



**Cupertino Union School District**

**MEMORANDUM**

Date: May 29, 2015

To: West Valley Elementary School Faculty

From: *Nancy Johnson*  
Nancy Johnson, Associate Superintendent, Human Resources

Re: Notice of District Expectations of Teaching Staff Regarding Professional Conduct

Copy To: Wendy Gudalewicz, Superintendent; Theresa Johnson, Principal; Kai Brown, President, Cupertino Education Association

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As a follow-up to my message verbalized at this past Tuesday's West Valley staff meeting, and in response to 19 interviews with staff members the previous week, this general notice is being sent to all faculty members. The following staff-to-staff behaviors—perpetrated, observed and/or experienced over the past several weeks—will not be tolerated. Specifically, each and every teacher is directed to refrain from actively or passively engaging in these behaviors:

- Exclusion of certain teachers from staff meetings called by individual teachers or a small group of teachers;
- Exclusion of certain teachers from e-mail messages sent to a majority of the teaching staff by fellow teachers;
- Exclusion of certain teachers from plans for a solidarity demonstration, e.g., the message to faculty to wear white on May 5th;
- Teacher-to teacher name-calling;
- Shunning, glaring, or staring at certain fellow teachers on campus;
- "Silent treatment" of certain teachers and whispered side-conversations;
- Teachers' warnings of other teachers to "watch your back;"
- Gossip and rumor exchanges about certain teachers' alleged actions;
- Taunts and sarcasm;
- Pressure upon certain staff members to attend after-school meetings called by individuals, or a small group of teachers.

These teacher-to-teacher behaviors have resulted in painful experiences for both targets and bystanders. Collectively, these behaviors have created a “hostile work environment” for certain faculty members. The impact includes numerous staff members reporting personal distress, including low morale, anxiety, mistrust, trouble sleeping, and isolation. The behaviors listed above must cease immediately. Future conduct involving these and similar behaviors will likely result in employee discipline, up to and including dismissal.

If you have any concerns or question regarding the meaning of this directive, please refer to the relevant parts of CUSD Board Policies 4119.21, 4219.21 and 4319.21, and CA Standards for the Teaching Profession, specifically Standards 6.6 and 6.7—cited below. For further clarifications, or to share your insights about these matters, please contact Human Resources Director Doug Baughn or me immediately.

Enclosed in this envelope addressed to you are two copies of this memorandum. One is for you to read and keep; the other is to be signed and returned to the Human Resources Department c/o Doug Baughn, **no later than June 5, 2015**, as acknowledgment that you have received this memo. Your signed receipt will be held in a file completely separate from your personnel file. Thank you in advance for your cooperation.

For your reference:

**CUPERTINO UNION SCHOOL DISTRICT BP 4119.21, BP 4219.21, BP 4319.21  
Board Policy**

**PERSONNEL**

***Professional Standards***

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students, staff, and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

**CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION (CSTP)**

**Adopted by the CA Commission on Teacher Credentialing 2009**

**CSTP 6.6 Managing professional responsibilities to maintain motivation and commitment to all students.**

As teachers develop, they may ask, “How do I...” or “Why do I...”

- find support and develop strategies to balance professional responsibilities with my personal needs?
- manage stress and maintain a positive attitude with students and colleagues?
- Address the complications and challenges of teaching?

**CSTP 6.7 Demonstrating professional responsibility, integrity and ethical conduct.**

As teachers develop, they may ask, “How do I...” or “Why do I...”

- remain informed of, understand, and uphold the professional codes, ethical responsibilities, and legal requirements applicable to the profession?
- meet my professional obligations to implement school, district, state, and federal policies and guidelines?
- maintain professional conduct and integrity in the classroom and school community?
- demonstrate my professional obligations to students, colleagues, school and the profession?

**My signature below indicates only that I have received this memorandum. By signing, I neither agree nor disagree with its contents.**

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Signature

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Print Name

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Date Memo Received