



KIDS' COOPERATIVE preschool and kindergarten

BY-LAWS

2013-2014

A Parent Cooperative Preschool & Kindergarten since 1982

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**CLARK COUNTY PARENT CO-OPERATIVE,
INC. D/B/A KIDS' CO-OP PRESCHOOL AND
KINDERGARTEN
REVISED BY-LAWS (July 2012)**

I. NAME AND ORGANIZATION

Clark County Parent Co-Operative, Inc., D/B/A Kids' Co-Op Preschool and Kindergarten (hereinafter "Kids' Co-Op" or "School"), is a Nevada non-profit corporation, existing pursuant to Chapter 82 of the Nevada Revised Statutes (NRS) and a 501(c)(3) tax exempt organization as defined by the United States Internal Revenue Code. (Revised 8/97)

II. PURPOSE

To combine parent education with participation in the children's classroom and on a governing Board in order to provide a quality learning environment for kindergarten and pre-kindergarten aged children.

III. SCHOOL PROCEDURES

A. LICENSING

The Kids' Co-Op shall always meet all applicable licensing requirements for pre-schools and elementary schools in Clark County, Nevada. *(Revised 8/99; 7/03)*

B. CALENDAR

The Kids' Co-Op class year shall run from approximately late August through early June, with opening and closing dates set by the governing Board. Closure for holiday observance will roughly correspond with the Clark County School District (CCSD) calendar (not including CCSD staff development days). Exceptions must be approved by a $\frac{3}{4}$ vote of membership. Availability of a summer program will be determined on an annual basis by the governing Board. *(Revised 8/01)*

C. ELIGIBILITY:

1. Four year old class: child must be four by September 30 of the year in which the child is to be enrolled in the four-year-old class.
2. Three year old class: child must be three by September 30 of the year in which the child is to be enrolled in the three-year-old class.
3. Two year old class: child must be 2 by September 30 of the year in which the child is to be enrolled in the two-year-old class.
4. Kindergarten: child must be 5 by September 30 of the year in which the child is to be enrolled in the kindergarten class. *(Revised 7/03)*

Children enrolled in kindergarten are not eligible for preschool enrollment at the Kids' Co-Op. *(Revised 7/03)*

D. MEMBER HANDBOOK and OPERATING MANUAL:

The School shall publish a Member Handbook (hereinafter "the Handbook") as an additional resource for the Members. The Handbook shall address operating procedures, registration procedures, Member duties and obligations, disciplinary and remedial measures, and all other manner of detailed operational information applicable to the Members. The School shall also publish an Operating Manual for staff. The Operating Manual is intended to supplement these By-Laws and be read and interpreted consistently with the By-Laws. In the event the Handbook or Operating Manual and these By-Laws are inconsistent with one another, these By-Laws shall control.

IV. MEMBERSHIP

A. ELIGIBILITY:

The parent(s) or guardian(s) of a child enrolled in the School is a Member and subject to these By-Laws, as well as the other duties and obligations of Members that may be approved from time to time by the Board of Directors and/or the Membership. (Revised 7/03) A member is considered in good standing if all of the Requirements (section B) and Duties and Responsibilities (section C) are met.

B. REQUIREMENTS:

1. Members must meet the requirements of the Clark County Health Department by obtaining a TB test.
2. Members are required to attend the School's Orientation Meetings.
3. Members are required to attend the monthly Business Meetings.
4. Members are required to participate in all major fund-raisers, as mandated by the Board of Directors. *(Revised 8/97; 7/03)*
5. Members are required to register for and attend CD 238 (Family and Community Relations), offered by the Clark County Community College, for two consecutive semesters or the "Becoming a Love and Logic Parent" class provided by Kids' Co-Op prior to the conclusion of the Member's child's first semester of enrollment at the School. *(Revised 9/04)*
6. Members are required to hold and perform all required duties of a Board or committee position. All driving members are required to have a valid driver's license and at least the minimum level of automobile insurance required by Nevada law.
7. Members are required to complete a consent and release for criminal background check and, if working at the school over twenty (20) hours per month, possess a current North Las Vegas Child Care Work Card. *(Revised 8/99, 6/03)*
8. No child will be allowed to attend Kids' Co-Op until the required forms are received by the school: i.e. health card, North Las Vegas Child Care Work Card, medical forms and a copy of the child's birth certificate. An updated medical form and emergency information form is required annually for each child enrolled, in addition to any other forms or documentary information required by the Board from time to time. *(Revised 8/99, 6/03)*
9. Failure to meet these requirements will be reported to the Board of Directors and will subject the Member to the disciplinary and remedial measures adopted from time to time by the Board of Directors and/or the Membership and published in the Handbook. *(Revised 8/97)*

