

**Palo Alto Unified School District
Board Policy
BP 5116.2**

**Students and Student Services
Enrollment
ENROLLMENT PROVISIONS**

As the Board of Education actively supports the neighborhood school concept, students in the Palo Alto Unified School District shall generally attend the school located in their attendance area. Attendance areas shall be defined by the Board of Education through the establishment of attendance boundaries.

Open enrollment allows students to attend alternative schools or other neighborhood schools outside their attendance area on a space available basis. Students transferring from outside the attendance area shall not displace a student who currently resides in the attendance area of a school (including those students at the school with an administratively approved intradistrict transfer).

Students who currently reside in the attendance area of a school (including those students at the school with an administratively approved intradistrict transfer) shall not be displaced by students transferring from outside the attendance area.

In order to determine space availability in the elementary schools, the administration shall annually establish the capacity for each elementary facility. The first step in the process will be to reserve classrooms for special classes and centers in keeping with the administration's master plan for these placements. Such space reservations will not be compromised because of increased enrollment in a school attendance area, but may be reconsidered at the policy level for educational reasons. The second step in the process requires the reservation of the equivalent of two classrooms on each site for instructional support programs (e.g., resource specialist and curriculum lab) and then determining the number of classrooms available for regular K-5 instruction and district programs.

NOTE: Effective September, 1996, the Board of Education waived the last sentence in the above policy provision until the completion of the Building for Excellence program – see Board Minutes of September 17, 1996.

(4/86)
(Revised 6/87)
(Revised 5/94)
(Revised 10/95)
(Revised 9/96)
(Revised 1/00)