
- If there are any unanticipated problems or complaints from participants during your data collection, you must notify the Capella IRB Office within 24 hours of the data collection problem or complaint.
- While oversight is not required, monitoring of the consent process or data collection and analysis may occur. The IRB will notify you if your study will be audited.
- Per the [Doctoral Learner policy](#), you are required to be enrolled during recruitment, data collection, and data analysis. If you are not enrolled, you must cease recruitment, data collection and analysis.

The Capella University IRB is pleased to congratulate you on receiving approval to move forward. Best wishes as you conduct your research!

Regards,

Capella University Institutional Review Board

Email: irb@capella.edu



42 W. Madison | 2nd Floor | Chicago, IL 60602

Telephone: (773) 553-4444

Fax: (773) 553-2421

March 23, 2021

Greetings David Alexander,

Thank you for submitting the Graduate Student Research Screening form. Your proposal, titled: "The Effectiveness of the Blue Cards Behavior Modification System", has been reviewed with the following criteria in mind:

1. **Is the research thoughtfully constructed and well designed?** Are there any issues with recruitment, research activities, or methodology that constitute an obstacle to the completion of the research?
2. **Is the research beneficial to the district?** Will the outcome of the research provide important, actionable, and timely information back to the district?
3. **Does the research contribute to the greater world of education?** Could the findings of the research inform the academic community?

With these criteria in mind, your research is cleared to move on to the Research Review process. Please understand that receiving clearance to apply to conduct your research **does not guarantee** that your research will be approved by the Research Review Board.

Due to additional challenges presented by COVID-19, the CPS Research Review Board is convening on a quarterly basis. The next scheduled decision deadline of the Research Review Board is June 7th, 2021. In order for your research to be considered during this session, all materials need to be submitted by April 23rd, 2021.

In the interim, you can contact research@cps.edu with any additional questions. Thank you!

Sincerely,

Jared Sell

External Research Strategist



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

01/21/2022

David Alexander

Dear Alexander,

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 01/19/2022 to your research project, titled: Evaluation of Blue Cards Program at Cassell Elementary.

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: No Background Check

Other Notes: \$\$

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 #2021-1751. 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