C. DUTIES AND RESPONSIBILITIES

1. Members are required to participate in the classroom on a rotating basis, as scheduled by the classroom coordinators, to maintain a child-adult ratio of no more than 4 to 1 for preschool and 8 to 1 for Kindergarten. *(Revised 7/03) (Revised 3/09)*
2. On a rotating basis, Members are required to supply nutritious snacks to the classroom to which they have been assigned to participate.
3. Members are required to participate in the cleaning and maintenance schedule, including set-up before start of school classes, and periodic cleaning during the school year as required by licensing. *(Revised 8/00)*
4. Members are required to pay all fees when due.
5. When scheduled to work in the classroom, Members are required to arrange for a substitute in case of an unavoidable absence. The substitution fee is set forth yearly in the Handbook, along with the method and manner of payment and disciplinary and remedial measures applicable when such payment is not made.
6. Members shall not bring non-enrolled children to the School on days when they are participating in class.
7. Members shall not bring children with communicable diseases to the School and must notify a teacher as soon as the diagnosis is made. *(Revised 8/99)*
8. Members are required to be on time, as set forth in the Handbook, when scheduled as a working parent.

D. RIGHTS OF MEMBERS

1. A member shall have the right to request a conference with the teacher and/or the Director regarding developmental and/or school related concerns.
2. A member shall have the right to submit a written grievance to the Ombudsman and /or Board of Directors for consideration. (*Revised 7/03*)
3. A member shall have the right to attend the meetings of the Board of Directors.
4. Members may request, in writing, special consideration because of medical condition and other extenuating circumstances approved by the Board of Directors. Requests must be in writing, and contain reason and estimated time of leave. Requests are reviewable by the Director and BOD. New mothers are excused from classroom participation duties for a total of six consecutive weeks to be scheduled with the class coordinator. Medical leave does not excuse member from fulfillment of committee position duties unless the Director grants permission.
5. Members have the right to an expectation that the other Members, the Board of Directors, the Director, and the teachers, will maintain the confidentiality of matters concerning their children enrolled at the School.

V. EXECUTIVE BOARD AND BOARD OF DIRECTORS

A. EXECUTIVE BOARD

1. The Executive Board (EBOD) shall consist of the offices of President, Vice-President Operations, Vice-President Personnel, Secretary and Treasurer.
2. The Officers of the EBOD shall be elected by the general Membership on an annual basis pursuant to Section VI.A.
3. Each term of election shall be for one year, commencing on May 1 and ending on May 31 of the following year.
4. No EBOD Officer shall serve in any office for more than two (2) consecutive years.
5. The EBOD shall appoint the following Committee Chair Positions (Committee Chairs): Fundraising Chair, Auction Chair, Facilities Chair, Coordinator Liaison, Publicity Manger, and Special Projects Coordinator.
 - a. Members may submit nominations to the EBOD for consideration for the Chair Positions. If there is more than one candidate for a position, the Board member shall be elected by the general Membership.
 - b. There shall be no term limits for the Chair Positions.
6. The EBOD shall have the powers and duty for general supervision, direction, management and control of the School and other duties as may be prescribed.
7. The EBOD has a fiduciary duty to the School and shall maintain the highest standards of confidentiality on matters related to individual members and their children, as well as on other sensitive issues.

