



PALO ALTO UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCE CENTER  
25 CHURCHILL AVENUE  
PALO ALTO, CALIFORNIA 94306  
(650) 329-3958

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To: Kathleen Laurence, Principal, Gunn High School  
From: Anne Brown, Interim Assistant Superintendent, Human Resources  
Date: November, 16 2017  
Re: Letter of Warning

In November of 2016, you failed to connect a subsequent report of a Complainant to an initial Title IX incident, as well as provide appropriate responses to that complaint. Specifically, it was determined through the Cozen investigation that:

- You did not connect the report to the initial report involving the Complainant and Respondent, nor you did bring the new information back to an administrative team meeting, or share the new information with the Assistant Principal who had overseen the response to the initial report.
- You failed to identify the subsequent behavior reported to you as potential harassment, retaliation, or continuation of a hostile environment under Title IX.
- You did not connect the Complainant to the Title IX Coordinator or offer the option to pursue a UCP at that point in time.
- You did not follow up with the Complainant within a week; and there was no documentation to confirm that information was shared back to the administrative team.

When you discussed this with Karen Hendricks, Interim Superintendent, you indicated that you had shared information with other members of the administration team, however there was no documentation of those conversations. These actions are in violation of Administrative Regulations/Board Policies 1312.3 and 5145.3, as well as Board Policy 5145.7.

Your actions adversely impacted the Complainant, by failing to protect their rights, and you did not support the legal requirements of the UCP and Title IX requirements.

Effective immediately, you are to follow all Title IX procedures and processes as outlined in Board Policy. To assist you in correcting this conduct, I offer the following suggestions:

- Review the Title IX procedure as outlined in the PowerPoint Presentation from the 9/19/17 training, KEEPING OUR STUDENTS SAFE: Title IX, Our Responsibility, Follow-Up Administrator Training.

- Reference the Title IX Resources: Digital Binder, when a Title IX complaint has been made, including the Administrator's Checklist. If you have any questions meet with the district's Title IX Coordinator for support and guidance.
- Continue to be a reflective administrator committed to student safety as well as ongoing professional development.

A copy of this letter will be placed in your personnel file ten days from the date of the letter. Prior to that, you may prepare a written response, which will be attached to this document when placed in your file.

Sincerely,

A handwritten signature in cursive script that reads "Anne Brown".

Anne Brown  
Interim Assistant Superintendent, Human Resources