

**Memorandum of Understanding (MOU)**  
**By and Between**  
**The Norwalk-La Mirada School District (District)**  
**and**  
**Teachers' Association of the Norwalk La Mirada Area (TANLA)**

**Regarding Revised Code of Conduct for the Early Education Program**

This Memorandum of Understanding (MOU) is entered into by and between the **Norwalk-La Mirada Unified School District** (hereinafter referred to as the "District") and the **Teachers Association of the Norwalk-La Mirada Area** (hereinafter referred to as the "Association"), collectively referred to as the "Parties."

**Purpose**

The purpose of this MOU is to confirm the mutual agreement of the Parties to update the **Code of Conduct for the Early Education Program**, effective with the **2025-2026 school year**, to align and maintain compliance with the standards set forth by the **Los Angeles County Office of Education (LACOE) Grantee Implementation Manual (GIM)** and the **Federal Head Start Program Performance Standards (HSPPS)**.

**TERMS**

**1. Policy Alignment**

- Effective with the **2025–2026 school year**, the Early Education Program's **Code of Conduct** shall be updated to fully align with the **LACOE GIM** and the **Federal HSPPS** as mandated by the Office of Head Start.
- The revised Code of Conduct will be shared with all Early Education staff and reviewed during program meetings and professional development as appropriate.
- The revised Code of Conduct will be renamed "Standards of Conduct for Employees" with the changes highlighted in the attached document.

**2. Employee Notification**

- All affected bargaining unit members will receive written notice of the revised Code of Conduct prior to implementation.


**3. Consultation**

- Should future changes to the GIM or Head Start standards require additional revisions to the Code of Conduct, the District agrees to consult with the Association prior to implementation of any further changes affecting bargaining unit members.

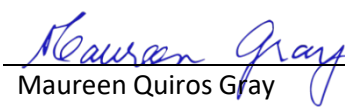
This MOU shall be in effect until the parties have an opportunity to revise the contract language during negotiations.

**For the District:**

**For TANLA:**

  
\_\_\_\_\_  
Michael R. Gotto, Ed.D.  
Assistant Superintendent, Human Resources

09/29/25  
Date

  
\_\_\_\_\_  
Maureen Quiros Gray  
President, TANLA

09/29/25  
Date



# NLMUSD EARLY EDUCATION PROGRAM

14616 Dinard Avenue • Norwalk, CA 90650

(562) 210-4205

Columbia\*Ramona •Sanchez• Foster Road •Johnston •Huerta •Nuffer •Chavez •Glazier•New River \*Moffitt

## STANDARDS OF CONDUCT FOR EMPLOYEES

All staff must abide by the program's standards of conduct as outlined below.

I, \_\_\_\_\_,  
*Legal first and last name printed*

- Will implement positive strategies to support children's well-being and prevent and address challenging behavior.
- \*Will not engage in behaviors that maltreat or endanger the health or safety of children, including at a minimum:
  1. Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in or has the potential to result in physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding or dragging;
  2. Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
  3. Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating or threatening a child; and
  4. Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;
- Will report reasonably suspected or know incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) and in compliance with federal, state, local, and tribal laws.
- Will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Will follow program confidentiality policies concerning information about children, families, and other staff members. Children's names and information, as well as the contents of any classroom and office files are confidential.
- \*Will ensure no child is left alone or unsupervised. Children are never to be left alone with a volunteer(s). Active supervision, at all times.
- Will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors per Head Start Act Sec. 642©(1)€(iv)(X)(aa)
- Will maintain respect and promote professional relationships with the Los Angeles County of Education (LACOE), our own agency, other preschool agencies, families, staff, and children.
- Will avoid letting personal relationships influence professional judgment and performance of my work.

- Will refrain from the unlawful manufacture, distribution, dispensing, possession, or use of any alcoholic beverage, controlled substance, or tobacco in the workplace or at any activity funded by federal or state funds.
- Will not engage in fraudulent practices determining, verifying, and documenting program eligibility.

**Performance Standard 1302.90 (c) LACOE GIM-1302.90-94\_(17)v17**

*\*Items in italics indicate Community Care Licensing Type A violations.*

## **PENALTIES FOR VIOLATING THE STANDARDS OF CONDUCT**

These penalties are in place to protect children and to safeguard the operating license of the Preschool Programs. All violations will be subject to the progressive discipline protocol with the exception of the items considered Licensing Type A violations, marked with an asterisk above.

1. For any violations of the Standards of Conduct that are not Community Care Type A violations, the progressive discipline system established by the District will be used. The progressive discipline process consists of a series of disciplinary steps, each step calling for more serious disciplinary action. The process generally includes the following sequence:
  - a. Oral warning/conference
  - b. Written warning
  - c. Letter of reprimand
  - d. Unsatisfactory Evaluation
  - e. Suspension without pay
  - f. Dismissal

*(source: FRISK Documentation Model page 86)*
2. For violations of the Standards of Conduct that are Community Care Type A violations, will be subject to the following more stringent protocol:
  - a. Formal Written Warning in the Personnel File.
  - b. Formal Written Warning in the Personnel File with a two-day unpaid suspension.
  - c. Letter of Reprimand in the Personnel File with a four-day unpaid suspension.
  - d. Letter of Reprimand in the Personnel File with a seven-day unpaid suspension.
  - e. Termination of employment.

I agree and will abide by these standards of conduct and penalties:

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*Signature*

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*Date*