B. BOARD OF DIRECTORS

1. The Board of Directors (BOD) shall consist of the EBOD and Committee Chairs.
2. The Officers of the EBOD shall be elected by the general Membership on an annual basis pursuant to pursuant to Section VI.A.
3. Each term of election shall be for one year, commencing on May 1 and ending on May 31 of the following year.
4. The BOD shall have the powers and duty as may be prescribed by the EBOD.
5. The BOD has a fiduciary duty to the School and shall maintain the highest standards of confidentiality on matters related to individual members and their children, as well as on other sensitive issues.

C. MEETINGS

1. The BOD shall meet once each month with members of the BOD attending as required or requested.
2. The EBOD shall meet at a time and place as designated and noticed by the EBOD.
3. A quorum shall be required to conduct any business of the BOD or EBOD.
4. A quorum shall be comprised of at least 50% of the BOD or EBOD members, plus one.

D. RESIGNATION AND VACANCIES

1. Any Member of the BOD or EBOD may resign effective upon giving written notice to the President or the Secretary.
2. If any Member of the EBOD or BOD cannot carry out the designated duties of that office, that member shall resign and a replacement will be appointed.
3. Vacancies may be filled by a majority vote of the EBOD, or if the number of members of the EBOD then in office is less than a quorum, by the affirmative vote of a majority of the EBOD members then in office at a meeting held pursuant to notice
4. Each EBOD or BOD member so appointed shall hold office until May 31.

E. TERMINATION OF MEMBERSHIP

The Executive Board shall have the power to terminate membership subject to the rules and procedures promulgated by these By-Laws and the Handbook and, to the extent not inconsistent with these By-Laws and the Handbook, subject to NRS 82.251, and subject to notice to the Member and an opportunity for the Member to appear before the Executive Board.

F. CONTRACTS FOR STAFF

The Executive Board shall negotiate a contract with the director and the teachers and secure proper facilities for the school.

G. RECORDS

Each officer shall keep records of the year's activities and make recommendations for the following year.

H. CONFIDENTIALITY

Each officer shall maintain confidentiality on matters pertaining to individual members and their children, as well as on other sensitive issues. (*Revised 8/97*)

I. QUORUM

A quorum of the Board must be present before business can be transacted or motions made or passed. A quorum of the Board shall be comprised of at least 50% of the Board members, plus one.

J. TERM LIMITS

All Board members serve one (1) year terms from May through May. They are eligible for re- election for an additional term. Board members may not serve in any one position for more than two (2) consecutive years

VI. OFFICERS

A. ELECTION OF OFFICERS

1. The BOD shall serve as a nominating committee, which shall receive nominations of at least one candidate for each office in the month of March. (*Revised 7/12*)
2. The consent of each nominee must be obtained before placing his or her name on the ballot.
3. The President shall not be a voting member of the committee, but shall serve in an advisory capacity.
4. The slate shall be made available to the Members prior to the business meeting when elections are held.

5. Elections are to be held in April, and shall be by secret ballot and determined by a simple majority of the votes cast. Additional nominations from the floor shall be accepted with the consent of the nominees. Two non-slate members and the Director shall count and verify ballots. *(Revised 7/12)*
6. If there is only one candidate for any office, the election may be by voice, or by motion from the floor.
7. New officers shall work jointly with the retiring officers from May through August, and assume their duties until the following August, to assure a smooth transition. Newly elected officers will assume voting privilege as of the June Board meeting thus relieving the “retiring” Board members of the responsibility. *(Revised 8/01)*
8. Any vacancy in an office shall be filled by appointment of the Board.

B. DUTIES OF OFFICERS

1. PRESIDENT

- a. Shall participate in the preparation of an agenda and preside at Board meetings in the absence of the Director and shall preside at business meetings.
- b. Shall not vote at meetings of the members, except to break a tie.
- c. Shall provide information for the newsletter.
- d. Shall be the teacher liaison, and meet with the teachers, director and vice president on a monthly basis.
- e. Shall have the power to close school in an emergency after consultation with the director and/or teachers.
- f. Shall oversee the director for the annual renewal of license and post it in the school.
- g. Shall consult with the director on issues pertaining to the Clark County Health Department, as necessary.
- h. Shall meet with the vice president and treasurer to review the treasurer’s books on a quarterly basis.
- i. Shall oversee the director, reviewing daily classroom logs and reports, ensuring that relevant issues are brought before the Board.
- j. Shall conduct yearly evaluations of the director, with the vice president and the past Board president. *(Revised 8/98)*
- k. Shall oversee and supervise the governance of the Co-Op including such duties as may from time to time be prescribed by resolution of the Board or that are otherwise incidental to the office of President.
- l. Shall be the EBOD liaison to the Publicity/Marketing Manager.

