



NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive
No.
1.7

SECTION: ADMINISTRATION
TITLE: RACE AND ETHNICITY IDENTIFICATION
DATE: FEBRUARY 2010

The U.S. Department of Education has issued final guidance on maintaining, collecting, and reporting racial and ethnic data (72 Fed. Reg. 202 (October 19, 2007)). Accordingly, this final guidance requires identification of race and ethnicity for students and employees of Nebo School District. It is preferable for a custodial parent or legal guardian (hereafter referred to as “parent”) to “Self Identify” a student’s race and ethnicity and for an employee to “Self Identify” their own race and ethnicity. If an individual is not “Self Identified,” school/district personnel (hereafter referred to as “personnel”) shall “Observer Identify” the student’s or employee’s race and ethnicity according to the following guidelines.

This directive defines the default values personnel shall use when Observer Identifying an individual.

Communication with Parents and Employees

- If personnel notice that either the race or ethnicity question has not been answered, personnel may request that the parent or employee complete the form.
- Personnel shall not make any suggestions about a person’s race or ethnicity, but may share the definitions listed below.
- If race or ethnicity is Observer Identified by personnel, the parent or employee may view the entered information using their web access to District information. This is the method the District will use to communicate this information.

Data Entry Guidelines

Ethnicity – Is the individual Hispanic / Latino?

- If the form has “Yes” or “No” marked, personnel shall enter the information as marked.
- If the form does not have either “Yes” or “No” marked, personnel shall enter “No.”

Race - What is the individual’s race?

- If the form has one or more races marked, personnel shall enter each of the races as marked.
- If no race has been marked, and “Yes” has been marked for “Hispanic Ethnicity,” personnel shall enter “White.”
- If no race has been marked, and “No” has been marked for “Hispanic Ethnicity,” personnel may use their best judgment.

Notes:

- The race and ethnicity questions should be considered completely independently. The answer to one question should not reflect on the answer to the other question. For example, if “Yes” has been marked for “Hispanic Ethnicity” and no race was marked, personnel should follow the rule for no race being marked.

- No assumption should be made about race and ethnicity based on home language. Conversely, no assumption should be made about home language based on race and ethnicity.

Definition of Race and Ethnic Categories Used for Federal Reporting

Ethnicity:

Hispanic/Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race Categories:

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

REFERENCES

National Forum on Education Statistics, Race/Ethnicity Data Implementation Task Force (2008). *Managing an Identity Crisis Forum Guide to Implementing New Federal Race and Ethnicity Categories* (NFES 2008-802). National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education, Washington, DC.