2. VICE PRESIDENT - OPERATIONS

- a. Shall work closely with the president and assume his/her duties when necessary because of illness or resignation.
- b. Consults with Committee chairs on events. *(Revised 7/92)*
- c. Shall meet on a quarterly basis with the president and treasurer to review the books. *(Revised 6/94)*
- d. Assists the Facilities Chair and Treasurer with planning for capital improvements and expenditures thereof.
- e. Co-ordinates renovations or major improvement projects. *(Revised 7/13)*
- f. Assists the Director on issues pertaining to the upkeep and safety of the school and grounds. *(Revised 9/08)*
- g. Acts as first responder to alarm and other school emergencies.

- h. During the summer, work with Secretary and President to update Handbook and Operations Manual.
- i. Oversees website maintenance and regularly updates website procedures.
- j. Help to create and update the Operations manual
- k. Shall be the EBOD liaison to the Facilities Chair.

3. VICE PRESIDENT-PERSONNEL

- a. At the end of each year, review the list of Board Tasking; add, delete, and revise tasks as necessary.
- b. Over the summer, update all binders with new contact sheets for the next school year. Change any position descriptions/ instructions per Director's input. Create binders as needed for any newly created positions.
- c. Place members on Boards and keep a roster of each Board to give to the Board Chairs and to reference throughout the year.
- d. During the summer, work with Secretary and President to update Handbook and Operations Manual.
- e. As families withdraw and new families join the Co-Op, fill vacant positions and let new families know where they are to serve.
- f. Meets with the Director and teachers on a monthly basis, with the President.
- g. Assists the President with the Director evaluation
- h. Ensure that all families are completing their assigned committee position, work with Secretary as necessary to ensure compliance
- i. Shall be the EBOD liaison to the Coordinator Liaison.

4. SECRETARY

- a. Shall prepare an agenda for Board of Directors' meetings, Executive Board meetings and business meetings.
- b. Shall prepare and keep minutes of the Board meetings and business meetings, and distribute copies of these minutes to the executive Board members and any member missing a meeting. Board meeting minutes should be available for the president before the business meeting. *(Revised 8/97)*
- c. Shall be responsible for the school's correspondence, including thank you to school visitors, get well cards, etc. *(Revised 7/92)*
- d. Shall take attendance at all meetings.
- e. Prepare, post and distribute notices of upcoming events as needed.
- f. Shall update and coordinate the parent handbook to ensure that each member receives any amendments during the school year.
- g. Shall be the EBOD liaison to Special Projects Manager.

5. TREASURER

- a. Oversees all monies. *(Revised 9/04)*
- b. Shall file or cause to be filed all government reports and IRS returns.
- c. Shall keep an itemized ledger of all receipts and disbursements and present a monthly report at the Board and business meetings.
- d. Shall prepare an annual operating report from July 1 to June 30.
- e. Shall prepare an annual statement in June and submit books for review by a CPA annually for tax purposes. Two appointed members or a non-member should also audit books annually. *(Revised 8/97)*

- f. Shall assist in preparation of an estimated budget for the following year, which is submitted to the general membership.
- g. Shall permit inspection of the books by any member, at any time, upon request.
- h. Shall be prepared to give a status of the budget report at any time, upon request of the President.
- i. Shall attend all fundraising functions to collect and ensure handling of the moneys. *(Revised 8/92)*
- j. Shall maintain liability insurance. *(Revised 8/98)*
- k. Shall submit Profit & Loss to membership for review every 2 months electronically and paper copies twice a year.
- l. Shall be the EBOD liaison to the Auction and Fundraising Committee Chairs

VII. COMMITTEE CHAIRS

1. FUNDRAISING CHAIR

- a. Shall be liaison between Board and members on each fundraiser.
- b. Coordinates and oversees Fundraising board members for each fundraising event.
- c. Report progress on fundraisers to the Board.
- d. Evaluate effectiveness of fundraising methods and suggest changes, subject to Board approval.
- e. Keep a record of each fundraiser in a file at the school for future reference
- f. Prepare report for General Meeting outlining the status of all fundraising events for the membership.
- g. Report fundraising event information to Publicity for Newsletter.
- h. Hold monthly meetings with all fundraising committee members in order to oversee their work with their fundraising duties. *(Revised 7/09)*

2. AUCTION CHAIR (ADDED 7/09)

- a. Shall be liaison between Board and members on the annual auction.
- b. Coordinates and is responsible for the annual auction; heads up the Auction Committee.
- c. Evaluate effectiveness of annual auction and suggests changes, subject to Board approval.
- d. Keep a record of annual auction in a file at the school for future reference.
- e. Prepare report for General meeting outlining the status of auction for the membership.
- f. Report auction event information to Publicity for Newsletter.
- g. Hold monthly meetings with all auction committee members in order to oversee their work with the Auction.
- h. Shall select three (3) managers to help assist with managing auction tasks and auction committee members.

3. FACILITIES CHAIR

- a. Supervises the overall maintenance of the school facilities by members appointed to the Facilities Board, including, building maintenance and repairs, grounds keeping, front grounds and patio maintenance, gardening, sprinkler maintenance, carpet cleaning and floor waxing, weeds and trash pick-up, and creation and maintenance of a cleaning schedule.
- b. Gives clear instructions and trains their assigned Assistant to perform the basic necessary tasks in assigned areas

4. COORDINATOR LIAISON

- a. Hold a coordinator orientation before school starts in the fall.
- b. Oversee classroom coordinators.
- c. Hold monthly meetings with all coordinators in order to oversee their work with the class members.
- d. Serve as a liaison between parents, teachers, and board.
- e. Bring before the BOD any issues that have arisen in the classroom.
- f. Communicate to classroom coordinators any pertinent information from BOD meetings.
- g. Shall serve as classroom coordinator in their child's classroom. (Revised 7/09)
- h. Initiate and schedule "Summer Play dates in the Park" for the purpose of maintaining and fostering membership relations.

5. PUBLICITY/MARKETING MANAGER (Revised 7/12)

- a. Maintain PR@kidscoop.org and set up a framework for PR future
- b. Create and maintain a 12 month marketing plan for Kids' Co-Op
- c. Update and maintain all social media
- d. Create relevant press releases each month
- e. Deliver press releases to the media (phone, fax, email, web)
- f. Introduce media to Kids Co-Op and groom them to accept our stories
- g. Schedule interviews with Director and President
- h. Design the Kids' Co-Op Monthly Newsletter
- i. Contact groups/schools for group speaking engagements for teachers
- j. Get final approval on all printed materials from Director or President
- k. Attend monthly BOD meetings
- l. To work with Fundraising Chair and Special Projects Coordinator on special events (i.e. tabling events, concerts, art show, etc.)
- m. Responsible for a yearly publication of the Co-Op Non Discrimination policy in a newspaper publication

6. SPECIAL PROJECTS COORDINATOR (Revised 8/99)

- a. Responsible for planning and operation of special events such as Orientation, Harvest Festival, holiday party, seminars and workshops.
- b. Responsible to work with teachers to coordinate visitors to the school and to make field trip arrangements, provide maps and related information.
- c. Attends all such special events as a leader and for guidance.
- d. Shall schedule photographer for class photos. (Revised 9/08)

7. OMBUDSMAN

The Ombudsman, who shall be a current or alumni Co-Op parent, is appointed by and serves at the pleasure of the Board of Directors. Because this is an appointed position the Board Advisor shall not be subject to election by the general membership and shall serve in the position until resignation or discharge. For the purposes of committee service and fulfilling school cleaning requirements, the Ombudsman shall be considered a member of the Board of Directors. The Ombudsman shall attend the meetings of the Board of Directors but shall not vote with respect to Board business. Additionally, the Ombudsman is responsible for the following:

- a. Shall act as the liaison between the Board and general membership.
- b. Responsible for representing and resolving all concerns, complaints and suggestions from members or Board members.

- c. Attends Board meetings on an as needed basis, both upon own initiative and upon invitation by the Board to resolve issues that may be elevated to the Board.

8. BOARD ADVISOR

The Board Advisor, who shall be a current or alumni Co-Op parent, is appointed by and serves at the pleasure of the Board of Directors. Subject to the Board Advisor's professional qualifications, he/she shall advise the Board of Directors, as requested, on financial, legal, business and strategic planning matters. Ideally, the Board Advisor should possess an advanced professional degree or professional licensure, such as, but not limited to JD, CPA, or MBA. Because this is an appointed position the Board Advisor shall not be subject to election by the general membership and shall serve in the position until resignation or discharge. For the purposes of committee service and fulfilling school cleaning requirements, the Board Advisor shall be considered a member of the Board of Directors. The Board Advisor shall attend the meetings of the Board of Directors but shall not vote with respect to Board business.

VIII. MONIES AND FEES

A. FEES

1. Fees shall be established by a majority vote of the Board annually. Tuition increases are to be reviewed annually, established and published prior to registration whenever possible. (*Revised 8/00*)
2. Registration fees are due at the time of registration and are non-refundable. (*Revised 8/00*)
3. Building fund fees and supply fees (if applicable) are non-refundable

B. TUITION:

1. Tuition is assessed on a monthly basis and is due and payable on the first day of the month. Collection of delinquent tuition shall proceed in accordance with the procedures set forth in the Handbook.
2. Teachers receive a tuition discount for one child annually, as specifically set forth in the Teacher's Employment Agreement. (*Revised 8/01; 7/03*)
3. Members with continually delinquent accounts will be subject to corrective and/or remedial action as set forth in the Handbook. At any time, a Member may attend a regularly scheduled
4. Board meeting to request special tuition payment arrangements, stating the reason(s) therefore. Approval of such a request shall be at the Board's sole discretion.
5. Members enrolling after the first of the month shall pay tuition for that month on a pro-rata basis, as determined by the Treasurer.
6. A \$10.00 fee will be assessed to any parent arriving 5 minutes late to pick up their child and for an additional one dollar per minute thereafter. (*Revised 8/00*)
7. Members are required to arrange for a substitute in case of unavoidable absences. (see section IV, C, 5) A substitute fee will be assessed to any member who is scheduled to work
8. and does not arrange a substitute. This fee is due and payable with the following month's tuition. (*Revised 6/92, 4/03*).
9. A buy-out obligation will be imposed upon any Member who does not participate in a mandatory fundraiser. The amount of the buy-out will be determined in consideration of the
10. particular fundraiser and will be publicized to the Membership not less than thirty (30) days prior to the commencement of the mandatory fundraiser. (*Revised 8/97*)

C. REFUNDS

1. In the event a Member family withdraws from membership, the full sum of tuition due and/or paid for the Member's final month of enrollment shall be retained by the School without refund unless the Member provides the Director with at least two weeks written notice of withdrawal. In the event such notice is provided, the tuition due and/or paid for the final month of enrollment shall be pro-rated, and a refund or credit provided the Member for the days of the month following the withdrawal.

2. Tuition refunds will not be given except upon approval of the Board, in the Board's sole discretion, following a Member's written request for said refund and appearance at the next regularly scheduled Board meeting following submission of said request to discuss the requested tuition refund.
3. Pre-registration or registration fees are non-refundable.

IX. DISSOLUTION OF THE GROUP

Upon dissolution of the group, any assets remaining after payment of expenses are to be transferred to a tax-exempt organization which qualifies under Section 501 (C-3) of the Internal Revenue Code of 1954.

X. AMENDMENTS

These by-laws may be adopted, amended, or repealed by a majority of the Board at any Board meeting, or by a majority of the members at any regular or annual meeting of the members.

XI. NONDISCRIMINATION CLAUSE

The Kids' Co-Op School admits students of any race, ethnicity, and gender to all the rights, privileges, programs, and activities generally accorded or made available to its students, and does not discriminate on the basis of race, ethnicity or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.